



CITY OF VINCENT

AGENDA

Ordinary Council Meeting 21 June 2022

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

**David MacLennan
Chief Executive Officer**

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The following conditions apply to public questions and statements:

1. 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.

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- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
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1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Cr Susan Gontaszewski on approved leave of absence from 15 June 2022 to 30 June 2022.

3 (A) PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS**(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****Brayden Kennedy of Perth – Item 12.8**

1. In reviewing the Vincent Underground Power Project proposed project areas, please advise how the small section of Randell Street, being a street that already has part of the infrastructure underground on both the Palmerston Street and Fitzgerald Street ends, has been excluded from the project areas?

The Undergrounding Program Pilot (NRUPP) is being delivered in partnership between Western Power and the City of Vincent.

NRUPP is a Western Power pilot program to convert overhead assets reaching the end of their service life to an underground network. Under this pilot, areas are selected based on network risk, with a high density of aging distribution overhead assets that require replacement.

NRUPP requires Local Government agreement to co-fund the program, otherwise the overhead assets would be replaced like-for-like (ie a wooden pole would be replaced with the same wooden pole in the same location). Ensuring NRUPP criteria is met allows Western Power to maximise its contributions towards the project and reduces the cost to the Local Government.

Randell Street has not been selected for this next project as it does not meet this criteria.

But we are taking a Whole of City of Vincent approach to Underground Power.

Our aim is to continue this partnership with Western Power to provide underground power throughout the City of Vincent in an ongoing but staged manner.

2. Please advise the process involved to have the project areas reviewed for Randell Street's inclusion to the project areas.

We will liaise with Western Power on future projects following these three project areas with the aim of providing underground power throughout the City of Vincent in an ongoing but staged manner.

3. Given the Council's goals of improved tree canopies along our streets, the City is proposing to spend \$3.6m upgrading Robertson Park, of which the south side of Randell Street is proposed to be a native landscaped stop. Has the Council assessed the proposed project areas with the City's other planned works in the City to achieve substantially improved outcomes for residents and our environment.

Yes. There is very strong interest throughout the community in underground power. We have been engaging our community this year on a major review of our Strategic Community Plan. In a community survey we received 287 responses that rated the priority of planting trees and undergrounding power lines across the City to improve our tree canopy. 87% of survey responses were favourable of this outcome: 66% of responses rated this outcome as very high and 21% of responses rated this outcome as high.

Dudley Maier of Highgate

1. In June 2020 GHD provided a review of the interim results of the 40km/h trial. The trial was proposed to run for 2 years from April 2019 until April 2021. The GHD report indicated that the change from 50km/h to 40km/h only resulted in mean speed reduction of 1km/h; that the change

was not as large as results seen overseas; and that support for the change appeared to be lukewarm. Nowhere in the report did it state that change in speed was 'statistically significant'.

The trial was proposed to be completed over a year ago (April 2021) yet no public report has been forthcoming.

What were the findings of the trial? When can the community expect the results to be released?

At this stage the team are collating the findings of the trial and working with the Road Safety Commission to prepare a report to Council. A final timetable has not been confirmed as yet but it is intended that this is done as soon as practical.

Did the trial show any statistically significant change in mean speed?

At this stage the City is unable to answer as the data is still being collated.

If the study did not show any statistically significant change will the City continue with implementing changes to 40km/h in other areas even though it does not result in a statistically significant change in speed?

At this stage the City is unable to answer this question as the report has not been finalised and reported to Council. The report will consider factors beyond speed reduction in determining the impact of the trial on residents. It is also worth noting when the speed limits in residential areas were first reduced from 60km/h to 50km/h it took several years for motorists behaviours to change and speed reduced gradually over time.

How many fines were issued by the Police for exceeding the 40 km/h limit during the two-year trial?

Administration do not have access to this information held by WA Police Service.

Will the City consider a further trial based on the 30 km/h standard adopted by many European countries for residential streets, and adopted by the City itself for Safe Active Streets?

There are no 30km/hr trials planned at this stage but the City would be open to a trial in future.

Why has the City adopted a 40km/h speed for some residential streets, yet adopted a 30km/h limit for other streets it characterises as 'safe'? Is this confirmation that the speed needs to be dropped to 30km/h for the street to be considered safe?

The questions appears to refer to the speed limit that is generally required by Department of Transport for Safe Active Streets' projects and does not mean that higher speeds make roads inherently unsafe. In addition, speed is only one factor in determining the safe use of roads. The City is seeking to actively lower the speed within the City of Vincent to 40km/h wherever appropriate in line with its Accessibility Strategy and is investigating various methods of achieving that outcome.

Is the reason that the City and/or the Road Safety Commission have not released results of the trial because the trial did not produce the expected or desired results?

No. The report has not been finalised so there is not information to publish at this time.

The decision on the North Perth Traffic Calming of 5 April 2022 (item 10.4) contained a clause which rescinded a previous Council decision. Can you confirm that this decision breaches Regulation 10 of the Local Government (Administration) Regulations 1996? Who takes responsibility for this breach of the regulations?

The decision does not breach regulation 10 of the Local Government (Administration) Regulations 1996. The Chief Executive Officer can recommend a revocation of a decision of Council in the course of executing his functions under section 5.41 Of the Local Government Act 1995.

2. The recommendations of the 16 March Audit Committee were presented to Council for consideration at the Council meeting of 5 April. Item 5.4 of the Committee meeting recommends that the Council approves proposed completion dates for items on the Audit Log. Why didn't the

recommendation to the 5 April Council meeting seek approval for the dates in line with the Audit Committee recommendation?

The resolution at the 5 April 2022 Council Meeting was:

That Council RECEIVES the minutes of the Audit Committee Meeting of 16 March 2022, as at Attachment 1, and NOTES the recommendations.

The recommendation to Council should have been:

That Council RECEIVES the minutes of the Audit Committee Meeting of 16 March 2022, as at Attachment 1, and ADOPTS the recommendations.

This error will be corrected in a future report to Council.

3. Given that answer to a previous question about capital expenditure budgets was that the capex budgets for February to June were not available, how have you been able to provide a YTD capex budget for March – are they made up, after the fact, each month? Given that the answer to a previous question was that the graphs ‘*suggested that capex spend is evenly distributed across the year*’ why are the monthly budgets for the months of June to March significantly different for each month?

Budget phasing for capex is reviewed monthly and the phasing is updated to reflect actual project estimates. The financial statements provide the most accurate forecast available.

Note that the project management framework was approved in December 2021, and the City is steadily improving how it forecasts capital budgeting.

Andrew Main of North Perth – attended the meeting and spoke to the below statement

Stated that what he is requesting has already been approved by Council as it is stated in the Greening Plan and Accessible City Strategy, which states that the streets should have trees and are shady and comfortable and enjoyable to walk on and contribute to minimising urban heat island effect.

Queried if Administration is aware of the above policies, and if so have they chosen not to comply with them?

The City recognises the benefits of street trees which include increased habitat and biodiversity as well as shady walkable streets. Wherever possible, and in-line with the relevant policies guidelines and procedures, the City aims to plant street trees in recognition of their benefits.

Stated that no approval was obtained for the paving, if it is allowed to stay what precedence does that set?

The City endeavours to inform the public on requests that require prior approval. In some instances however, approval is not sought beforehand and in these cases, providing the relevant guidelines are being adhered to, retrospective approval can be given by the City. Paving does not necessarily preclude a tree being planted and sometimes planting is still possible.

- Stated that the paving means a tree can never be planted there.
- Mentioned that the response from Administration that it is up to the resident if they wish to plant a tree on the verge is not right, as that is public land.
- Mentioned that the Norfolk Safe Active Street policy is out for community consultation, and that no feedback is being sought on the route.
- Mentioned that a route straight down Norfolk street is preferable and asks if consultation could be undertaken on the route.

The City recognises the benefits of street trees which include increased habitat and biodiversity as well as shady walkable streets. Wherever possible, and in-line with the relevant policies guidelines and procedures, The City aims to plant street trees in recognition of their benefits.

The City endeavours to inform the public on requests that require prior approval. In some instances however, approval is not sought beforehand and in these cases, providing the relevant guidelines are being adhered to, retrospective approval can be given by the City.

4 APPLICATIONS FOR LEAVE OF ABSENCE

5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS

6 CONFIRMATION OF MINUTES

ORDINARY COUNCIL MEETING – 17 MAY 2022

SPECIAL COUNCIL MEETING - 7 JUNE 2022

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)








8 DECLARATIONS OF INTEREST

- 8.1 Cr Alex Castle declared an impartiality interest in Item 11.4 Event and Festival Sponsorship 2022/2023. The extent of her interest is as the President of the Floreat Athena Football Club supported her during her election campaign. She also purchased a ticket to the Floreat Athena vs Adelaide United match and received an additional minor amount of hospitality, below the threshold for declaration.
- 8.2 Mayor Cole declared an impartiality interest in Item 11.4 Event and Festival Sponsorship 2022/2023. The extent of her interest is that her son is a junior player of the Club.
- 8.3 David MacLennan, CEO, declared an impartiality interest Item 11.4 Event and Festival Sponsorship 2022. The extent of his interest is that his niece plays junior soccer for Floreat Athena Football Club.
- 8.4 Cr Suzanne Worner declared an impartiality interest in Item 11.4 Event and Festival Sponsorship 2022/2023. The extent of her interest is that she is an acquaintance of the Little People Festival creators, and encouraged them to submit an application.
- 8.5 Cr Suzanne Worner declared a financial interest Item 11.4 Event and Festival Sponsorship 2022/2023. The extent of her interest is that she is General Manager of Revelation Perth International Film Festival and Co-Director of UpBeat Events (who has managed events for some of the applicants).
- 8.6 Cr Ron Alexander declared an impartiality interest in Item 11.4 Event and Festival Sponsorship 2022/2023. The extent of his interest is that he is a former member of East Perth Football Club, who are one of the grant applicants.
- 8.7 Cr Dan Loden declared an impartiality interest in Item 11.4 Event and Festival Sponsorship 2022/2023. The extent of his interest is that his daughter plays soccer at the Floreat Athena club and he has previously played indoor soccer with members of the club executive.

9 STRATEGY & DEVELOPMENT

9.1 NO. 128A (LOT: 2; STR: 80812) HAROLD STREET, MOUNT LAWLEY - PROPOSED ALTERATIONS AND ADDITIONS TO SINGLE HOUSE

Ward: South

- Attachments:
1. Location and Consultation Plan [↓](#) 
 2. Development Plans [↓](#) 
 3. Superseded Plans Deferred by Council at 5 April 2022 Meeting [↓](#) 
 4. Summary of Submissions - Administration's Response [↓](#) 
 5. Summary of Submissions - Applicant's Response [↓](#) 
 6. Comparison of Deferred Plans and Amended Plans [↓](#) 
 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 development application for alterations and additions to single house at No. 128A (Lot: 2; S/P: 80812) Harold Street, Mount Lawley in accordance with the plans in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 7:

1. Development Plans

This approval is for alterations and additions as shown on the approved plans dated 4 May 2022. 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 use of the terrace, 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 use of the terrace, all privacy screening shown on the approved plans shall be installed and shall be visually impermeable and are to comply in all respects with the requirements of Clause 5.4.1 of the Residential Design Codes (Visual Privacy) deemed to comply provisions, to the satisfaction of the City;

5. Colours and Materials

The colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans which forms part of this approval. The development must be finished, and thereafter maintained, in accordance with the schedule provided to and approved by the City, prior to occupation of the development;

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 reserve; and

7. Amended Plans

Prior to issue of a building permit for the approved works, revised plans shall be submitted and approved demonstrating the following:

All privacy screens around the perimeter of the roof terrace shall be increased in height to sit 1.6 metres above the finished floor level of the pool at reduced level 13.45, in accordance with the deemed-to-comply standards of the Residential Design Codes Volume 1, Clause 5.4.1 (Visual Privacy), to the satisfaction of the City.

The revised plans shall not result in any greater non-compliance with the deemed-to-comply standards of the Residential Design Codes or the City's Policy No. 7.1.1 – Built Form.

PURPOSE OF REPORT:

To consider an application for development approval for alterations and additions to an existing single house at No. 128A Harold Street, Mount Lawley (the subject site).

PROPOSAL:

The application is to extend the first floor of the dwelling over the existing garage at the rear in order to construct a new terrace addition with a pool.

The proposed terrace addition would be unroofed and have a 1.6 metre high decorative perforated aluminium privacy screen on all sides.

A 0.3 metre wide planter box is proposed to be installed adjacent to the south eastern lot boundary.

The lip of the pool would be 1.4 metres above the finished floor line of the terrace and access to the pool would be via a set of four stairs adjacent to the north western lot boundary.

The existing first floor bedroom wall and highlight window facing north east is proposed to be removed and replaced with an aluminium framed sliding door to provide direct access to the terrace area from the bedroom.

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

BACKGROUND:

Landowner:	Lawrence Game
Applicant:	Anthony Rechichi Architect
Date of Application:	5 June 2021
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R50
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Single House
Lot Area:	231m ²
Right of Way (ROW):	Yes North-east – 3 metres wide, sealed and drained, and City owned.
Heritage List:	No

Site Context and Zoning

The subject site is bound by Harold Street to the south west, a two storey grouped dwelling to the north west, three single storey single houses across the ROW to the north east and a single storey single house to the south east. A location plan is included as **Attachment 1**.

The subject site and all adjoining properties are zoned Residential R50 under the City's Local Planning Scheme No. 2 (LPS2). The subject site and all adjoining properties are also 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).

The subject site is 6.1 metres wide and contains an existing two storey single house. The existing dwelling on the subject site shares a common boundary wall with another two storey single house at No. 128B Harold Street to the north west which was simultaneously constructed and is a mirror image of the subject dwelling.

Ordinary Meeting of Council 5 April 2022

The application was previously presented to Council at its Ordinary Meeting on 5 April 2022 for determination. Administration's recommendation was that Council approve the application subject to conditions.

The following procedural motion was carried by Council after in considering the application:

That Item 9.1 No. 128A (Lot: 2; STR: 80812) Harold Street, Mount Lawley – Proposed Alterations and Additions to Grouped Dwelling be deferred for further information.

The deferral reason outlined during the Council meeting was to allow the applicant to give further consideration to the design with respect to the lot boundary setback of the first floor terrace to the south eastern lot boundary.

The development plans presented to Council at its 5 April 2022 Ordinary Meeting are included as **Attachment 3**.

Amended Plans in Response to Council Deferral - Key Changes

Following Council's deferral, the applicant submitted amended development plans included in **Attachment 2** to the City on 4 May 2022. The amended development plans sought to address the deferral reason cited by Council.

The changes undertaken by the applicant to address the reason for deferral are summarised as follows:

- Removal of the skillion roof patio structure that was covering the roof terrace. The roof terrace is now proposed to be completely uncovered;
- Reduction in the height of portions of the privacy screening around the pool from 2.7 metres previously proposed to 1.6 metres above the finished floor level of the pool terrace;
- Modification to the pool access stairs to remove the 1.1 square metre platform at the top of the staircase that was previously proposed. The access to the pool is now proposed to be via a set of four stairs adjacent to the north western lot boundary;
- Addition of a 0.3 metre wide planter box adjacent to the south eastern lot boundary; and
- Provision of supporting images to show the proposed design and aesthetic appearance of the perforated metal screens, landscaping and pool structure.

Side-by-side images that illustrate the changes to the design between the plans presented to the April Council Meeting and the amended plans submitted 4 May 2022 are included in **Attachment 6**.

The applicant has obtained a statement from the structural engineer who prepared the original structural documentation for the dwelling. This was obtained in response to concerns regarding the structural feasibility of the proposed pool.

The statement outlines that augmentation of the existing garage structure which may include partial deconstructive works, improvement of footings and a separate steel frame would enable the proposed pool to be safely supported structurally.

The applicant has also advised that an increased setback from the south eastern lot boundary was considered but ultimately not provided in the revised plans. This is on the basis that it would be detrimental to the functionality of the space for users and the abovementioned design changes would be sufficient to mitigate concerns regarding building bulk and scale.

The appropriateness of the proposed development as well as the revisions to the plans are discussed in further detail in the Comments section of this report.

DETAILS:**Summary Assessment**

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

Planning Element	Deemed-to-Comply	Requires the Discretion of Council
Street Setback	✓	
Lot Boundary Setbacks/Boundary Wall		✓
Building Height/Storeys	✓	
Outdoor Living Areas	✓	
Visual Privacy	✓	
Solar Access	✓	

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 a planning element of an application meets 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.

If a planning 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.

The planning elements of the application that do not meet the applicable deemed-to-comply standards and require the discretion of Council are set out below. The changes from what was previously considered by Council at its 5 April 2022 Ordinary Meeting are as follows:

- The boundary wall height has reduced from 6.1 metres to 5.1 metres on the first floor terrace to the north western boundary; and
- The deemed-to-comply lot boundary setback standard for the first floor terrace to the south eastern lot boundary has reduced from 2.6 metres to 2.3 metres due to the removal of the skillion roof patio structure.

Lot Boundary Setbacks/Boundary Wall	
Deemed-to-Comply Standard	Proposal
R Codes – Clause 5.1.3	
<u>Boundary wall length</u> Maximum permitted length of 22.2 metres.	First floor terrace north western boundary wall length of 31.3 metres.
<u>Boundary wall height</u> Maximum permitted height of 3.5 metres.	First floor terrace north western boundary wall height of 5.3 metres (inclusive of screen panels).

<u>Lot boundary setback</u> 2.3 metre setback for a building with a maximum height of 6.2 metres to the top of the bedroom wall extension, and a total length of 19.5 metres inclusive of the existing dwelling wall;	First floor terrace south eastern boundary setback of 1.1 metres
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The above element of the proposal does not meet the specified deemed-to-comply standards and is discussed in the Comments section below.

CONSULTATION/ADVERTISING:

Community Consultation Prior to Council Deferral

Three different iterations of plans for the proposed development underwent community consultation prior to the application being deferred by Council at its meeting on 5 April 2022.

The first community consultation period was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days from 27 July 2021 to 9 August 2021. The method of consultation included a notice on the City's website and five letters being sent to all owners and occupiers adjoining the subject site, as shown in **Attachment 1** and in accordance with the City's (former) Policy No. 4.1.5 – Community Consultation.

Seven submissions were received at the conclusion of the first community consultation period, all of which objected to the proposal. One of these submissions contained seven signatories that opposed the proposed development. Administration contacted each of these objectors and confirmed their comments of objection as contained in the document.

The second and third community consultation periods were undertaken in accordance with the City's Community Engagement and Stakeholder Policy. This was based on amended plans and supporting information submitted by the applicant to address concerns raised. These amended plans were re-advertised to owners/occupiers who had previously provided a submission. In respect to this:

- The second community consultation period was for seven days from 29 October 2021 to 5 November 2021. Three submissions were received, all of which objected to the proposal.
- The third community consultation period was for seven days from 8 March 2022 to 15 March 2022. Three submissions were received, all of which objected to the proposal. The City erroneously advertised the south eastern lot boundary deemed-to-comply setback as 2.1 metres. Upon identifying the error, this was communicated to all previous submitters by the City via email.

Across the three community consultation periods, the key concerns raised in relation to the proposed development related to:

- Impacts of building bulk on adjoining properties;
- Loss of access to sunlight for adjoining properties;
- Dominance of the structure when viewed from the Harold Street streetscape and right of way;
- Overlooking from the retractable staircase; and
- Relocation of the existing air conditioning units upon construction of the terrace.

Community Consultation Following Council Deferral

The amended proposal that was submitted by the applicant in response to the deferral by Council at its meeting on 5 April 2022 was readvertised to all previous submitters for a period of seven days from 5 May 2022 to 12 May 2022. The City received three submissions from previous submitters, all of which objected to the proposal.

The objections that were received reiterated previous concerns, with emphasis on the following:

- The impacts of building bulk on the streetscape;
- The impacts of the proposed setback to the south eastern lot boundary on the amenity of the adjoining property as a result of:

- Increased overlooking and noise impacts, with reference made to the 75 percent obscurity of the privacy screening; and
- Increased overshadowing to the outdoor living area and north facing windows; and
- The extent of the departures from the deemed-to-comply standards being sought, with a request that the 2.3 metre deemed-to-comply setback to the south eastern lot boundary be provided.

A summary of submissions received across the four consultation periods along with Administration's responses to each comment is provided in **Attachment 4**. The applicant's response to the submissions received are provided as **Attachment 5**.

Design Review Panel (DRP):

Referred to DRP: Yes

Two iterations of plans for the proposed development were referred to a member of the City's DRP for comments prior to the application being deferred by Council at its meeting on 5 April 2022.

The DRP member provided raised the following concerns and suggestions in relation to the original plans which proposed a nil setback of the roof terrace to the south eastern lot boundary:

- The upper floor setback to the south eastern lot boundary directly impacts on perceived visual bulk and scale of the addition. Consider greater separation of the south eastern screen wall from the lot boundary. Also consider the introduction of a greater setback for the screen from the north western lot boundary;
- There is minimal information of colours and materials on the proposed plans for privacy screening. Recommend the architect provides further clarification on materials and colours proposed to ensure the R Codes requirement relating to obscurity is achieved with the privacy screening;
- The location of the landscaping on the south eastern lot boundary setback would be difficult to access and maintain without going onto adjoining property resulting in potential overlooking concerns; and
- The retractable staircase is discouraged as it poses a safety and overlooking issue that would impact the amenity of the adjoining neighbour. Recommend removal of the retractable staircase and emergency access.

The applicant made the following changes to the plans in response to the DRP member's initial concerns and recommendations:

- Increased setback of privacy screen on first floor terrace to south eastern boundary from 0.645 metres to 1.1 metres;
- Removal of planting area along the 1.1 metre setback on top of the garage roof to the eastern boundary; and
- Removal of the proposed retractable staircase located to the east of the existing bedroom on the first floor.

The DRP members comments on the set of plans included in **Attachment 3** that were deferred by Council at its meeting on 5 April 2022 were as follows:

- The increased setback to the roof terrace is an improvement and reduces the impact to the adjoining properties and ROW. It is noted that it does not meet R Codes deemed to comply provisions, but it is consistent with the setback to the upper storey wall along this side. The transition to a lightweight privacy screen at 1.6 metre height further mitigates bulk/scale impacts.
- The lightweight perforated privacy screen treatments proposed is supported in principle based on colours and materials and subject to further detailed review at Building Permit stage. Colour proposed should ideally be neutral and perforations compliant with privacy provisions of the R Codes.
- The removal of landscaping above the eastern boundary wall is appropriate because there would have been practical difficulties accessing this area for maintenance.
- The proponent could still have planter or pot plants along the inside of the screen on the terrace. This could possibly grow through the privacy screen as well to soften this interface.
- The increased setback to the eastern lot boundary should provide a reduction in the shadow cast over the eastern property and the privacy screen having a height of 1.6 metres to this location.

Further DRP advice was not sought in relation to the amended plans included in **Attachment 2** which were submitted by the applicant in response to the deferral by Council at its meeting on 5 April 2022. This is

because none of the changes that are proposed conflict with the DRP's previous advice and does not increase the bulk and scale of the built form was that previously proposed.

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 Engagement and Stakeholder Policy (formerly Policy No. 4.1.5 – Community Consultation); and
- Policy No. 7.1.1 – Built Form.

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.

Delegation to Determine Applications:

This matter is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments. This is because the delegation does not extend to applications for development approval that received more than five objections during the City's community consultation period.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budgeted implications from this report.

COMMENTS:*Lot Boundary Setback to South East*

The R Codes deemed-to-comply standard sets out the wall on the first floor to be setback 2.3 metres from the south eastern lot boundary. This has reduced from 2.6 metres due to the removal of the skillion roof patio which had a maximum height of 7.1 metres and that was previously proposed.

A privacy screen is being proposed to the south east of the first floor terrace that would be on top of an existing wall. Subject to Condition 7, this privacy screen would measure 7.0 metres in length and 1.6 metres in height above the pool finished floor level. The privacy screening is setback 1.1 metres from the south eastern lot boundary.

The privacy screen addition connects to a proposed 0.6 metre extension to the existing upper floor bedroom used to access the pool terrace area. This wall would reach a total height of 6.4 metres and is also setback 1.1 metres to the south eastern lot boundary. The remainder of the existing dwelling first floor wall to this south eastern boundary is 11.9 metres in length, 6.6 metres in height and setback 1.1 metres.

The proposed lot boundary setback satisfies the design principles of the R Codes and local housing objectives of the Built Form Policy for the following reasons:

- Mitigating Building Bulk:
 - The top of the privacy screen would be 5.3 metres in height measured from natural ground level which is 1.3 metres less than the existing south eastern first floor wall of the dwelling that it would adjoin. The stepping down of height would assist in reducing the impact of the building bulk associated with the first floor wall to the south eastern adjoining property;
 - The proposed aluminium privacy screening on the first floor would provide a contrast in colours and materials from the existing ground and first floors when viewed from the adjoining property. The privacy screens would be a neutral colour tone. The existing dwelling is constructed from white rendered brick wall and face brick boundary walls. This contrast would successfully delineate and distinguish the first floor from the ground floor to assist in reducing the extensions bulk impact. The view from the eastern adjoining property to the area where the terrace is proposed is currently the roof of a garage, air conditioner and parapet blade wall beyond;
 - The additions are unroofed, mitigating the impact of bulk by making the terrace less enclosed;
 - The massing associated with the remainder of the existing first floor wall is effectively reduced through existing window openings that have previously been approved; and
 - The DRP member noted that the transition between the existing first floor brick wall and light weight privacy screening would mitigate the impact of building bulk.
- Visual Privacy:
 - The proposed privacy screening shown on the proposed plans is 1.6 metres in height measured from the terrace floor level. The applicant confirmed that the finished floor level of the pool is 13.45, which would sit 200 millimetres above the terrace finished floor level at 13.25. Administration has recommended a condition of development approval that requires the privacy screening to be increased in height to sit 1.6 metres above the finished floor level of the pool to restrict the cone of vision into adjoining properties;
 - The privacy screening proposed would restrict views from the terrace area to the adjoining properties and complies strictly with the deemed-to-comply standards of the R Codes in relation to visual privacy. A condition of approval has been recommended requiring privacy screening to be installed prior to use of the terrace area;
 - Following the deferral of the application by Council at its meeting on 5 April 2022, the applicant submitted amended plans which include a 0.3 metre wide planter box along the inside south eastern edge of the roof terrace to provide separation between the usable area of the roof terrace and the south eastern adjoining property. The setback of the usable area of the roof terrace to the south eastern lot boundary would now be 1.5 metres; and
 - The proposed staircase provides an entrance straight into the pool with no additional platform for viewing over the proposed privacy screening when entering the pool.
- Solar Access:
 - The proposal complies with the deemed-to-comply standard of the R Codes relating to solar access for adjoining properties. Overshadowing of the existing dwelling inclusive of the proposed terrace is 20.42 percent of the adjoining site's area. This is less than the 50 percent overshadowing permitted for R50 coded properties under the R Codes deemed-to-comply standard. Overshadowing is assessed under the R Codes based on shadow cast to the south on 21 June during winter. This is when the sun is at its lowest in the sky and would cast the greatest shadow during the course of a year when the sun's angle is at 34 degrees. The subject site is oriented such that the shadow cast in a south direction is angled which assists in reducing the amount of overshadowing on the adjoining property; and
 - The proposed terrace would result in an additional 8.1 square metres of shadow cast onto the adjoining property and equates to 1.52 percent of the adjoining property's site area. This is calculated based on when overshadowing is at its worst on 21 June as per the R Codes. The shadow cast onto the adjoining property would fall over a portion of the south eastern property's

kitchen window and outdoor living area. Access to direct sunlight would still be maintained for the majority of the outdoor living area and rear of to the adjoining property.

- Ventilation: The proposed setback of 1.1 metres between the proposed privacy screen and the south eastern lot boundary provides separation to allow for sufficient ventilation to the subject site and adjoining property.
- Streetscape: The proposed lot boundary setback would not have an adverse impact on the Harold Street streetscape. It is located towards the rear of the site and would be obstructed from view by the existing dwelling.

Boundary Wall to North West

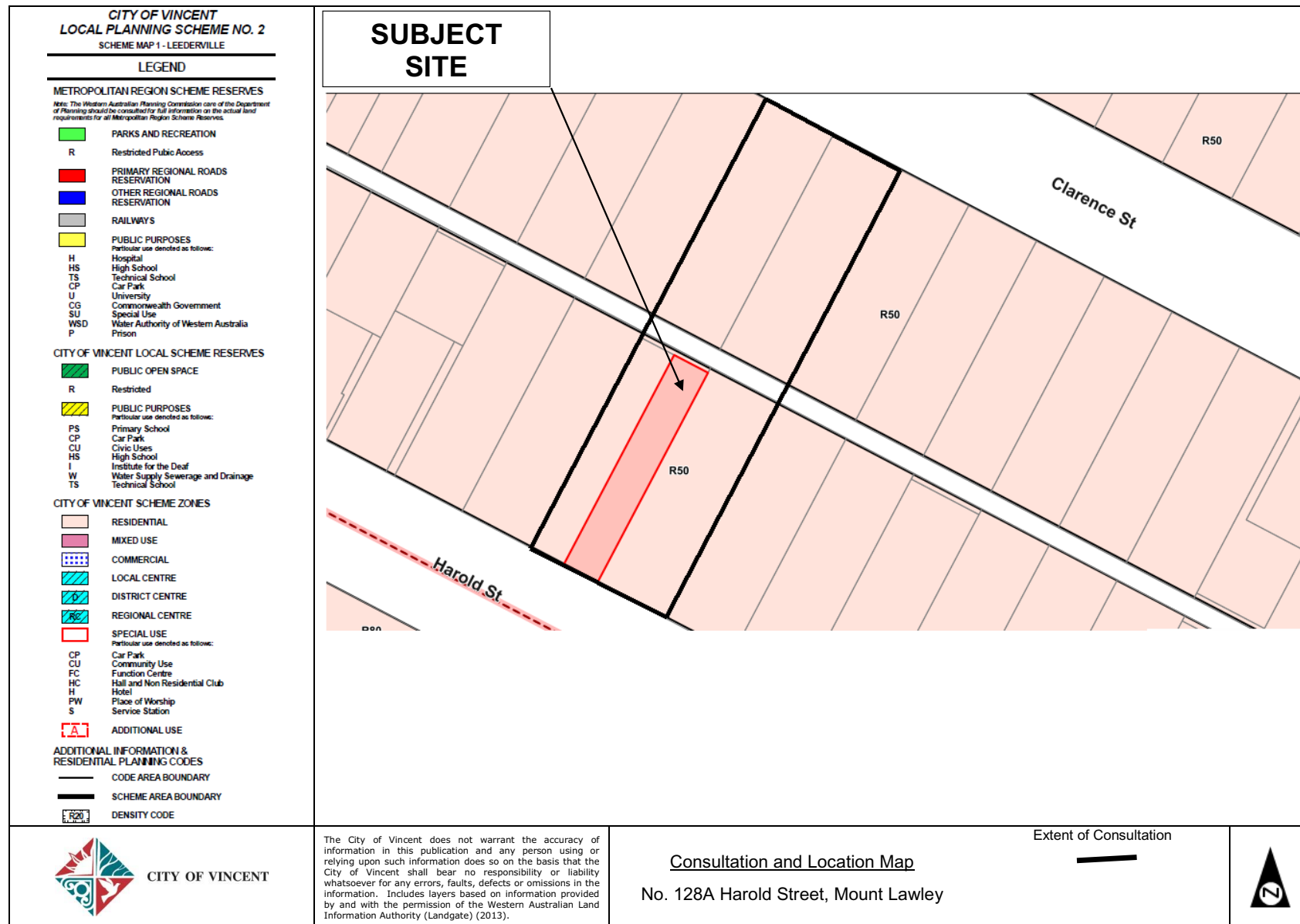
The R Codes deemed to comply standard permits boundary walls to two sides with a height of 3.5 metres and length of 22.2 metres, being two thirds the balance of the lot boundary behind the front setback.

The privacy screen proposed to the north west of the first floor terrace is 7.6 metres in length and has maximum height of 5.3 metres above natural ground level, resulting in a 0.5 metre increase to the existing boundary wall height for this portion of the boundary. The proposed privacy screen to the first floor terrace would extend the existing boundary wall along the north western lot boundary by 7.6 metres to a total boundary wall length of 31.3 metres.

Following deferral of the application by Council at its meeting on 5 April 2022, the applicant submitted the amended plans included in **Attachment 2** which reduced the proposed boundary wall height to the north western lot boundary by 1.0 metre, from the maximum height of 6.1 metres that was previously proposed.

The proposed boundary wall extension satisfies the design principles of the R Codes and local housing objectives of the Built Form Policy for the following reasons:

- Mitigating Building Bulk:
 - The boundary wall extension would abut the garage of the adjoining property to the north-west. This would limit the impact associated with building bulk, as this area is void of any habitable rooms and living spaces; and
 - The proposed increase of 0.5 metres in height of the existing boundary wall would be due to the installation of aluminium privacy screening. The screen would be of varying material and colour to the existing parapet wall that would assist with breaking up the mass, reducing the appearance of blank walls and creating visual interest.
- Visual Privacy:
 - The proposed privacy screening on top of the existing parapet wall would restrict views west from the terrace area and assists in making more effective use of the proposed outdoor living area. As per recommended Condition 7, the screening would be 1.6 metres in height measured from the floor level of the pool and meets the deemed-to-comply standard of the R Codes in relation to visual privacy; and
 - Following deferral of the application by Council at its meeting on 5 April 2022, the applicant submitted amended plans which removed the previously proposed raised deck area at the top of the stair access to the pool, further reducing opportunities for perceived overlooking to adjoining properties.
- Ventilation: The proposed boundary wall extension abuts the roof area of the adjoining property's garage to the north west. The boundary wall would not restrict ventilation to any windows or living areas of the subject site or adjoining property.
- Solar Access: The proposed boundary wall extension does not restrict direct sunlight to the north western adjoining property including its highlight window to bed 3 on the first floor. This is because the shadow cast from the boundary wall and as measured in accordance with the R Codes would be cast to the south onto the proposed terrace area and subject site itself. The proposed boundary wall extension would not contribute to additional overshadowing of any of the adjoining properties.
- Streetscape:
 - The proposed boundary wall extension would not have an adverse impact on Harold Street, as it is located away from this street towards the rear of the site and obscured from view by the existing dwelling; and
 - The proposed boundary wall extension would not detrimentally impact the streetscape quality of the right of way (ROW). The ROW to the rear of the site is characterised by garage doors, boundary fences and examples of existing two storey buildings with blank upper floor facades.





CITY OF VINCENT
RECEIVED
4 May 2022

LIMESTONE RETAINING WALL NOTES:
ONLY GOOD GRADE BUILDING STONE (SAWN OR RE-CONSTITUTED) IS TO BE USED (MIN. BULK DENSITY = 1.40 T/M3)
COMPACT GROUND UNDER AND IN FRONT OF RETAINING WALL TO RESIST SEVEN (7) BLOWS PER 300MM (STANDARD PENETROMETER TEST).
PROCEED WITH BACKFILLING A MINIMUM OF SEVEN (7) DAYS AFTER COMPLETION OF WALL.
NO SURCHARGE ON RETAINING WALLS IS ASSUMED I.E. HORIZONTAL BACKFILL ONLY. NO STRUCTURE FOUNDATIONS TO BE ABOVE A LINE AT 450GGS FROM THE BACK OF THE WALL AT BASE LEVEL.
NO STRUCTURE IS TO BE BUILT CLOSER THAN THE HEIGHT OF WALL + BASE AWAY FROM THE FACE OF THE WALL.
150MM THICK CONCRETE FOOTING MAY BE SUBSTITUTED FOR LIMESTONE BASE. BOTTOM OF CONCRETE FOOTING IS TO BE 250MM MINIMUM BELOW THE LOWER G/L.
CONCRETE FOOTING STRENGTH GRADE IS APPLICABLE: N20
BUILDER TO PROVIDE DRAINAGE AND WATERPROOFING AS REQUIRED TO REAR REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION AND EXTENT.
ALL WALLS MUST BE BUILT USING BONDING THROUGH THE THICKNESS.

AREA CALCULATION

TOTAL GROSS EXISTING HOUSE	265 m2		
AREA CALCULATION	AREA (m2)		CAR PARKING
EXISTING UPPER FLOOR			
Net area	105 m2		
PROPOSED ADDITIONS			
Pool Terrace	41 m2		2 Bays
Total Area Upper floor	156 m2		
Total Area House	311 m2		

Rev No.	Date	Details	Name
0	16.02.2021	PRELIMINARY ISSUE	AR
1	03.06.2021	ISSUE FOR APPROVAL	AR
2	11.10.2021	DA Revisions	AR
3	18.02.2022	DA Revisions Pool Shortened	AR
4	18.03.2022	DA Revision to notes	AR
5	04.05.2022	DA Revisions	AR

GENERAL:
BUILDER TO RE-PEG SITE PRIOR TO CONSTRUCTION. ADVISE ARCHITECT OF ANY DISCREPANCY.
ALL EXTERNAL PAVING TO BE DRAINED TO LANDSCAPING EXCEPT FOR DRIVEWAY AND PORTICO. (FALL TO SPOON DRAIN)
REFER MECH ENG' CONTRACTOR DRAWINGS FOR PROPOSED A/C UNIT LOCATIONS. AC BY PROPRIETOR.
CONFIRM SOL CLASSIFICATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ASSUMED CLASSIFICATION IS SANDY SOL CLASS A.
TERMITE TREATMENT: UNDER SLAB. TERMITE TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3601.
PLUMBING:
BUILDER TO CHECK AND CONFIRM ALL EXISTING INTERNAL SEWER RUNS PRIOR TO COMMENCEMENT OF WORKS
BUILDER TO DETERMINE WATER METER LOCATION WITH WICORP AND ADVISE ARCHITECT.
H.W.U. TO BE NOMINATED BY PROPRIETOR OR AS SHOWN ON HYDRAULIC ENG DWGS.
ALL CABINETWORKS & FIXTURES BY PROPRIETOR. ALL SANITARY FIXTURES TO BE SELECTED BY PROPRIETOR PRIOR TO COMMENCEMENT OF CONSTRUCTION.
THE ARCHITECT ACCEPTS NO LIABILITY FOR THE COORDINATION OF PENETRATIONS FOR SANITARY & A/C WORKS.
STRUCTURAL:
CONFIRM WITH PROPRIETOR ANY A/C REQS INCLUDING DUCTS IN SLAB
REFER TO SE DWGS FOR ALL STRUCTURAL C/L & BEAM MEMBER SIZES
THE BUILDER/OWNER IS RESPONSIBLE & LIABLE FOR THE COORDINATION OF THE ARCHITECTURAL & SE DWGS.
ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF SHOP DWGS

Project

PROPOSED ADDITIONS TO EXISTING HOUSE

Location

128A HAROLD ST MT LAWLEY

Title

SITE PLAN / AERIAL

Project North

Development Approval

Drawn by: AR Date: 06/05/2021

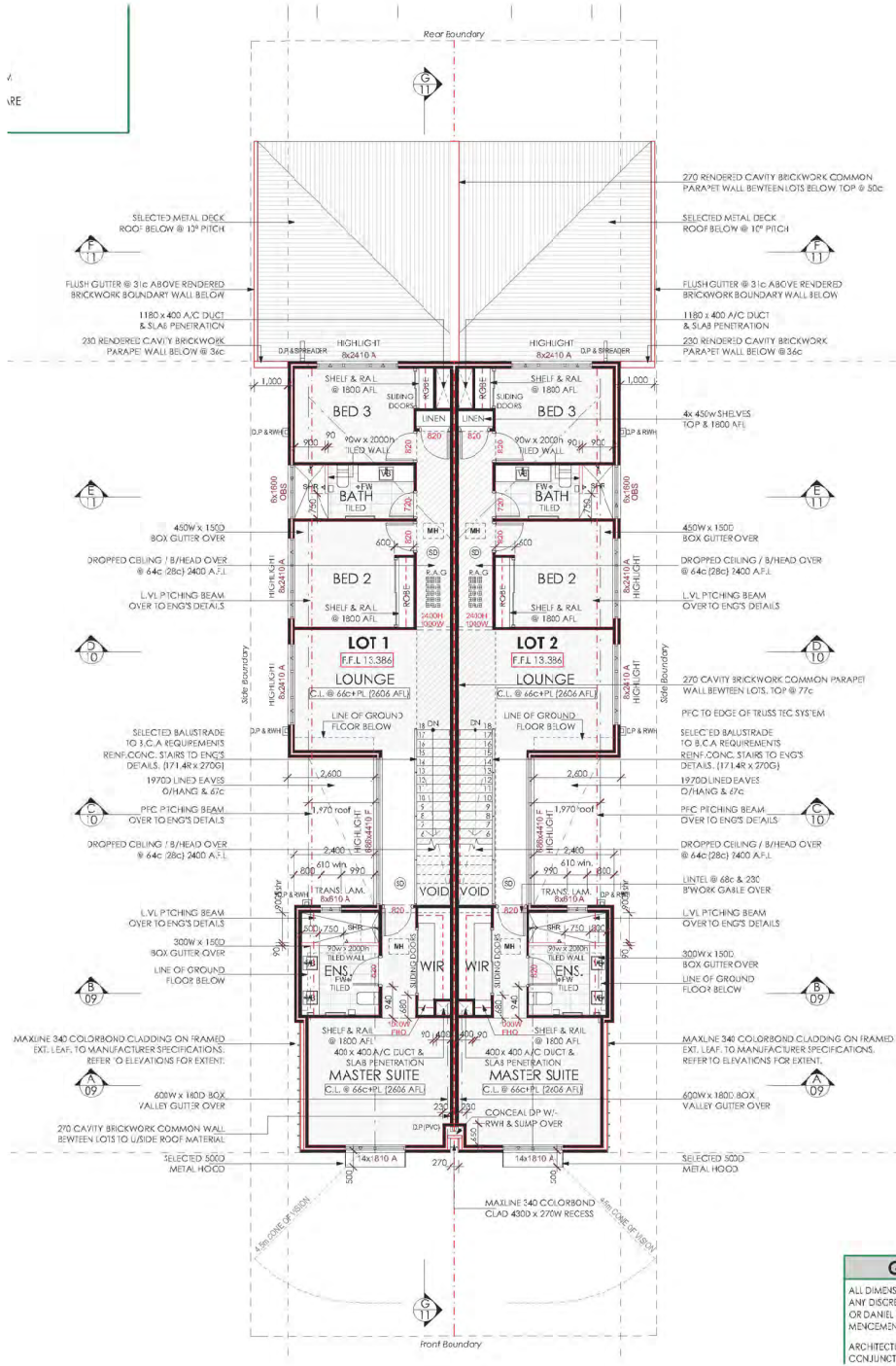
Checked by: AR Date: 04/05/2022 Revision No.: 5

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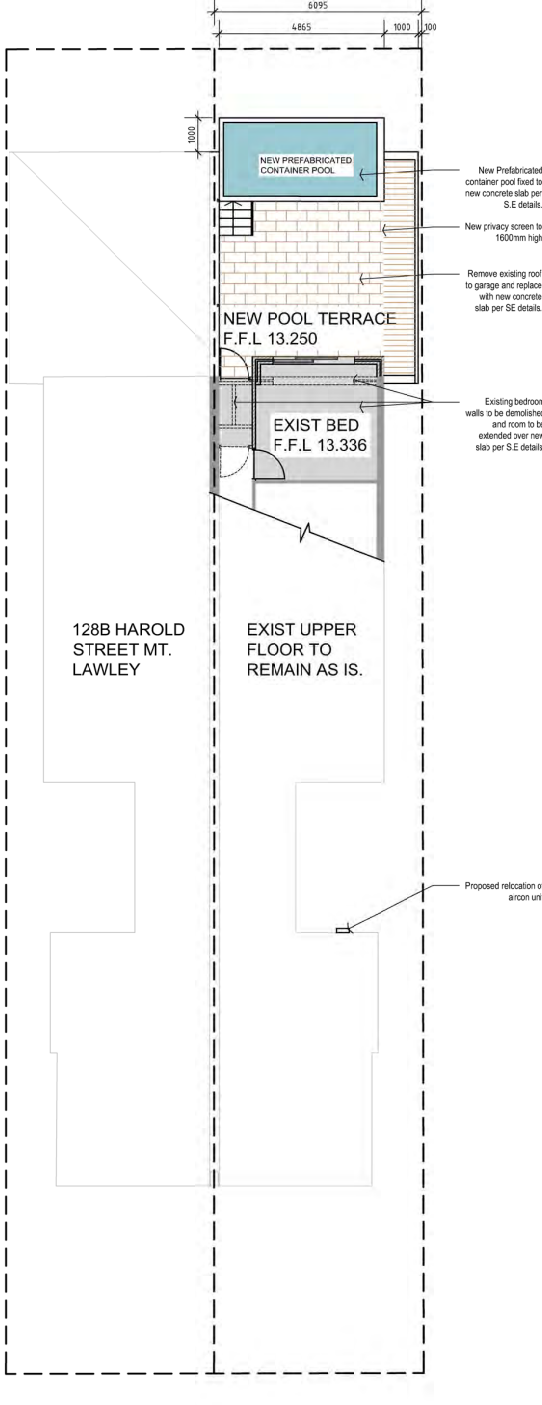
Project Number: 2020-22 Drawing Number: A1.00

ANTHONY RECHICH ARCHITECT

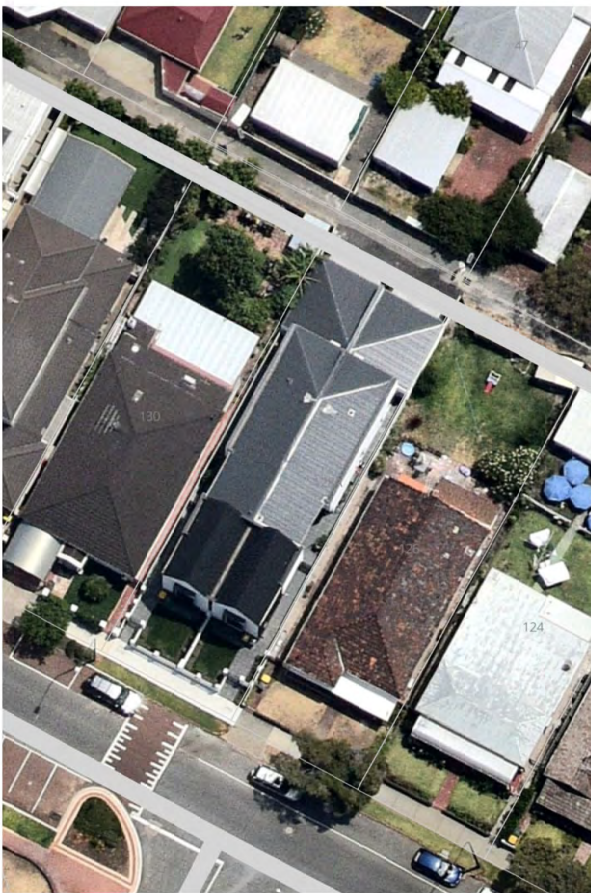
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EXISTING HOUSE UPPER FLOOR PLAN
1:100

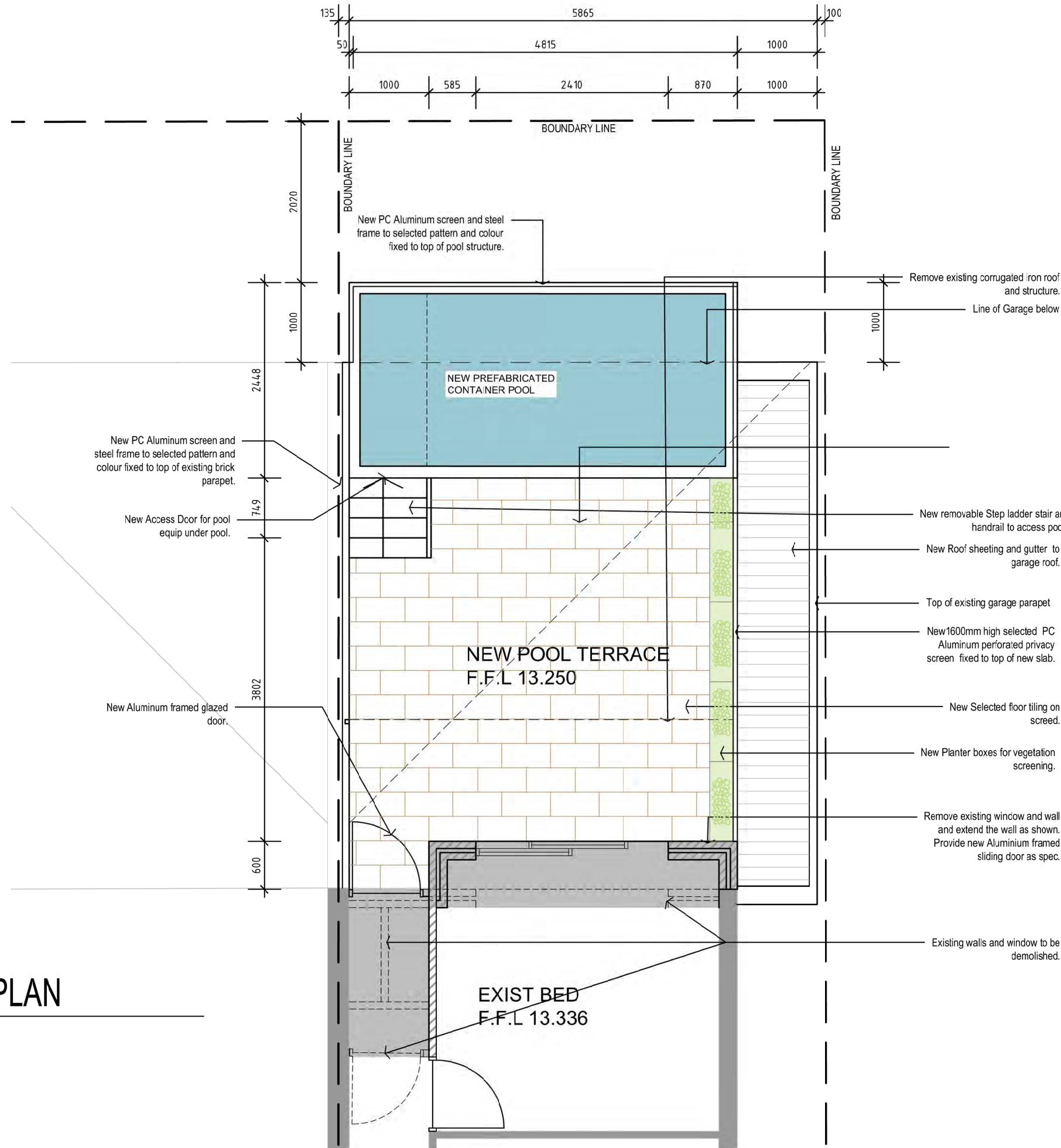


PROPOSED UPPER FLOOR PLAN
1:100



AERIAL PHOTO
NTS

FLOOR PLAN
1:50



CITY OF VINCENT
RECEIVED
4 May 2022

LIMESTONE RETAINING WALL NOTES:

ONLY 0000 GRADE BUILDING STONE (SAWN OR RE-CONSTITUTED) IS TO BE USED (MIN. BULK DENSITY = 1.80 T/M3)

COMPACT GROUND UNDER AND IN FRONT OF RETAINING WALL TO RESIST SEVEN (7) BLOWS PER 300MM (STANDARD PENETROMETER TEST).

PROCEED WITH BACKFILLING A MINIMUM OF SEVEN (7) DAYS AFTER COMPLETION OF WALL.

NO SURCHARGE ON RETAINING WALLS IS ASSUMED I.E. HORIZONTAL BACKFILL ONLY. NO STRUCTURE FOUNDATIONS TO BE ABOVE A LINE AT 45DEG FROM THE BACK OF THE WALL AT BASE LEVEL.

NO STRUCTURE IS TO BE BUILT CLOSER THAN THE HEIGHT OF WALL + BASE AWAY FROM THE FACE OF THE WALL.

150MM THICK CONCRETE FOOTING MAY BE SUBSTITUTED FOR LIMESTONE BASE. BOTTOM OF CONCRETE FOOTING IS TO BE 250MM MINIMUM BELOW THE LOWER G/L.

CONCRETE FOOTING STRENGTH GRADE IS APPLICABLE: M20

BUILDER TO PROVIDE DRAINAGE AND WATERPROOFING AS REQUIRED TO REAR.

REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION AND EXTENT.

ALL WALLS MUST BE BUILT USING BONDING THROUGH THE THICKNESS.

Rev No.	Date	Details	Name
0	04.06.2021	ISSUE FOR APPROVAL	AR
1	11.10.2021	DA Revisions	AR
2	18.02.2022	DA Revisions Pool Shortened	AR
3	10.03.2022	Gate and staircase note removed	AR
4	18.03.2022	Revisions to notes	AR
5	04.05.2022	DA revisions, Roof cover removed AR Desk removed, Planter added. Screening amended.	AR

GENERAL:
BUILDER TO RE-PEG SITE PRIOR TO CONSTRUCTION ADVISE ARCHITECT OF ANY DISCREPANCY.

ALL EXTERNAL PAVING TO BE DRAINED TO LANDSCAPING EXCEPT FOR DRIVEWAY AND PORTICO (FALL TO SPOON DRAIN)

REFER MECH ENG/ CONTRACTOR DRAWINGS FOR PROPOSED A/C UNIT LOCATIONS AC BY PROPRIETOR.

CONFIRM SOIL CLASSIFICATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ASSUMED CLASSIFICATION IS SANDY SOIL CLASS A.

TERMITE TREATMENT UNDER SLAB TERMITE TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3660.

PLUMBING:
BUILDER TO CHECK AND CONFIRM ALL EXISTING INTERNAL SEWER RUNS PRIOR TO COMMENCEMENT OF WORKS

BUILDER TO DETERMINE WATER METER LOCATION WITH W/COMP AND ADVISE ARCHITECT.

H.W.U. TO BE NOMINATED BY PROPRIETOR OR AS SHOWN ON HYDRAULIC ENG DWGS.

ALL CABINETWORKS & FIXTURES BY PROPRIETOR. ALL SANITARY FIXTURES TO BE SELECTED BY PROPRIETOR PRIOR TO COMMENCEMENT OF CONSTRUCTION

THE ARCHITECT ACCEPTS NO LIABILITY FOR THE CO-ORDINATION OF PENETRATIONS FOR SANITARY & A/C WORKS.

STRUCTURAL:
CONFIRM WITH PROPRIETOR ANY A/C REIDS INCLUDING DUCTS IN SLAB

REFER TO SE DWGS FOR ALL STRUCTURAL COL & BEAM MEMBER SIZES

THE BUILDER/OWNER IS RESPONSIBLE & LIABLE FOR THE CO-ORDINATION OF THE ARCHITECTURAL & SE DWGS.

ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF SHOP DWGS

Project

PROPOSED ADDITIONS TO EXISTING HOUSE

Location

128A HAROLD ST
MT LAWLEY

Title

FLOOR PLAN

Project North

DEVELOPMENT APPROVAL

Drawn by: AR Date: 03/06/2021

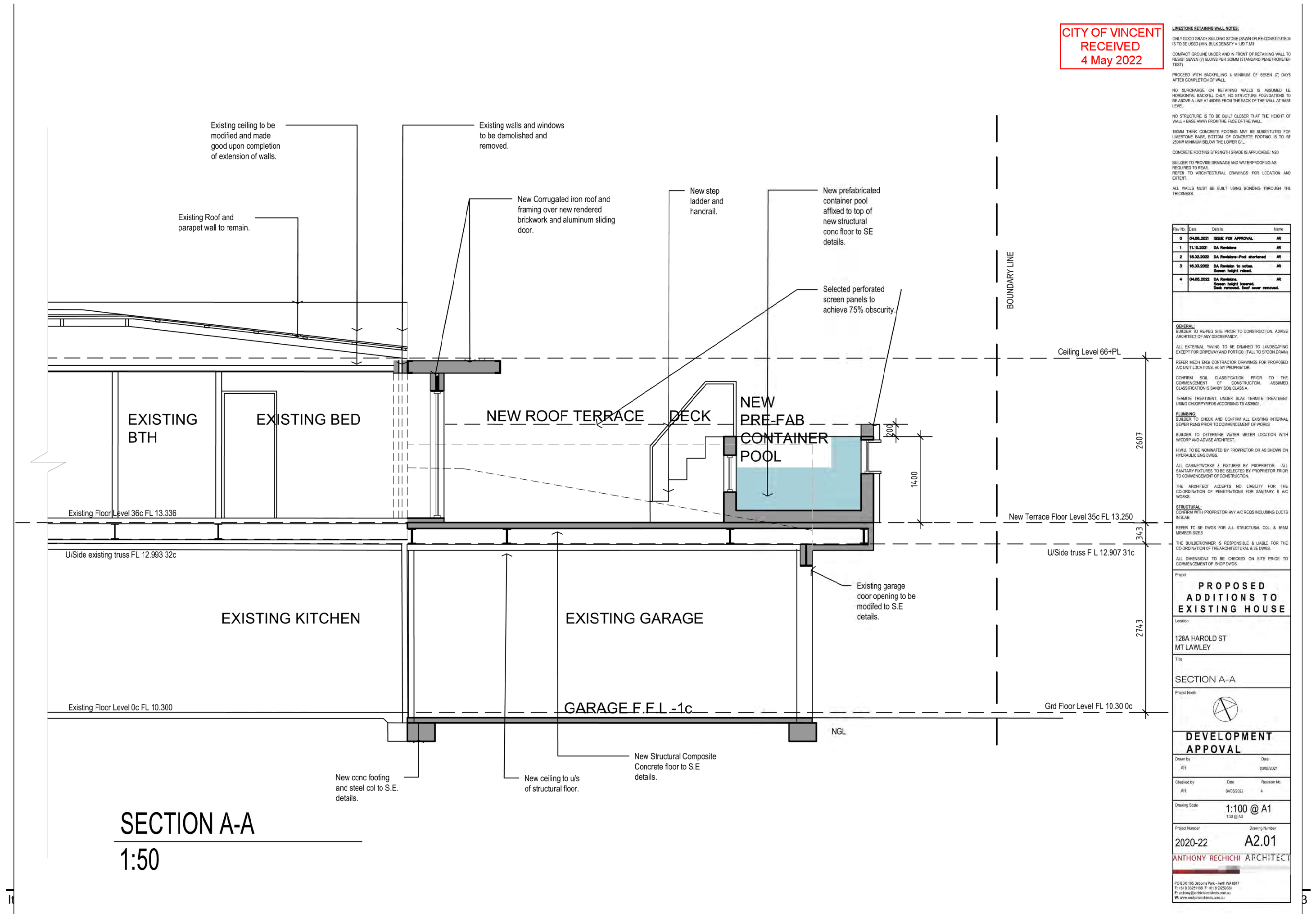
Checked by: AR Date: 04/05/2022 Revision No: 5

Drawing Scale: 1:100 @ A1
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Project Number: 2020-22 Drawing Number: A1.01

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CITY OF VINCENT
RECEIVED
4 May 2022

LIMESTONE RETAINING WALL NOTES:

ONLY GOOD GRADE BUILDING STONE (SANDWICH OR RE-CONSTITUTED) IS TO BE USED (MIN BULK DENSITY = 1.80 T/M3)

COMPACT GROUND UNDER AND IN FRONT OF RETAINING WALL TO RESIST SEVEN (7) BLOWS PER 30MM (STANDARD PENETROMETER TEST).

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150MM THICK CONCRETE FOOTING MAY BE SUBSTITUTED FOR LIMESTONE BASE. BOTTOM OF CONCRETE FOOTING IS TO BE 250MM MINIMUM BELOW THE LOWER G.L.

CONCRETE FOOTING STRENGTH GRADE IS APPLICABLE: N20

BUILDER TO PROVIDE DRAINAGE AND WATERPROOFING AS REQUIRED TO REAR.

REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION AND EXTENT.

ALL WALLS MUST BE BUILT USING BONDING THROUGH THE THICKNESS.

Rev No	Date	Details	Name
0	04.06.2021	ISSUE FOR APPROVAL	AR
1	11.10.2021	DA Revisions	AR
2	16.02.2022	DA Revisions-Pool shortened	AR
3	16.03.2022	DA Revisions-Pool shortened	AR
4	04.05.2022	DA Revisions Screening lowered and changed. Pool cover removed.	AR

GENERAL:
BUILDER TO RE-REG SITE PRIOR TO CONSTRUCTION. ADVISE ARCHITECT OF ANY DISCREPANCY.

ALL EXTERNAL PAVING TO BE DRAINED TO LANDSCAPING EXCEPT FOR DRIVEWAY AND PORTICO (FALL TO SPOON DRAIN). REFER MECH ENG/ CONTRACTOR DRAWINGS FOR PROPOSED A/C UNIT LOCATIONS. AC BY PROPRIETOR.

CONFIRM SOIL CLASSIFICATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ASSUMED CLASSIFICATION IS SANDY SOIL CLASS A.

TERMITES TREATMENT: UNDER SLAB TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3901.

PLUMBING:
BUILDER TO CHECK AND CONFIRM ALL EXISTING INTERNAL SEWER RUNS PRIOR TO COMMENCEMENT OF WORKS.

BUILDER TO DETERMINE WATER METER LOCATION WITH W/GRP AND ADVISE ARCHITECT.

H.W.U. TO BE NOMINATED BY PROPRIETOR OR AS SHOWN ON HYDRAULIC ENG DWGS.

ALL CABINETWORKS & FIXTURES BY PROPRIETOR. ALL SANITARY FIXTURES TO BE SELECTED BY PROPRIETOR PRIOR TO COMMENCEMENT OF CONSTRUCTION.

THE ARCHITECT ACCEPTS NO LIABILITY FOR THE CO-ORDINATION OF PENETRATIONS FOR SANITARY & A/C WORKS.

STRUCTURAL:
CONFIRM WITH PROPRIETOR ANY A/C REQ'S INCLUDING DUCTS IN SLAB.

REFER TO SE DWGS FOR ALL STRUCTURAL COL & BEAM MEMBER SIZES.

THE BUILDER/OWNER IS RESPONSIBLE & LIABLE FOR THE CO-ORDINATION OF THE ARCHITECTURAL & SE DWGS.

ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF SHOP DWGS.

Project: **PROPOSED ADDITIONS TO EXISTING HOUSE**

Location: 128A HAROLD ST MT LAWLEY

Title: East Elevation

Project North:

DEVELOPMENT APPROVAL

Drawn by: AR Date: 03/06/2021

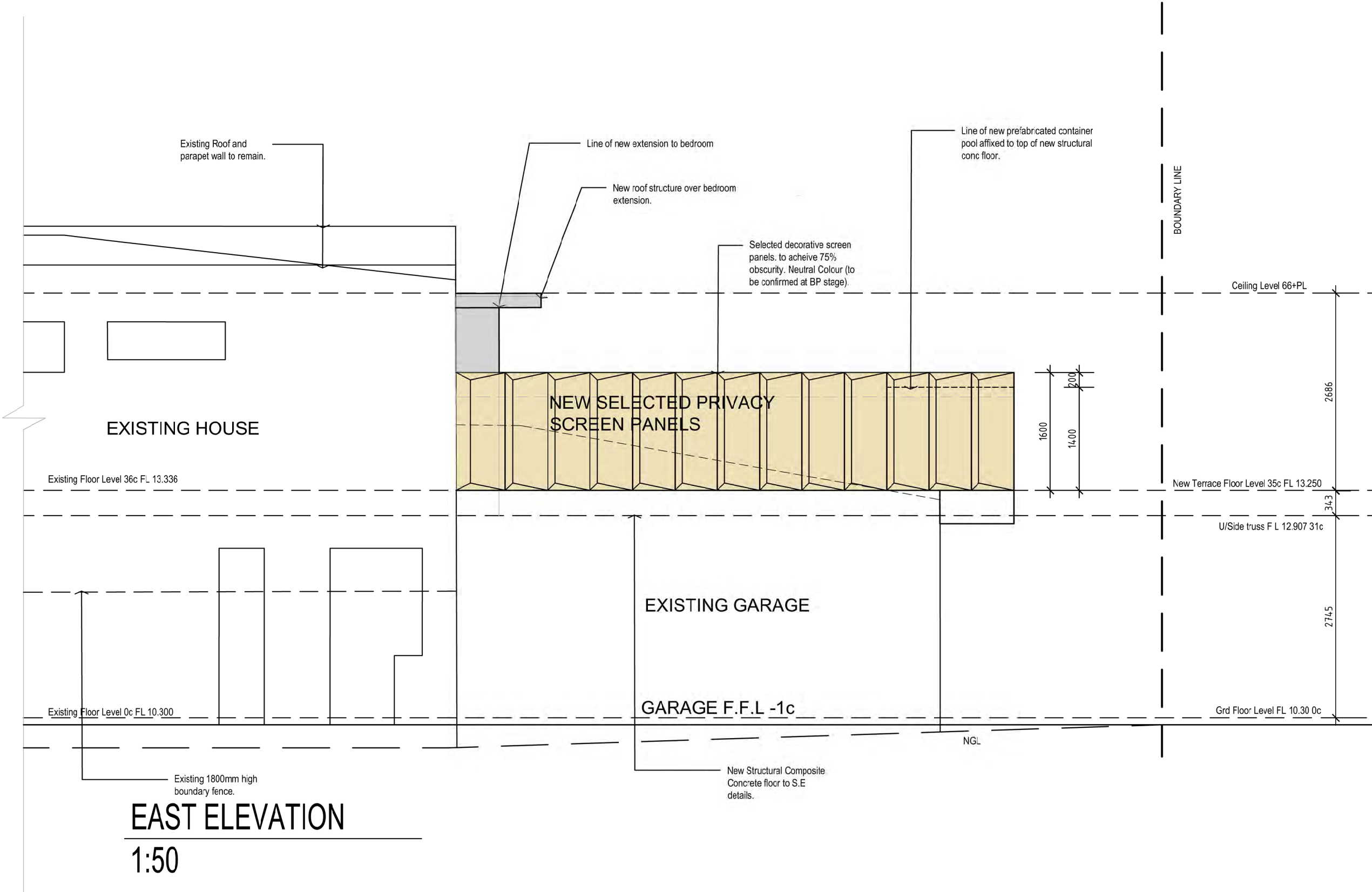
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Drawing Scale: 1:100 @ A1
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Project Number: 2020-22 Drawing Number: A2.02

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CITY OF VINCENT
RECEIVED
4 May 2022

LIMESTONE RETAINING WALL NOTES:

ONLY 3000 GRADE BUILDING STONE (SAWN OR RE-CONSTITUTED) IS TO BE USED (MIN BULK DENSITY = 1.80 T/M3)

COMPACT GROUND UNDER AND IN FRONT OF RETAINING WALL TO RESIST SEVEN (7) BLOWS PER 30MM (STANDARD PENETROMETER TEST).

PROCEED WITH BACKFILLING A MINIMUM OF SEVEN (7) DAYS AFTER COMPLETION OF WALL.

NO SURCHARGE ON RETAINING WALLS IS ASSUMED I.E. HORIZONTAL BACKFILL ONLY. NO STRUCTURE FOUNDATIONS TO BE ABOVE A LINE AT 45DEG FROM THE BACK OF THE WALL AT BASE LEVEL.

NO STRUCTURE IS TO BE BUILT CLOSER THAN THE HEIGHT OF WALL + BASE AWAY FROM THE FACE OF THE WALL.

150MM THICK CONCRETE FOOTING MAY BE SUBSTITUTED FOR LIMESTONE BASE. BOTTOM OF CONCRETE FOOTING IS TO BE 250MM MINIMUM BELOW THE LOWER G.L.

CONCRETE FOOTING STRENGTH GRADE IS APPLICABLE: N20

BUILDER TO PROVIDE DRAINAGE AND WATERPROOFING AS REQUIRED TO REAR.

REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION AND EXTENT.

ALL WALLS MUST BE BUILT USING BONDING THROUGH THE THICKNESS.

Rev No.	Date	Details	Name
0	04.06.2021	ISSUE FOR APPROVAL	AR
1	11.10.2021	DA Revisions	AR
2	18.03.2022	DA Revisions-Pool shortened.	AR
3	18.03.2022	Holme revised screen lowered. Screen wall height raised.	AR
4	04.05.2022	DA revisions. Screen height lowered and changed. Roof cover removed.	AR

GENERAL:
BUILDER TO RE-FEG SITE PRIOR TO CONSTRUCTION, ADVISE ARCHITECT OF ANY DISCREPANCY.

ALL EXTERNAL PAVING TO BE DRAINED TO LANDSCAPING EXCEPT FOR DRIVEWAY AND PORTICO (FALL TO SPOON DRAIN).

REFER MECH ENG/ CONTRACTOR DRAWINGS FOR PROPOSED A/C UNIT LOCATIONS. AC BY PROPRIETOR.

CONFIRM SOIL CLASSIFICATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ASSUMED CLASSIFICATION IS SANDY SOIL CLASS A.

TERMITE TREATMENT: UNDER SLAB TERMITE TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3601.

PLUMBING:
BUILDER TO CHECK AND CONFIRM ALL EXISTING INTERNAL SEWER RUNS PRIOR TO COMMENCEMENT OF WORKS.

BUILDER TO DETERMINE WATER METER LOCATION WITH WICRP AND ADVISE ARCHITECT.

H.W.U. TO BE NOMINATED BY PROPRIETOR OR AS SHOWN ON HYDRAULIC ENG DWGS.

ALL CABINETWORKS & FIXTURES BY PROPRIETOR. ALL SANITARY FIXTURES TO BE SELECTED BY PROPRIETOR PRIOR TO COMMENCEMENT OF CONSTRUCTION.

THE ARCHITECT ACCEPTS NO LIABILITY FOR THE CO-ORDINATION OF PENETRATIONS FOR SANITARY & A/C WORKS.

STRUCTURAL:
CONFIRM WITH PROPRIETOR ANY A/C REGS INCLUDING DUCTS IN SLAB.

REFER TO SE DWGS FOR ALL STRUCTURAL COL & BEAM MEMBER SIZES.

THE BUILDER/OWNER IS RESPONSIBLE & LIABLE FOR THE CO-ORDINATION OF THE ARCHITECTURAL & SE DWGS.

ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF SHOP DWGS.

Project

PROPOSED ADDITIONS TO EXISTING HOUSE

Location

128A HAROLD ST
MT LAWLEY

Title

West Elevation

Project North

DEVELOPMENT APPROVAL

Drawn by	AR	Date	03/05/2021
Checked by	AR	Date	04/05/2022
Revision No.	4		

Drawing Scale

1:100 @ A1
1:50 @ A3

Project Number

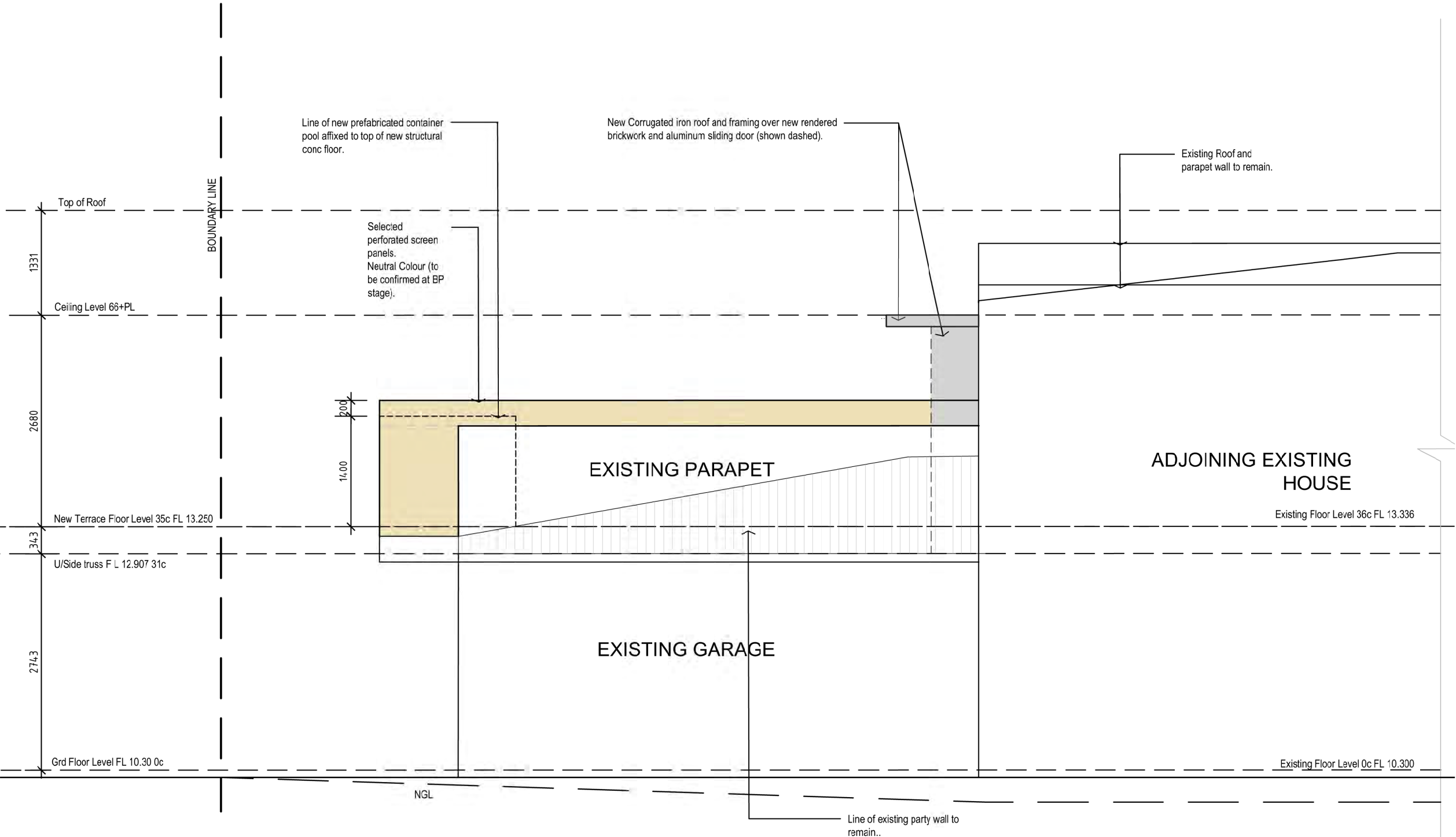
2020-22

Drawing Number

A2.03

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CITY OF VINCENT
RECEIVED
4 May 2022

LIMESTONE RETAINING WALL NOTES:
ONLY GOOD GRADE BUILDING STONE (SAWN OR RE-CONSTITUTED) IS TO BE USED (MIN BULK DENSITY = 1.80 T/M3)
COMPACT GROUND UNDER AND IN FRONT OF RETAINING WALL TO RESIST SEVEN (7) BLOWS PER 30MM (STANDARD PENETROMETER TEST)
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150MM THICK CONCRETE FOOTING MAY BE SUBSTITUTED FOR LIMESTONE BASE. BOTTOM OF CONCRETE FOOTING IS TO BE 250MM MINIMUM BELOW THE LOWER G.L.
CONCRETE FOOTING STRENGTH GRADE IS APPLICABLE: N20
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Rev No.	Date	Details	Name
0	04.08.2021	ISSUE FOR APPROVAL	AR
1	11.10.2021	DA Revisions	AR
2	18.02.2022	DA Revisions -Pool Shortened	AR
3	18.03.2022	DA Revisions to notes	AR
4	04.05.2022	DA Revisions Roof over removed. Screening lowered and changed.	AR

GENERAL:
BUILDER TO RE-PEG SITE PRIOR TO CONSTRUCTION. ADVISE ARCHITECT OF ANY DISCREPANCY.
ALL EXTERNAL PAVING TO BE DRAINED TO LANDSCAPING EXCEPT FOR DRIVEWAY AND PORTICO (FALL TO SPOON DRAIN).
REFER MECH ENG/ CONTRACTOR DRAWINGS FOR PROPOSED A/C UNIT LOCATIONS. A/C BY PROPRIETOR.
CONFIRM SOIL CLASSIFICATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ASSUMED CLASSIFICATION IS SANDY SOIL CLASS A.
TERMITE TREATMENT: UNDER SLAB TERMITE TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3961.
PLUMBING:
BUILDER TO CHECK AND CONFIRM ALL EXISTING INTERNAL SEWER RUNS PRIOR TO COMMENCEMENT OF WORKS.
BUILDER TO DETERMINE WATER METER LOCATION WITH WICORP AND ADVISE ARCHITECT.
H/W/L TO BE NOMINATED BY PROPRIETOR OR AS SHOWN ON HYDRAULIC ENG DWGS.
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STRUCTURAL:
CONFIRM WITH PROPRIETOR ANY A/C REGS INCLUDING DUCTS IN SLAB.
REFER TO SE DWGS FOR A/L STRUCTURAL COL. & BEAM MEMBER SIZES.
THE BUILDER/OWNER IS RESPONSIBLE & LIABLE FOR THE CO-ORDINATION OF THE ARCHITECTURAL & SE DWGS.
ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF SHOP DWGS.

Project
PROPOSED ADDITIONS TO EXISTING HOUSE

Location
128A HAROLD ST
MT LAWLEY

Title
NORTH ELEVATION



DEVELOPMENT APPROVAL

Drawn by
AR

Date
03/08/2021

Checked by
AR

Date
04/05/2022

Revision No.
4

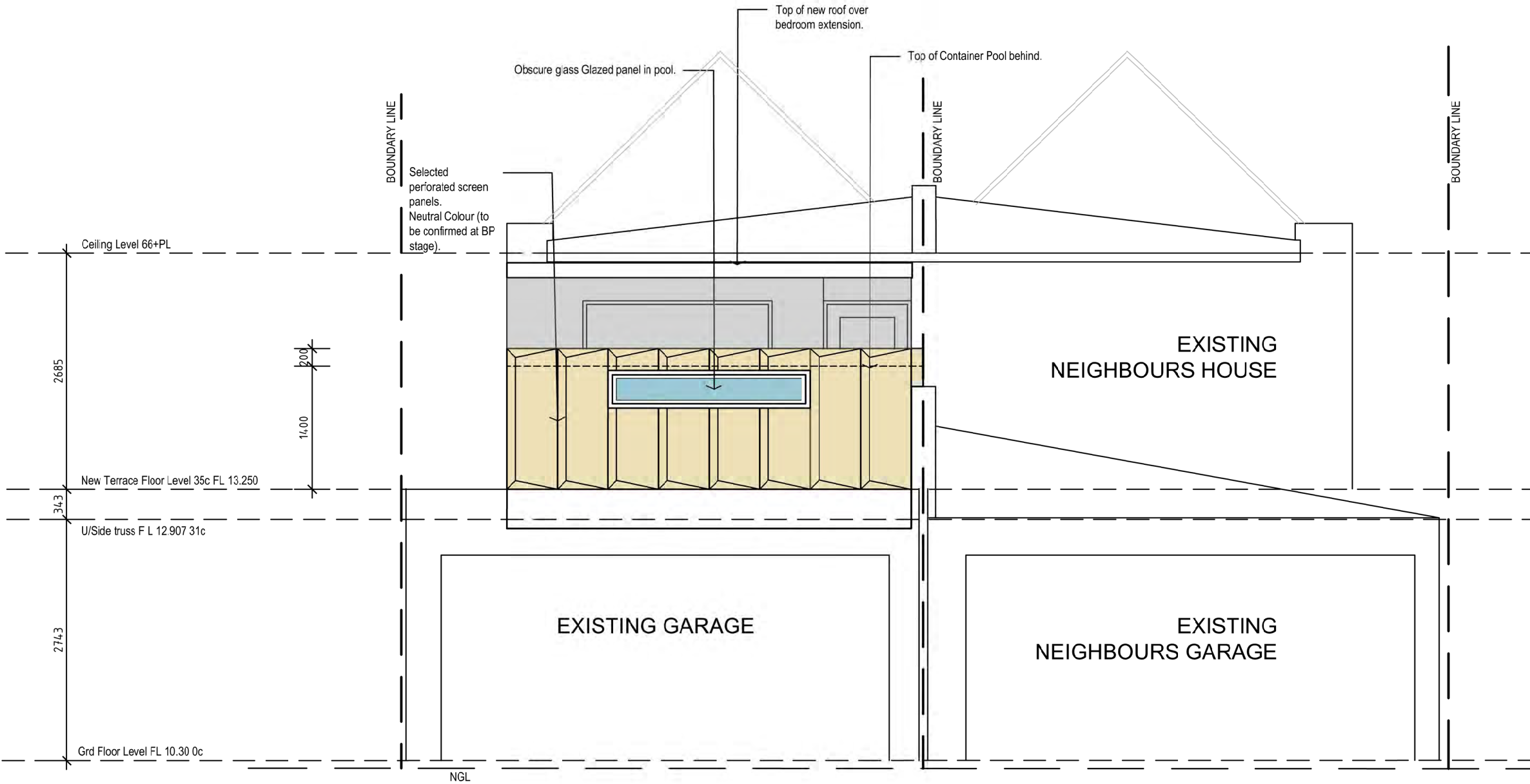
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1:100 @ A1
1:50 @ A3

Project Number
2020-22

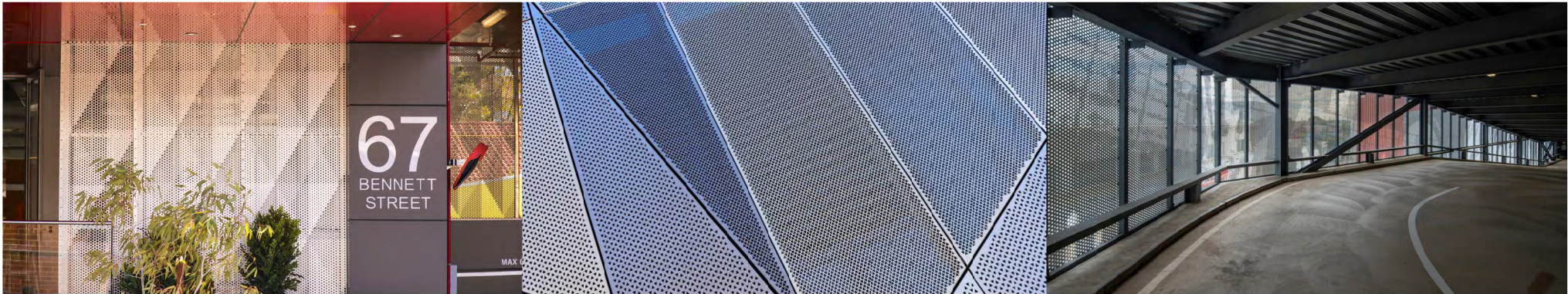
Drawing Number
A2.04

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NORTH ELEVATION
1:50



Perforated Metal Screens



Landscaping suggestions



Container pool examples

CITY OF VINCENT
RECEIVED
4 May 2022

LIMESTONE RETAINING WALL NOTES:

ONLY GOOD GRADE BUILDING STONE (SAWN OR RE-CONSTITUTED) IS TO BE USED (MIN. BULK DENSITY = 1.80 T/M3)

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CONCRETE FOOTING STRENGTH GRADE IS APPLICABLE: N20

BUILDER TO PROVIDE DRAINAGE AND WATERPROOFING AS REQUIRED TO REAR.

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Rev No.	Date	Details	Name
0	04/05/2022	D.A. ISSUE	AR
GENERAL: BUILDER TO RE-PEG SITE PRIOR TO CONSTRUCTION. ADVISE ARCHITECT OF ANY DISCREPANCY. ALL EXTERNAL PAVING TO BE DRAINED TO LANDSCAPING EXCEPT FOR DRIVEWAY AND PORTICO. (FALL TO SPOON DRAIN). REFER MECH ENG CONTRACTOR DRAWINGS FOR PROPOSED A/C UNIT LOCATIONS. AC BY PROPRIETOR. CONFIRM SOIL CLASSIFICATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ASSUMED CLASSIFICATION IS SANDY SOIL CLASS A. TERMITE TREATMENT: UNDER SLAB TERMITE TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3960. PLUMBING: BUILDER TO CHECK AND CONFIRM ALL EXISTING INTERNAL SEWER RUNS PRIOR TO COMMENCEMENT OF WORKS BUILDER TO DETERMINE WATER METER LOCATION WITH WICOP AND ADVISE ARCHITECT. H/W/L TO BE NOMINATED BY PROPRIETOR OR AS SHOWN ON HYDRAULIC ENG DWGS. ALL CABINETWORKS & FIXTURES BY PROPRIETOR. ALL SANITARY FIXTURES TO BE SELECTED BY PROPRIETOR PRIOR TO COMMENCEMENT OF CONSTRUCTION. THE ARCHITECT ACCEPTS NO LIABILITY FOR THE CO-ORDINATION OF PENETRATIONS FOR SANITARY & A/C WORKS. STRUCTURAL: CONFIRM WITH PROPRIETOR ANY A/C REQS INCLUDING DUCTS IN SLAB REFER TO BE DWGS FOR ALL STRUCTURAL COL. & BEAM MEMBER SIZES THE BUILDER/OWNER IS RESPONSIBLE & LIABLE FOR THE CO-ORDINATION OF THE ARCHITECTURAL & BE DWGS. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF SHOP DWGS.			
Project <div>PROPOSED ADDITIONS TO EXISTING HOUSE</div>			
Location 128A HAROLD ST MT LAWLEY			
Title <u>MATERIALS PALETTE</u>			
Project North 			
<div>DEVELOPMENT APPROVAL</div>			
Drawn by AR		Date 04/05/2022	
Checked by AR		Date 04/05/2022	Revision No. 0
Drawing Scale 1:100 @ A1 1:50 @ A3			
Project Number 2020-22		Drawing Number A2.04	
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SUPERSEDED

**CITY OF VINCENT
RECEIVED
22 February 2022**

AREA CALCULATION

TOTAL GROSS EXISTING HOUSE	265 m ²		
AREA CALCULATION	AREA (m ²)		CAR PARKINGS
EXISTING UPPER FLOOR			
Net area	105 m ²		
PROPOSED ADDITIONS			
Pool Terrace	41 m ²		2 Bays
Total Area Upper floor	150 m ²		
Total Area House	310 m ²		

LIMESTONE RETAINING WALL NOTES:

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Rev No.	Date	Details	Name
0	16.02.2021	PRELIMINARY ISSUE	AR
1	03.06.2021	ISSUE FOR APPROVAL	AR
2	11.10.2021	DA Revisions	AR
3	16.02.2022	DA Revisions Pool Shortened	AR

GENERAL:

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CONFIRM SOL CLASSIFICATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION, ASSUMED CLASSIFICATION IS SANDY SOL CLASS A.

TERMITE TREATMENT; UNDER SLAB TERMITE TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3601.

PLUMBING:

BUILDER TO CHECK AND CONFIRM ALL EXISTING INTERNAL SEWER RUNS PRIOR TO COMMENCEMENT OF WORKS

BUILDER TO DETERMINE WATER METER LOCATION WITH WICOP AND ADVISE ARCHITECT.

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ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF SHOP DWGS

Project

**PROPOSED
ADDITIONS TO
EXISTING HOUSE**

Location

128A HAROLD ST MT LAWLEY

Title

SITE PLAN / AERIAL

Project North



**Development
Approval**

Drawn by AR Date 06/06/2021

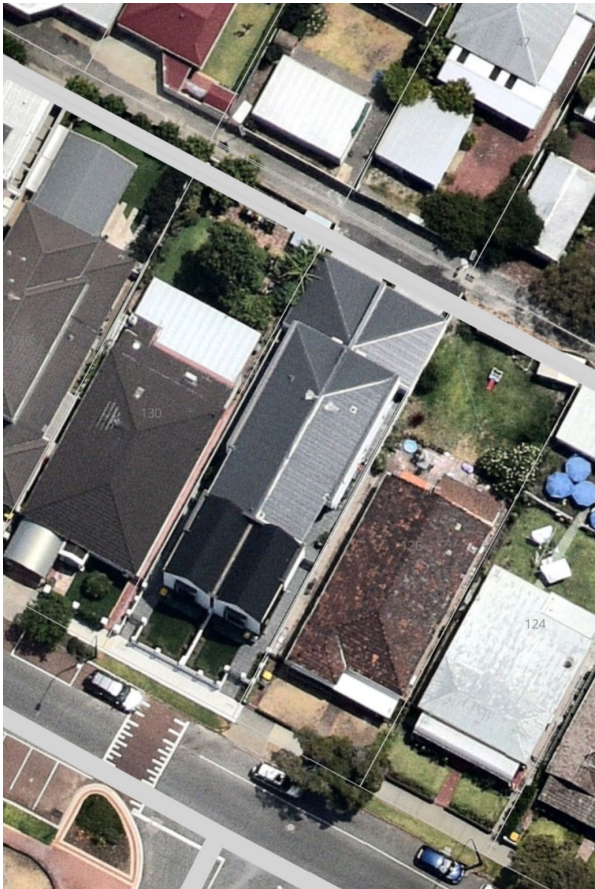
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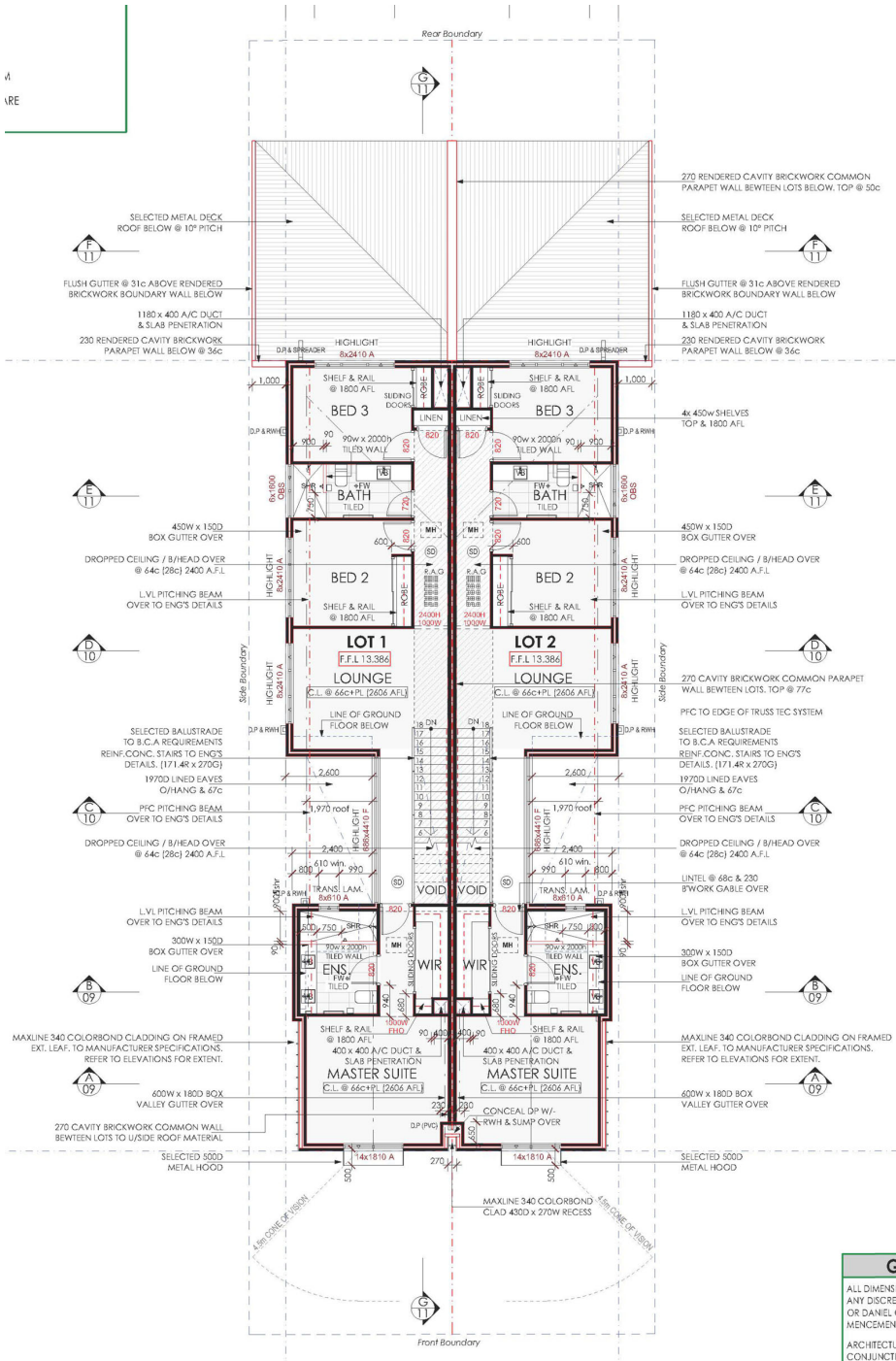
Project Number 2020-22 Drawing Number A1.00

ANTHONY RECHICHI ARCHITECT

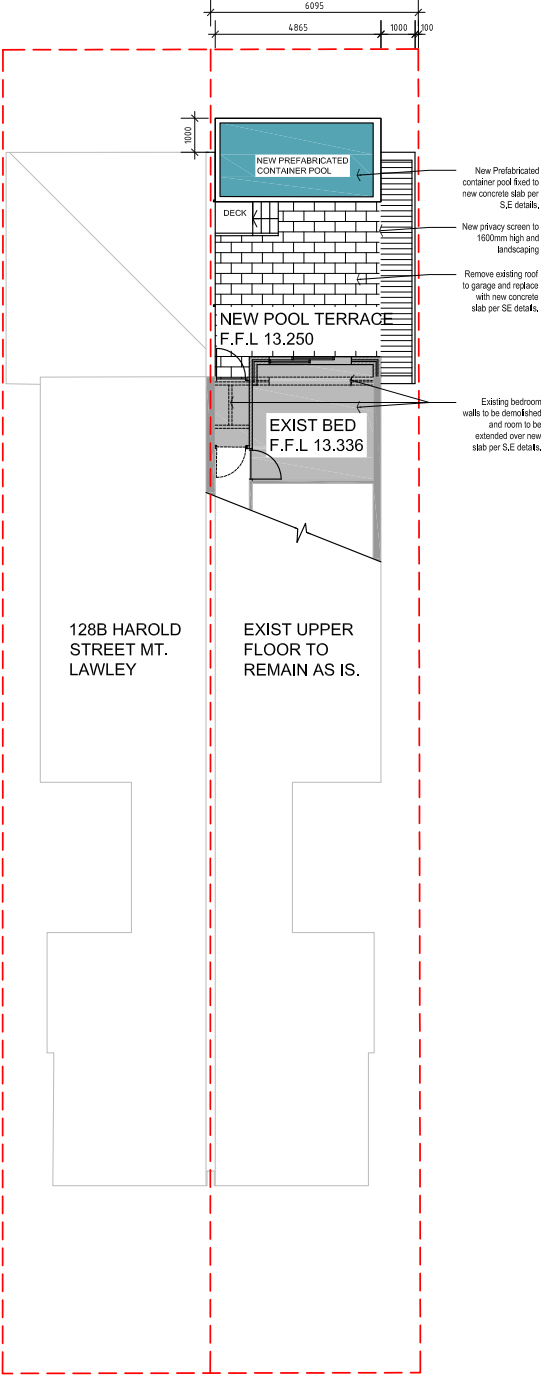
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E: anthony@rechichiarchitects.com.au
W: www.rechichiarchitects.com.au



AERIAL PHOTO
NTS



EXISTING HOUSE UPPER FLOOR PLAN
1:100



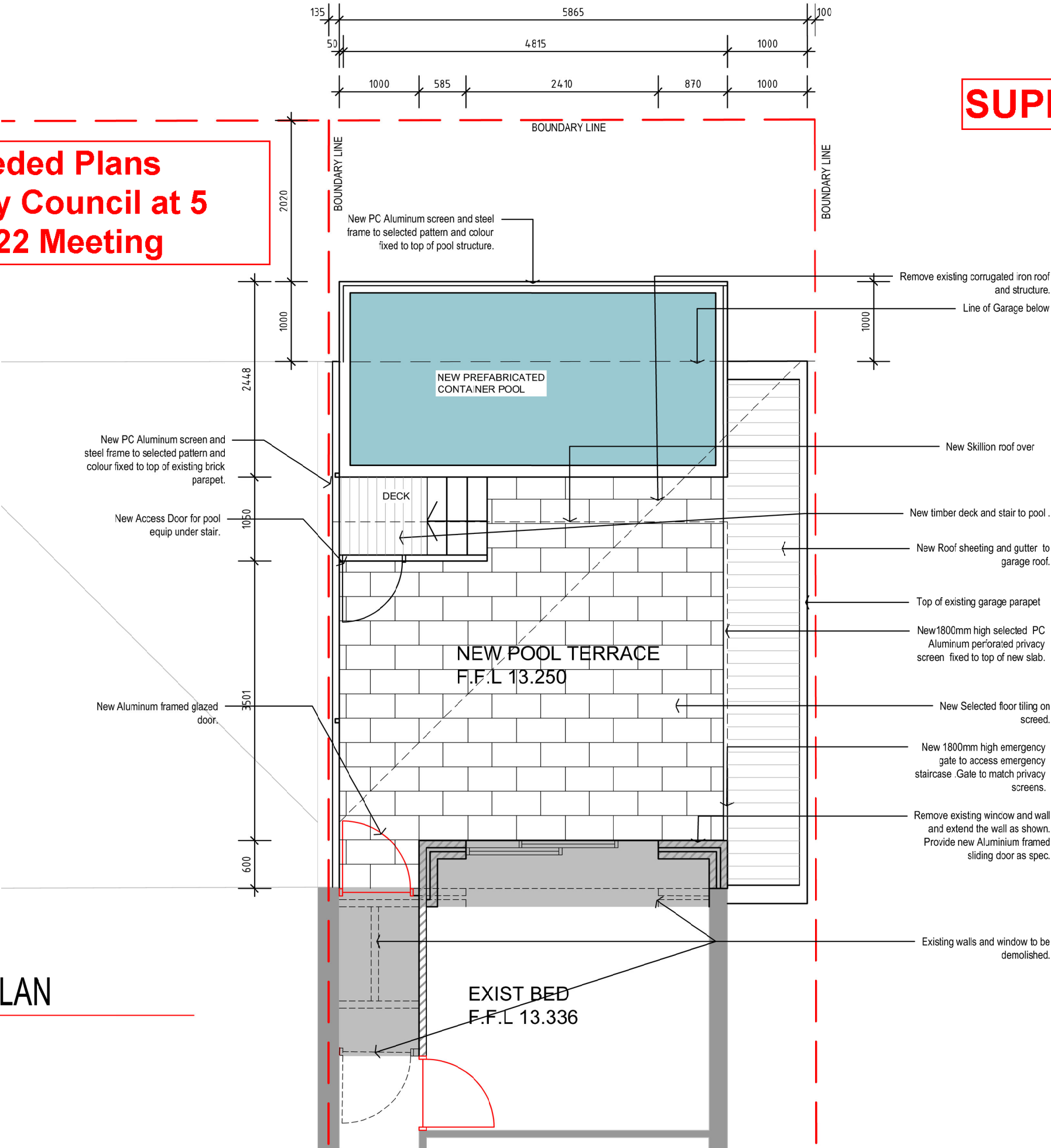
PROPOSED UPPER FLOOR PLAN
1:100

**Superseded Plans Deferred by
Council at 5 April 2022 Meeting**

Superseded Plans
Deferred by Council at 5
April 2022 Meeting

CITY OF VINCENT
RECEIVED
22 February 2022

SUPERSEDED



FLOOR PLAN
1:50

LIMESTONE RETAINING WALL NOTES:
ONLY GOOD GRADE BUILDING STONE (SAWN OR RE-CONSTITUTED) IS TO BE USED (MIN. BULK DENSITY +1.80 T/M3)
COMPACT GROUND UNDER AND IN FRONT OF RETAINING WALL TO RESIST SEVEN (7) BLOWS PER 300MM (STANDARD PENETROMETER TEST).
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CONCRETE FOOTING STRENGTH GRADE IS APPLICABLE: A20
BUILDER TO PROVIDE DRAINAGE AND WATERPROOFING AS REQUIRED TO REAR.
REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION AND EXTENT.
ALL WALLS MUST BE BUILT USING BONDING THROUGH THE THICKNESS.

Rev No.	Date	Details	Name
0	04.06.2021	ISSUE FOR APPROVAL	AR
1	11.10.2021	DA Revisions	AR
2	18.02.2022	DA Revisions Pool Shortened	AR
GENERAL: BUILDER TO RE-PEG SITE PRIOR TO CONSTRUCTION ADVISE ARCHITECT OF ANY DISCREPANCY. ALL EXTERNAL PAVING TO BE DRAINED TO LANDSCAPING EXCEPT FOR DRIVEWAY AND PORTICO. (FALL TO SPOON DRAIN) REFER MECH ENG/ CONTRACTOR DRAWINGS FOR PROPOSED A/C UNIT LOCATIONS. AC BY PROPRIETOR. CONFIRM SOIL CLASSIFICATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ASSUMED CLASSIFICATION IS SANDY SOIL CLASS A. TERMITE TREATMENT UNDER SLAB TERMITE TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3680.1.			
PLUMBING: BUILDER TO CHECK AND CONFIRM ALL EXISTING INTERNAL SEWER RUNS PRIOR TO COMMENCEMENT OF WORKS BUILDER TO DETERMINE WATER METER LOCATION WITH W/COMP AND ADVISE ARCHITECT. H.W.U. TO BE NOMINATED BY PROPRIETOR OR AS SHOWN ON HYDRAULIC ENG DWGS. ALL CABINETWORKS & FIXTURES BY PROPRIETOR. ALL SANITARY FIXTURES TO BE SELECTED BY PROPRIETOR PRIOR TO COMMENCEMENT OF CONSTRUCTION THE ARCHITECT ACCEPTS NO LIABILITY FOR THE CO-ORDINATION OF PENETRATIONS FOR SANITARY & A/C WORKS.			
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Project <div>PROPOSED ADDITIONS TO EXISTING HOUSE</div>			
Location 128A HAROLD ST MT LAWLEY			
Title FLOOR PLAN			
Project North 			
DEVELOPMENT APPROVAL			
Drawn by AR		Date 03/06/2021	
Checked by AR		Date 18/02/2022	Revision No. 2
Drawing Scale 1:100 @ A1 1:50 @ A3		Project Number 2020-22	
		Drawing Number A1.01	
ANTHONY RECHICHI ARCHITECT			
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Superseded Plans Deferred by Council at 5 April 2022 Meeting

SUPERSEDED

CITY OF VINCENT
RECEIVED
22 February 2022

LIMESTONE RETAINING WALL NOTES:

ONLY 9000 GRADE BUILDING STONE (BAIN OR RE-CONSTITUTED) IS TO BE USED (MIN BULK DENSITY = 1.80 T/M3)

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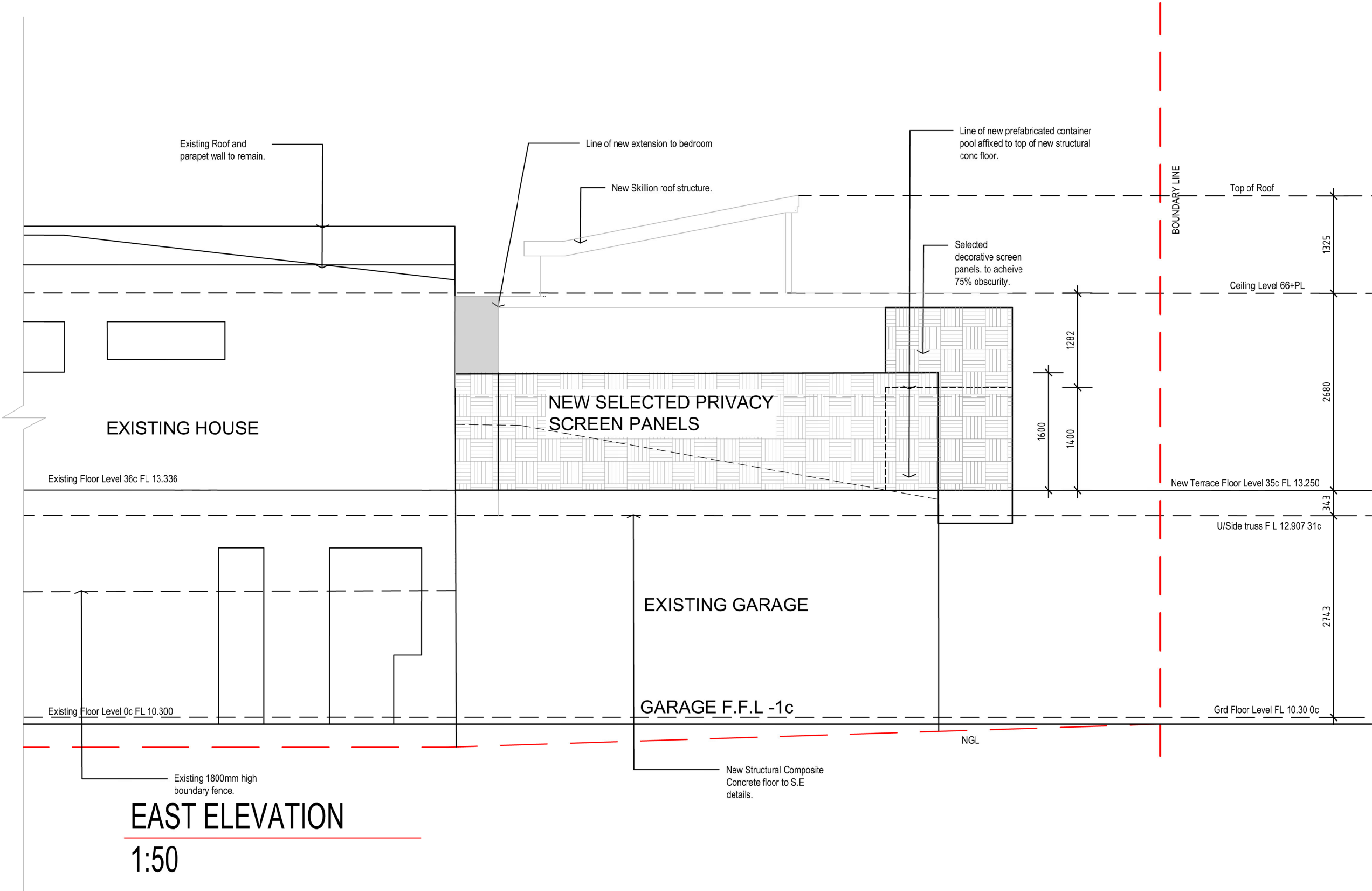
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Rev No	Date	Details	Name
0	04.06.2021	ISSUE FOR APPROVAL	AR
1	11.10.2021	DA Revisions	AR
2	16.02.2022	DA Revisions-Pool shortened	AR

GENERAL:

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TERMITE TREATMENT: UNDER SLAB TERMITE TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3680.1.

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Project

PROPOSED ADDITIONS TO EXISTING HOUSE

Location

128A HAROLD ST
MT LAWLEY

Title

East Elevation

Project North



DEVELOPMENT APPROVAL

Drawn by

AR

Date

03/06/2021

Checked by

AR

Date

18/02/2022

Revision No.

2

Drawing Scale

1:100 @ A1
1:50 @ A3

Project Number

2020-22

Drawing Number

A2.02

ANTHONY RECHICHI ARCHITECT

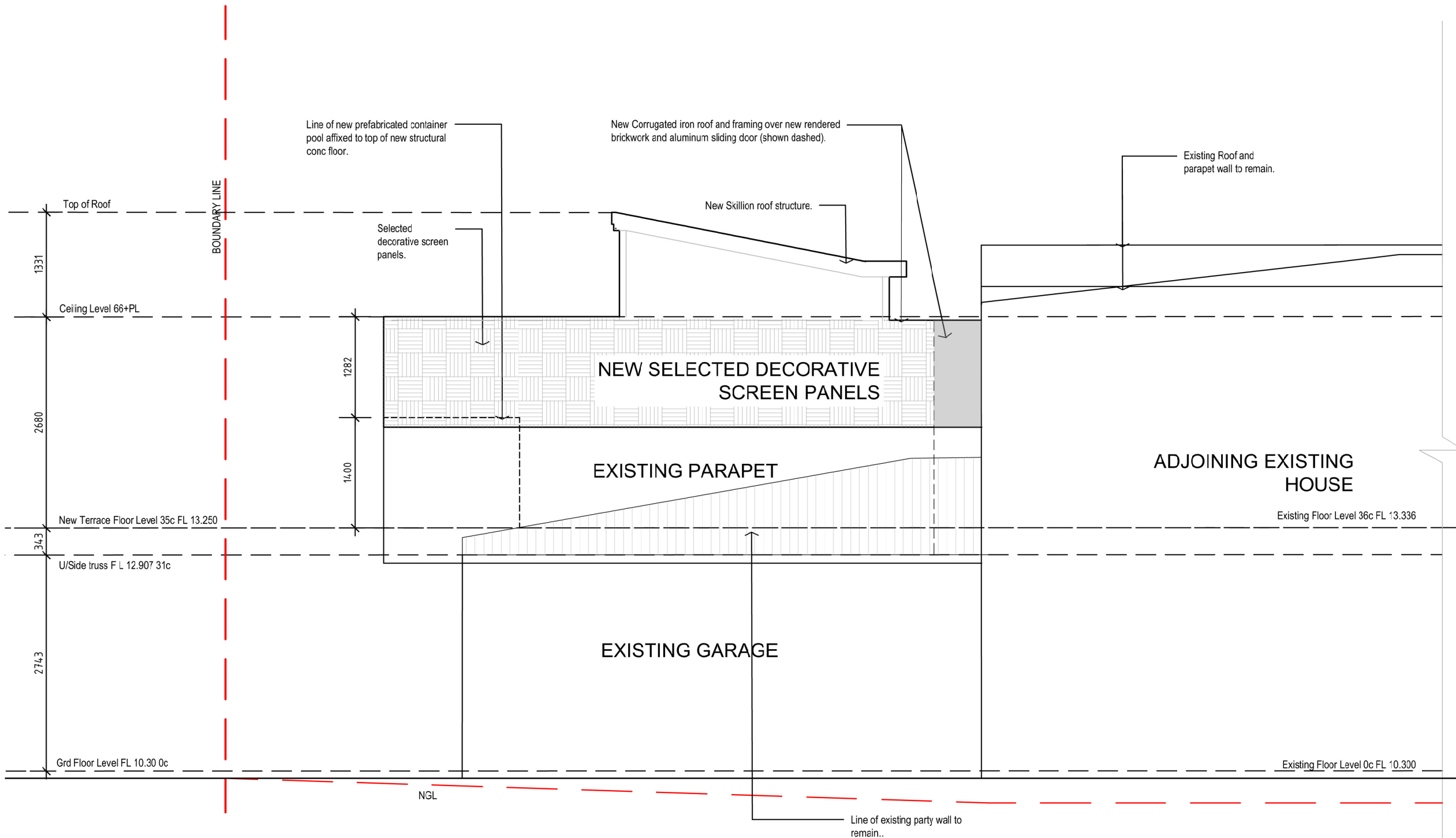


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Superseded Plans Deferred by Council at 5 April 2022 Meeting

SUPERSEDED

CITY OF VINCENT
RECEIVED
22 February 2022



WEST ELEVATION
1:50

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ONLY 3000 GRADE BUILDING STONE (SAVIN OR RE-CONSTITUTED) IS TO BE USED (MIN. BULK DENSITY = 1.80 T/M3)

COMPACT GROUND UNDER AND IN FRONT OF RETAINING WALL TO RESIST SEVEN (7) BLOWS PER 30MM (STANDARD PENETROMETER TEST).

PROCEED WITH BACKFILLING A MINIMUM OF SEVEN (7) DAYS AFTER COMPLETION OF WALL.

NO SURCHARGE ON RETAINING WALLS IS ASSUMED I.E. HORIZONTAL BACKFILL ONLY. NO STRUCTURE FOUNDATIONS TO BE ABOVE A LINE AT 45DEG FROM THE BACK OF THE WALL AT BASE LEVEL.

NO STRUCTURE IS TO BE BUILT CLOSER THAN THE HEIGHT OF WALL + BASE AWAY FROM THE FACE OF THE WALL.

150MM THICK CONCRETE FOOTING MAY BE SUBSTITUTED FOR LIMESTONE BASE. BOTTOM OF CONCRETE FOOTING IS TO BE 250MM MINIMUM BELOW THE LOWER G.L.

CONCRETE FOOTING STRENGTH GRADE IS APPLICABLE: N20

BUILDER TO PROVIDE DRAINAGE AND WATERPROOFING AS REQUIRED TO REAR.

REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION AND EXTENT.

ALL WALLS MUST BE BUILT USING BONDING THROUGH THE THICKNESS.

Rev No.	Date	Details	Name
0	04.06.2021	ISSUE FOR APPROVAL	AR
1	11.10.2021	DA Revisions	AR
2	18.02.2022	DA Revisions-Pool shortened.	AR

GENERAL:
BUILDER TO RE-FEG SITE PRIOR TO CONSTRUCTION. ADVISE ARCHITECT OF ANY DISCREPANCY.

ALL EXTERNAL PAVING TO BE DRAINED TO LANDSCAPING EXCEPT FOR DRIVEWAY AND PORTICO (FALL TO SPOON DRAIN)

REFER MECH ENG/ CONTRACTOR DRAWINGS FOR PROPOSED A/C UNIT LOCATIONS. AC BY PROPRIETOR.

CONFIRM SOIL CLASSIFICATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ASSUMED CLASSIFICATION IS SANDY SOIL CLASS A.

TERMITE TREATMENT: UNDER SLAB TERMITE TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3601.

PLUMBING:
BUILDER TO CHECK AND CONFIRM ALL EXISTING INTERNAL SEWER RUNS PRIOR TO COMMENCEMENT OF WORKS

BUILDER TO DETERMINE WATER METER LOCATION WITH WICRPP AND ADVISE ARCHITECT.

H.W.U. TO BE NOMINATED BY PROPRIETOR OR AS SHOWN ON HYDRAULIC ENG DWGS.

ALL CABINETWORKS & FIXTURES BY PROPRIETOR. ALL SANITARY FIXTURES TO BE SELECTED BY PROPRIETOR PRIOR TO COMMENCEMENT OF CONSTRUCTION.

THE ARCHITECT ACCEPTS NO LIABILITY FOR THE CO-ORDINATION OF PENETRATIONS FOR SANITARY & A/C WORKS.

STRUCTURAL:
CONFIRM WITH PROPRIETOR ANY A/C REGS INCLUDING DUCTS IN SLAB

REFER TO SE DWGS FOR ALL STRUCTURAL COL. & BEAM MEMBER SIZES

THE BUILDER/OWNER IS RESPONSIBLE & LIABLE FOR THE CO-ORDINATION OF THE ARCHITECTURAL & SE DWGS.

ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF SHOP DWGS

Project

PROPOSED ADDITIONS TO EXISTING HOUSE

Location

128A HAROLD ST
MT LAWLEY

Title

West Elevation

Project North

DEVELOPMENT APPROVAL

Drawn by

AR

Date

03/06/2021

Checked by

AR

Date

18/02/2022

Revision No.

2

Drawing Scale

1:100 @ A1
1:50 @ A3

Project Number

2020-22

Drawing Number

A2.03

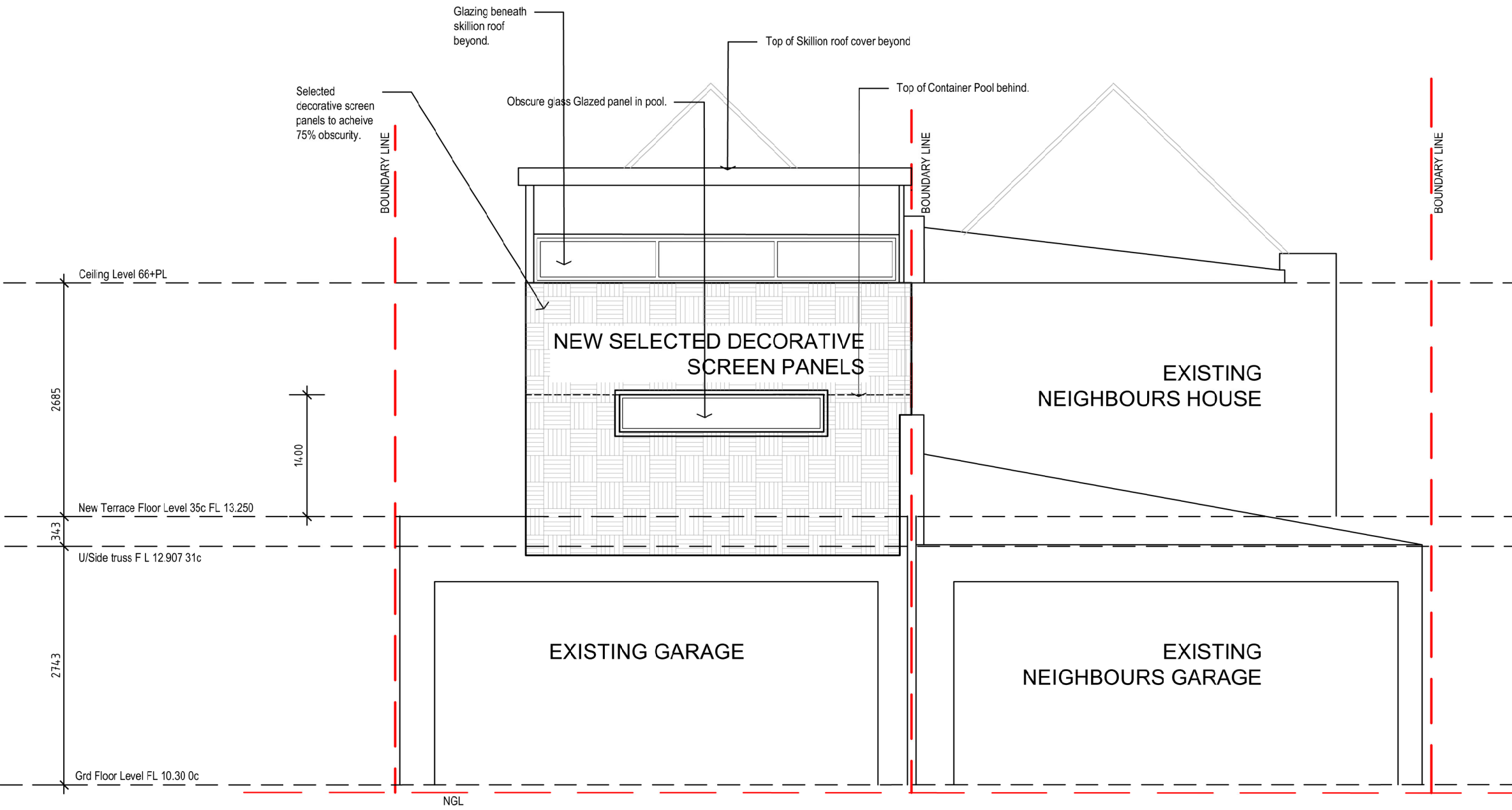
ANTHONY RECHICHI ARCHITECT

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Superseded Plans Deferred by Council at 5 April 2022 Meeting

SUPERSEDED

CITY OF VINCENT
RECEIVED
22 February 2022



NORTH ELEVATION
1:50

LIMESTONE RETAINING WALL NOTES:
ONLY GOOD GRADE BUILDING STONE (SAWN OR RE-CONSTITUTED) IS TO BE USED (MIN BULK DENSITY = 1.80 T/M3)
COMPACT GROUND UNDER AND IN FRONT OF RETAINING WALL TO RESIST SEVEN (7) BLOWS PER 30MM (STANDARD PENETROMETER TEST)
PROCEED WITH BACKFILLING A MINIMUM OF SEVEN (7) DAYS AFTER COMPLETION OF WALL.
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150MM THIN CONCRETE FOOTING MAY BE SUBSTITUTED FOR LIMESTONE BASE. BOTTOM OF CONCRETE FOOTING IS TO BE 250MM MINIMUM BELOW THE LOWER G.L.
CONCRETE FOOTING STRENGTH GRADE IS APPLICABLE: N20
BUILDER TO PROVIDE DRAINAGE AND WATERPROOFING AS REQUIRED TO REAR.
REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION AND EXTENT.
ALL WALLS MUST BE BUILT USING BONDING THROUGH THE THICKNESS.

Rev No.	Date	Details	Name
0	04.08.2021	ISSUE FOR APPROVAL	AR
1	11.10.2021	DA Revisions	AR
2	18.02.2022	DA Revisions - Pool Shortened	AR

GENERAL:
BUILDER TO RE-PEG SITE PRIOR TO CONSTRUCTION. ADVISE ARCHITECT OF ANY DISCREPANCY.
ALL EXTERNAL PAVING TO BE DRAINED TO LANDSCAPING EXCEPT FOR DRIVEWAY AND PORTICO (FALL TO SPOON DRAIN).
REFER MECH ENG/ CONTRACTOR DRAWINGS FOR PROPOSED A/C UNIT LOCATIONS. AC BY PROPRIETOR.
CONFIRM SOIL CLASSIFICATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ASSUMED CLASSIFICATION IS SANDY SOIL CLASS A.
TERMITE TREATMENT: UNDER SLAB TERMITE TREATMENT USING CHLORPYRIFOS ACCORDING TO AS3960.
PLUMBING:
BUILDER TO CHECK AND CONFIRM ALL EXISTING INTERNAL SEWER RUNS PRIOR TO COMMENCEMENT OF WORKS.
BUILDER TO DETERMINE WATER METER LOCATION WITH WICORP AND ADVISE ARCHITECT.
H/W/L TO BE NOMINATED BY PROPRIETOR OR AS SHOWN ON HYDRAULIC ENG DWGS.
ALL CABINETWORKS & FIXTURES BY PROPRIETOR. ALL SANITARY FIXTURES TO BE SELECTED BY PROPRIETOR PRIOR TO COMMENCEMENT OF CONSTRUCTION.
THE ARCHITECT ACCEPTS NO LIABILITY FOR THE CO-ORDINATION OF PENETRATIONS FOR SANITARY & A/C WORKS.
STRUCTURAL:
CONFIRM WITH PROPRIETOR ANY A/C REQS INCLUDING DUCTS IN SLAB.
REFER TO BE DWGS FOR A/L STRUCTURAL COL. & BEAM MEMBER SIZES.
THE BUILDER/OWNER IS RESPONSIBLE & LIABLE FOR THE CO-ORDINATION OF THE ARCHITECTURAL & BE DWGS.
ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF SHOP DWGS.

Project
PROPOSED ADDITIONS TO EXISTING HOUSE

Location
128A HAROLD ST
MT LAWLEY

Title
NORTH ELEVATION

Project North

DEVELOPMENT APPROVAL

Drawn by
AR

Date
03/09/2021

Checked by
AR

Date
18/02/2022

Revision No.
2

Drawing Scale
1:100 @ A1
1:50 @ A3

Project Number
2020-22

Drawing Number
A2.04

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Summary of Submissions:

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

Comments Received in Objection:	Administration Comment:
<p><u>Building Bulk and Overshadowing</u></p> <ul style="list-style-type: none"> Concerns regarding the pool terrace boundary wall height and length due to the dominance and ability to reduce direct sunlight. The proposed height of the boundary wall is too high in relation to the requirements. North-western boundary wall height and length will negatively impact the streetscape and is considered excessively bulky for the lot size. The boundary wall would dominate the outdoor living areas of the adjoining properties and would create an adverse impact of bulk. Concern with the extent of the lot boundary setback departures being sought, request that the 2.3 metre deemed-to-comply setback to the south eastern lot boundary be provided. 	<p><i>Boundary Wall to North West</i></p> <p>The proposed privacy screen to the first floor terrace would extend the boundary wall to the north west by 7.6 metres in length and 0.3 metres in height.</p> <p>Following the deferral of the application by Council at its meeting on 5 April 2022, the applicant submitted amended plans reducing the height which reduced the proposed boundary wall height to the north western lot boundary by 1.0 metre, from the maximum height of 6.1 metres that was previously proposed.</p> <p>Inclusive of the existing boundary wall of the dwelling to the first floor, it would result in a total boundary wall length of 31.3 metres and 5.1 metres in height, in lieu of the deemed-to-comply standard of 22.2 metres length and 3.5 metres height.</p> <p>The proposed boundary wall extension satisfies the design principles of the R Codes and local housing objectives of the Built Form Policy.</p> <p>The privacy screen extension on top of the existing parapet wall between the dwelling on the subject site and the dwelling to the north west is being proposed to restrict overlooking from the terrace.</p> <p>The proposed privacy screen directly adjoins the garage to the rear of the adjoining property and does not abut any major openings, habitable rooms or living spaces.</p> <p>The shadow cast from the privacy screen would fall onto the subject site itself and not the adjoining property due to the orientation of the lot and would not create an adverse impact of shadow to the adjoining property to the north west.</p> <p>The visual contrast of varying material between the existing parapet (rendered brick) and privacy screening (aluminium) would assist with breaking up the mass, reducing the appearance of blank walls and creating visual interest. reduces the impact of blank walls when viewed from the right of way and adjoining properties. The boundary wall extension would not be visible from Harold Street as it is located to the rear of the existing two storey dwelling and would not have a detrimental impact to the existing streetscape.</p>

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<ul style="list-style-type: none"> The skillion roof exceeds the deemed-to-comply requirement of 6 metres to 7 metres and would result in increased visual bulk and shadow. 	<p><i>Wall to South-East</i></p> <p>Through the course of the application, the applicant provided amended plans increasing the setback of the privacy screen to the south-eastern boundary from 0.645 metres to 1.1 metres. This brings the setback in line with the existing dwelling setback of the first floor bedroom.</p> <p>The proposed privacy screen to the first floor terrace would extend the boundary wall to the south-east by 7.6 metres in length.</p> <p>Inclusive of the existing wall of the dwelling it would sit on top, it would be a total height of 5.1 metres measured from natural ground level. It would also be a continuation on from the existing dwelling first floor wall to this south-eastern boundary that is 11.9 metres in length, 6.6 metres in height and setback 1.1 metres. The proposed boundary wall extension satisfies the design principles of the R Codes and local housing objectives of the Built Form Policy.</p> <p>The stepping down in height by 1.5 metres of the privacy screen from the existing dwelling first floor wall that it would continue on from would assist in reducing the impact of the building bulk to the south-eastern adjoining property.</p> <p>The proposed aluminium privacy screening on the first floor would provide a contrast in materials from the painted white render of the existing ground and first floors when viewed from the adjoining property that would assist in providing visual interest and reducing building bulk.</p> <p>The proposal complies with the deemed-to-comply standard of the R Codes relating to solar access for adjoining properties. Overshadowing of the existing dwelling inclusive of the proposed terrace is 20.4% of the adjoining site's area. This is less than the 50 percent overshadowing permitted for R50 coded properties under the R Codes deemed-to-comply standard. The proposed terrace would result in an additional 7.2 square metres of shadow cast onto the adjoining property and equates to 1.5 percent of the adjoining property's site area.</p> <p><i>Skillion Roof</i></p> <p>Following the deferral of the application by Council at its meeting on 5 April 2022, the applicant submitted amended plans removing the previously proposed skillion roof patio structure from the roof terrace. The removal of the skillion roof patio would further reduce the appearance of building bulk from the adjoining properties and laneway.</p>

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<p><u>Visual Privacy</u></p> <ul style="list-style-type: none"> The proposed screen walls are not high enough to restrict views from the pool terrace. Concern that the proposed 75 percent obscurity would result in overlooking to the adjoining south eastern property. 	<p>Privacy screening to all sides of the proposed terrace area meet the visual privacy deemed-to-comply standards of the R Codes. The deemed-to-comply standard of the R Codes sets out screening to a height of a minimum of 1.6 metres in height from the terrace floor level.</p> <p>Following the deferral of the application by Council at its meeting on 5 April 2022, the applicant submitted amended plans which reduced the height of all privacy screening to be a maximum of 1.6 metres above the finished floor level of the roof terrace. The reduced height of the privacy screening would further reduce the appearance of building bulk from the adjoining properties and laneway.</p> <p>Permanently fixed screening devices with an obscurity of 75 percent and height of 1.6 metres is considered to be an effectively means of mitigating any overlooking that would have an adverse impact on an adjoining property because:</p> <ul style="list-style-type: none"> At 75 percent obscurity all that can practically be see is the screen itself, rather than anything beyond; and At a height of 1.6 metres views to the sky and parallel from the terrace are maintained but views down into the adjoining property are obscured. In this instance, the addition of the 0.3 metre wide planter box along the south eastern edge of the terrace would make this even more the case as the distance between the screen and usable area of the deck is increased. <p>A condition of approval has been recommended requiring privacy screening to be installed prior to use of the terrace area.</p>
<p><u>Noise</u></p> <p>Concern that the proposed 75 percent obscurity would result in increased noise impacts on the adjoining south eastern property.</p>	<p>The proposed development is an addition to an existing single house which is permitted within the residential zone, the level of acoustic privacy would be consistent with what is expected in an R50 coded residential area.</p>

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<p><u>Landscaping</u></p> <p>Concerns regarding the proposed vertical garden/landscaping strip within the proposed non-compliant setback area. Maintenance of the area would result in overlooking into the south-eastern adjoining property.</p>	<p>The planting area along the 1.1 metre setback on top of the garage roof to the south-eastern boundary has been removed from the proposed development in subsequent amended plans submitted by the applicant.</p> <p>Following the deferral of the application by Council at its meeting on 5 April 2022, the applicant submitted amended plans which include a 0.3 metre wide planter box along the inside south eastern edge of the roof terrace to provide separation between the usable area of the roof terrace and the south eastern adjoining property. The setback of the usable area of the roof terrace to the south eastern lot boundary would now be 1.5 metres.</p>
<p><u>Retractable Staircase</u></p> <ul style="list-style-type: none"> Concerns regarding the impact of the retractable staircase, particularly in relation to overlooking of adjoining properties when utilised. Concerns regarding the bulk impact of the staircase when viewed above the dividing fence line from the adjoining property. Request further details on any motorised aspect to the staircase and the noise impact it may generate. 	<p>The retractable staircase has been removed from the proposed development in subsequent amended plans submitted by the applicant.</p>
Comments Received Expressing Concern:	Administration Comment:
<p><u>Air Conditioning Unit Relocation</u></p> <p>The proposed development would replace the location of the existing air conditioning unit external fixtures. Concerns that the proposed development will require the relocation of the units to an undesirable location. Request further details regarding this relocation.</p>	<p>The proposed air conditioning units would be required to be moved to a location that is not visible from the street or appropriately screened from adjoining properties. The applicant has indicated that the air conditioning units would be relocated behind the existing first floor master bedroom and is indicated on the final development plans.</p> <p>A condition of approval has been recommended requiring the appropriate placement of air conditioners to ensure this.</p>

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

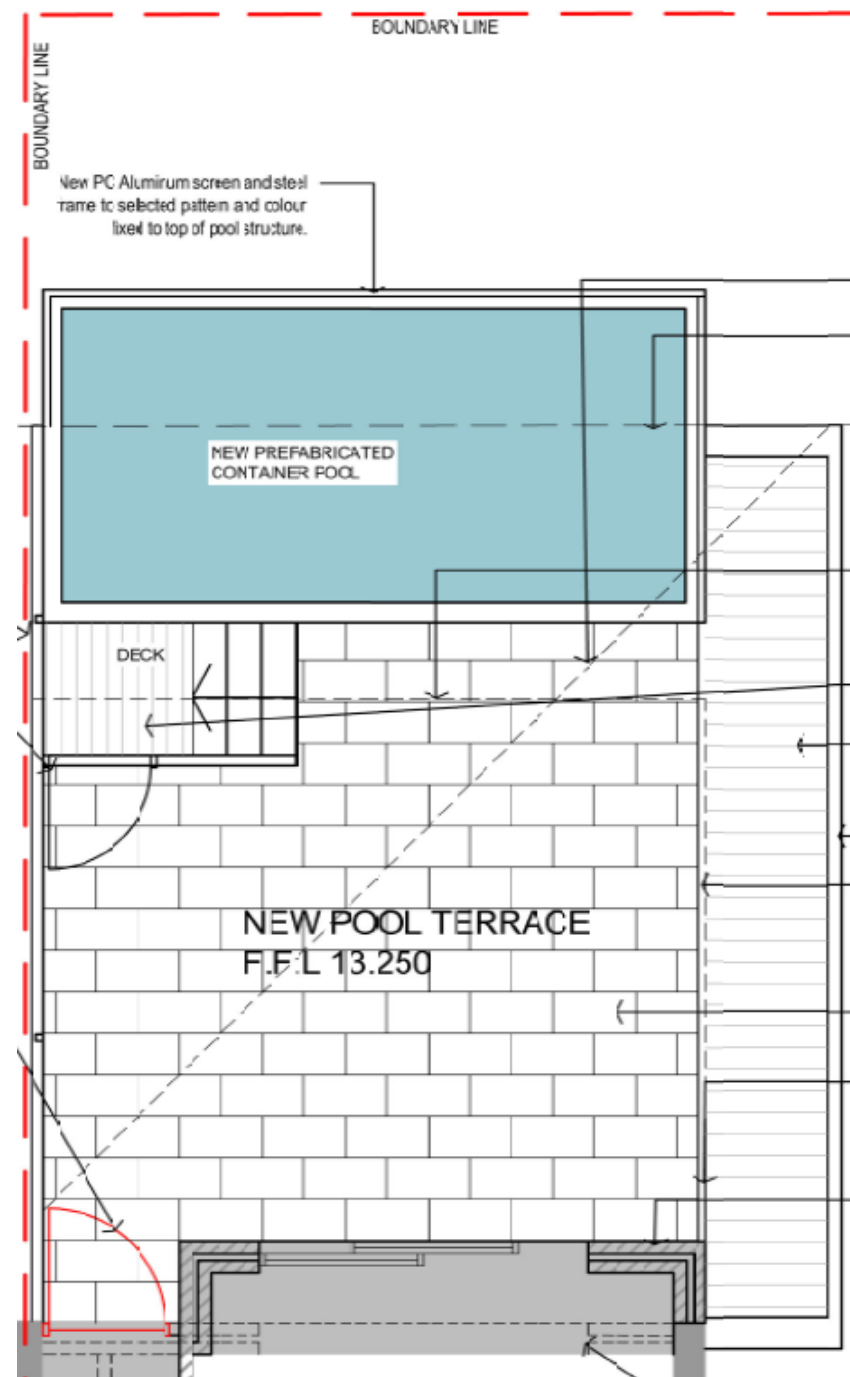
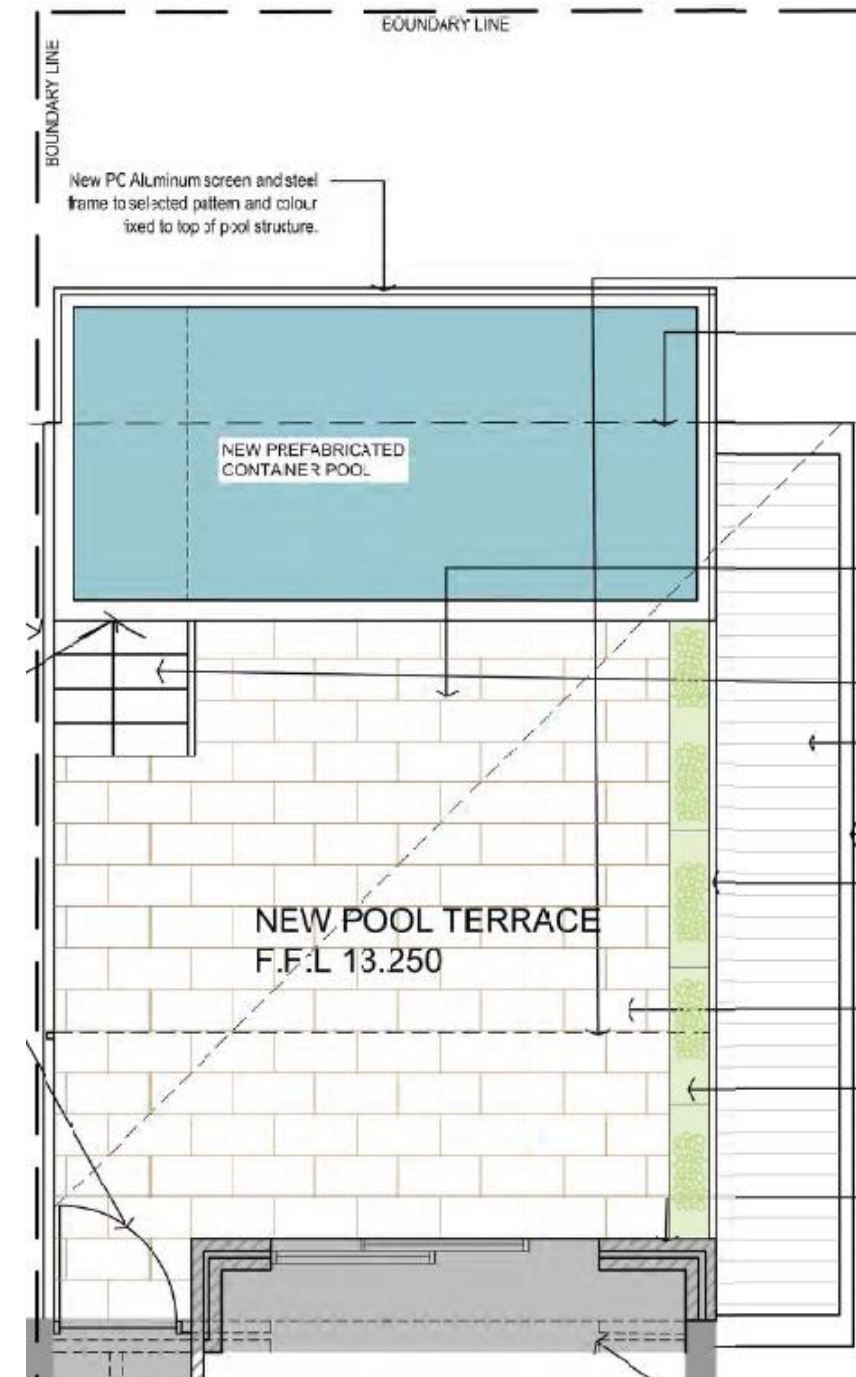
Summary of Submissions:

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

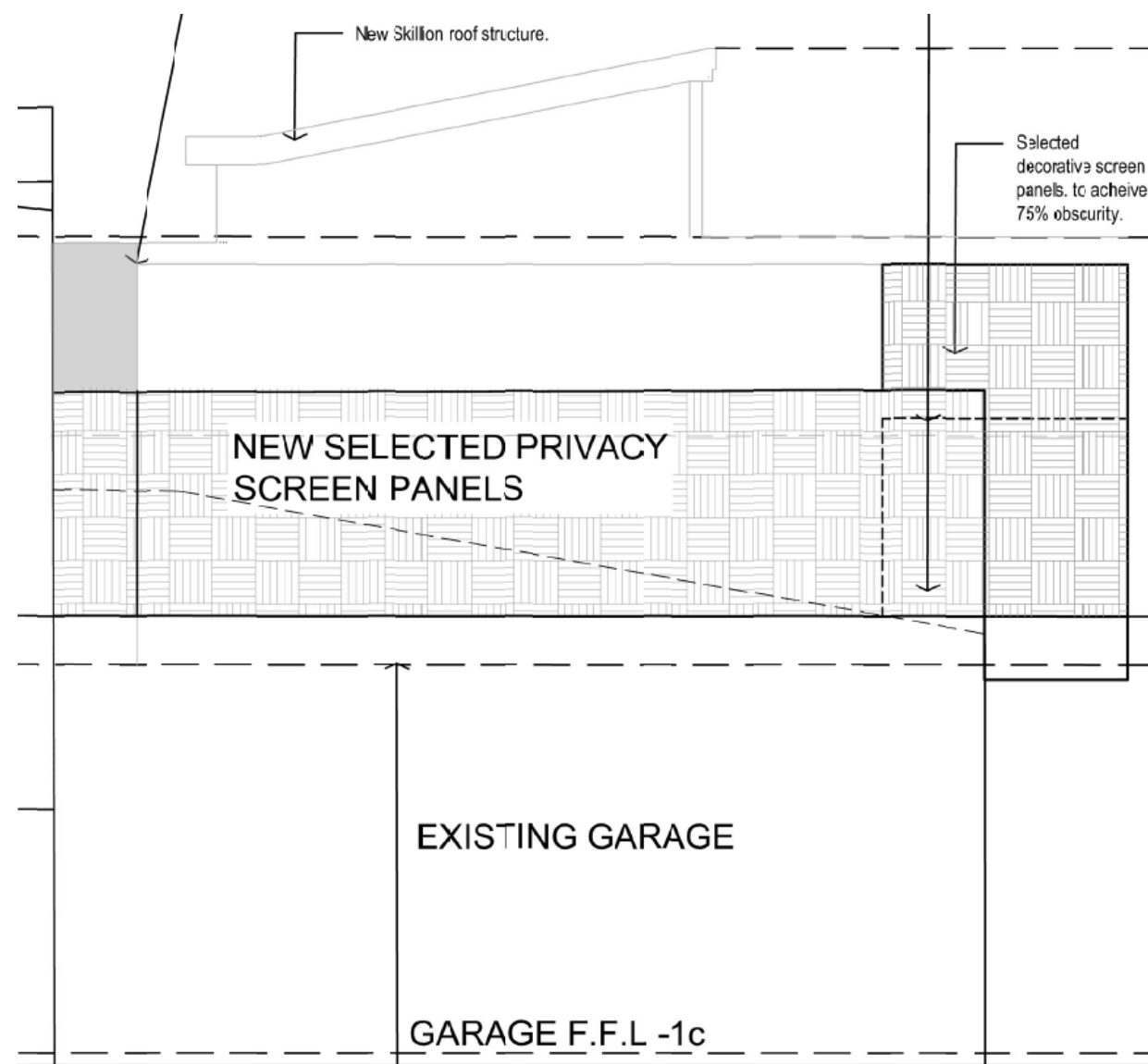
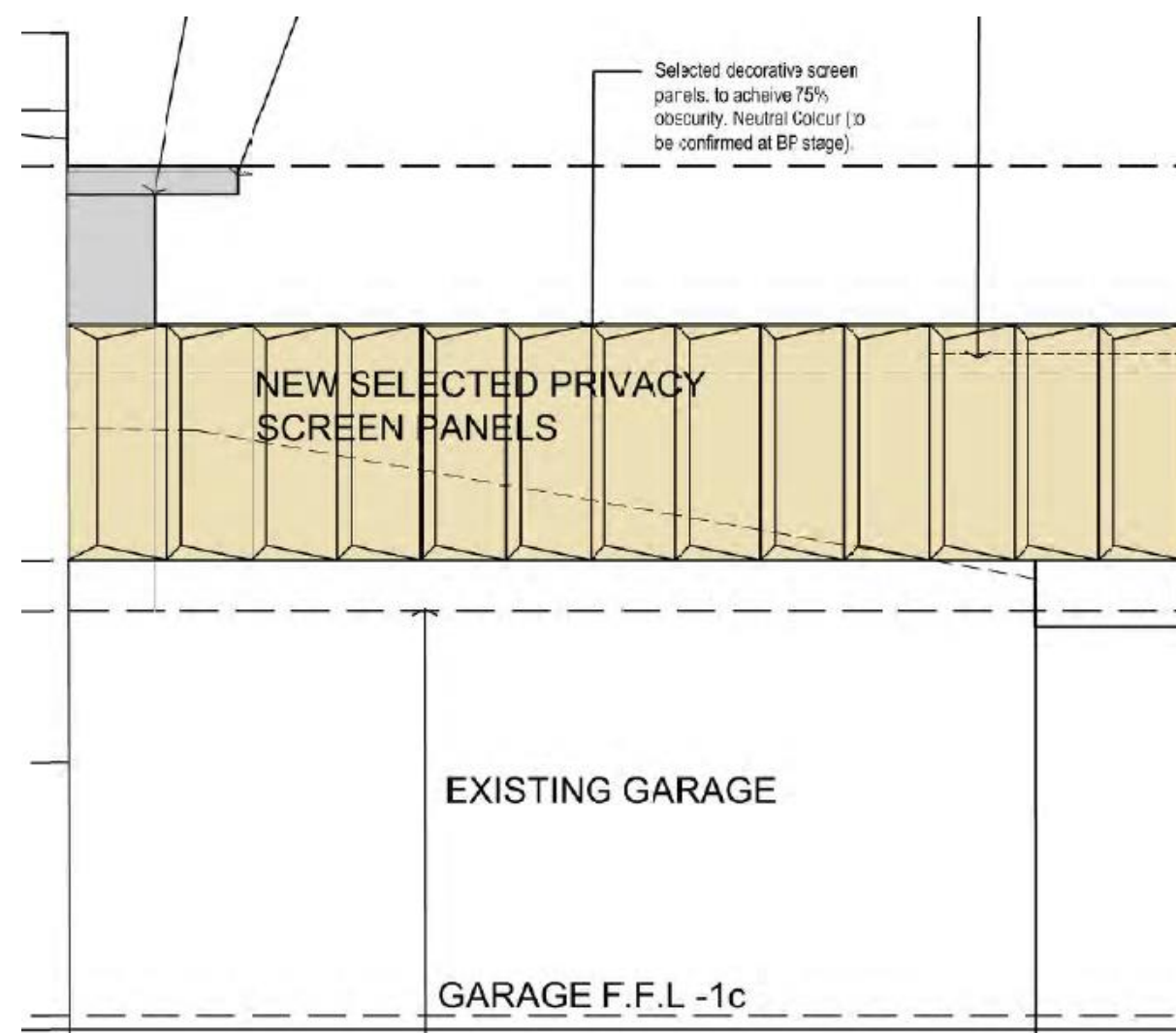
Comments Received in Objection:	Applicant Comment
<p><u>Building Bulk and Overshadowing</u></p> <ul style="list-style-type: none"> Concerns regarding the pool terrace boundary wall height and length due to the dominance and ability to reduce direct sunlight. The proposed height of the boundary wall is too high in relation to the requirements. North-western boundary wall height and length will negatively impact the streetscape and is considered excessively bulky for the lot size. The boundary wall would dominate the outdoor living areas of the adjoining properties and would create an adverse impact of bulk. The lot boundary setback would substantially adversely impact the adjoining properties through loss of sunlight and privacy. The pool terrace boundary wall is a total height of 6.1 metres to 7.4 metres located on the south-eastern lot boundary. This reduced setback increases the shadow and reduces direct sunlight into the adjoining property's north facing windows and backyard. It also would create an impact of visual building bulk when viewed from the adjoining property to the south-east. The pool terrace wall is setback 0.645 metres in lieu of 1.2 metres from the south-eastern lot boundary. This reduced setback increases the shadow and reduces direct sunlight into the adjoining property's north facing windows and backyard. The skillion roof exceeds the deemed-to-comply requirement of 6 metres to 7 metres and would result in increased visual bulk and shadow. 	<p>The proposal has been amended to be setback approx. 1.2m from the side (south-eastern) boundary and in line with the existing houses' external walls. The screening has been reduced in height to 1.6m and has eliminated the vertical garden.</p> <p>The roof has also been reduced to 1.2m setback. The transparency is 75% obscure 25% transparent to further assist with privacy concerns.</p> <p>There is very little impact on the adjoining neighbour's access to northern light given the lots' north-south (approx.) orientation.</p> <p>The skillion roof is a small, roofed area of a dimension of 4.0 x 4.8. It is pitched at a similar roof pitch to main roof of the house and a small portion extends above the existing roof height by approximately 400mm. It provides necessary roof cover of the terrace area to allow for an extended and purposeful usage of the outdoor living space. Without it the space becomes virtually futile.</p>
<p><u>Visual Privacy</u></p> <ul style="list-style-type: none"> The proposed screen walls are not high enough to restrict views from the pool terrace. 	<p>The north-western wall to the proposed terrace and pool sits atop the common parapet wall between the two residences that separates the two garages. The consultant appears to be referring to the north-eastern wall facing the laneway</p>

Comments Received in Objection:	Applicant Comment
	<p>which is fully screened to 75% obscurity 25% transparency and to a height of 2.8m. A partial glimpse of a view when standing on the 1m x 1m wide landing to get into the pool may be possible, which is an insignificant occurrence.</p> <p>The screen walls on the north-west and south-east boundaries are 1.6m high to the same transparency levels thereby effectively minimising overlooking and maintaining privacy to the neighbouring property.</p>
<p><u>Landscaping</u></p> <ul style="list-style-type: none"> Concerns regarding the proposed vertical garden/landscaping strip within the proposed non-compliant setback area. Maintenance of the area would result in overlooking into the south-eastern adjoining property. 	<p>The vertical garden has been eliminated.</p>
<p><u>Retractable Staircase</u></p> <ul style="list-style-type: none"> Concerns regarding the impact of the retractable staircase, particularly in relation to overlooking of adjoining properties when utilised. Concerns regarding the bulk impact of the staircase when viewed above the dividing fence line from the adjoining property. Request further details on any motorised aspect to the staircase and the noise impact it may generate. 	<p>The retractable staircase has been eliminated.</p>
Comments Received Expressing Concern:	City Comment
<p><u>Air Conditioning Unit Relocation</u></p> <ul style="list-style-type: none"> The proposed development would replace the location of the existing air conditioning unit external fixtures. Concerns that the proposed development will require the relocation of the units to an undesirable location. Request further details regarding this relocation. 	<p>The air-conditioner will be relocated to the roof behind the front parapet wall. It will not be seen from the street or front the neighbours.</p>

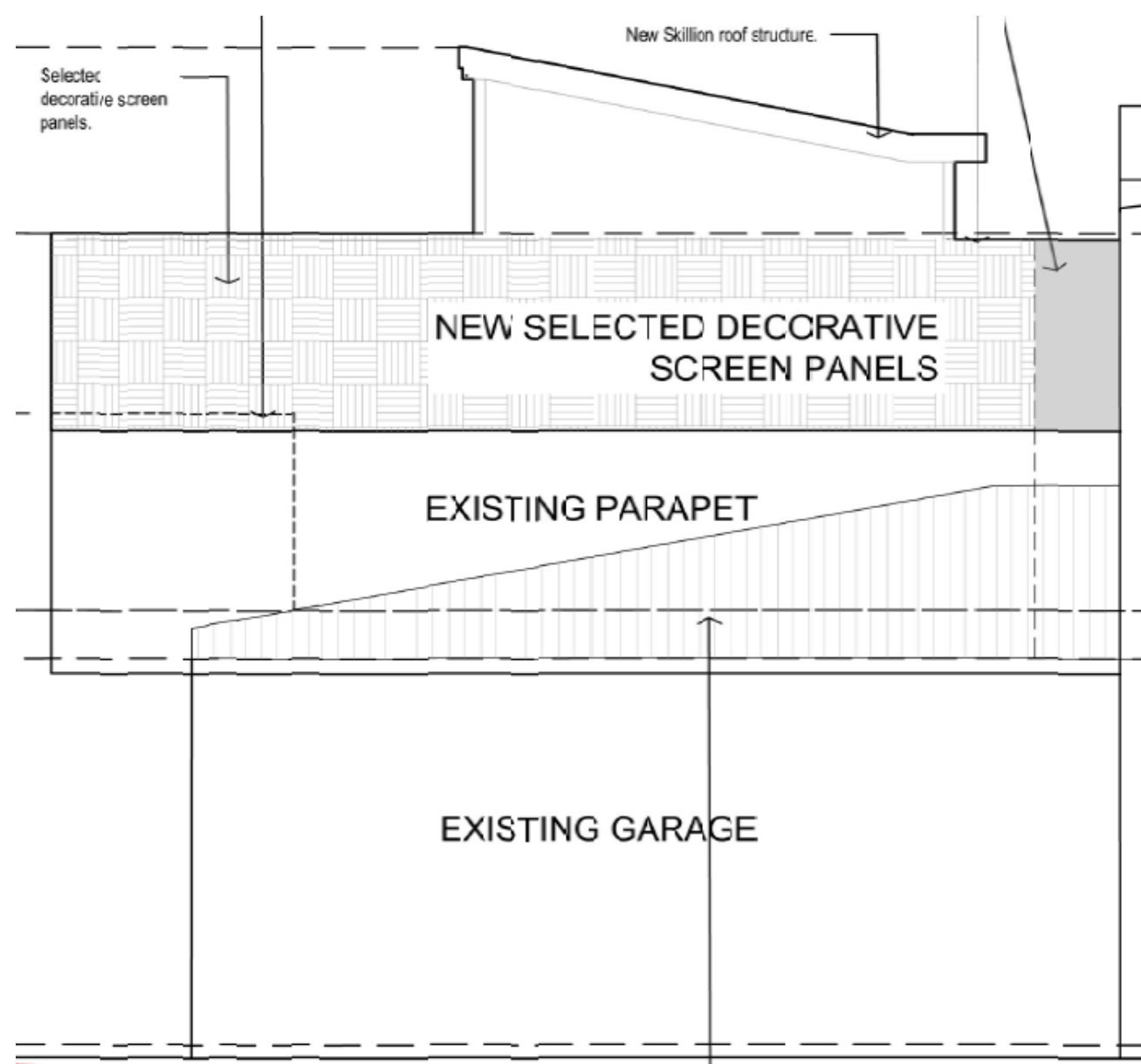
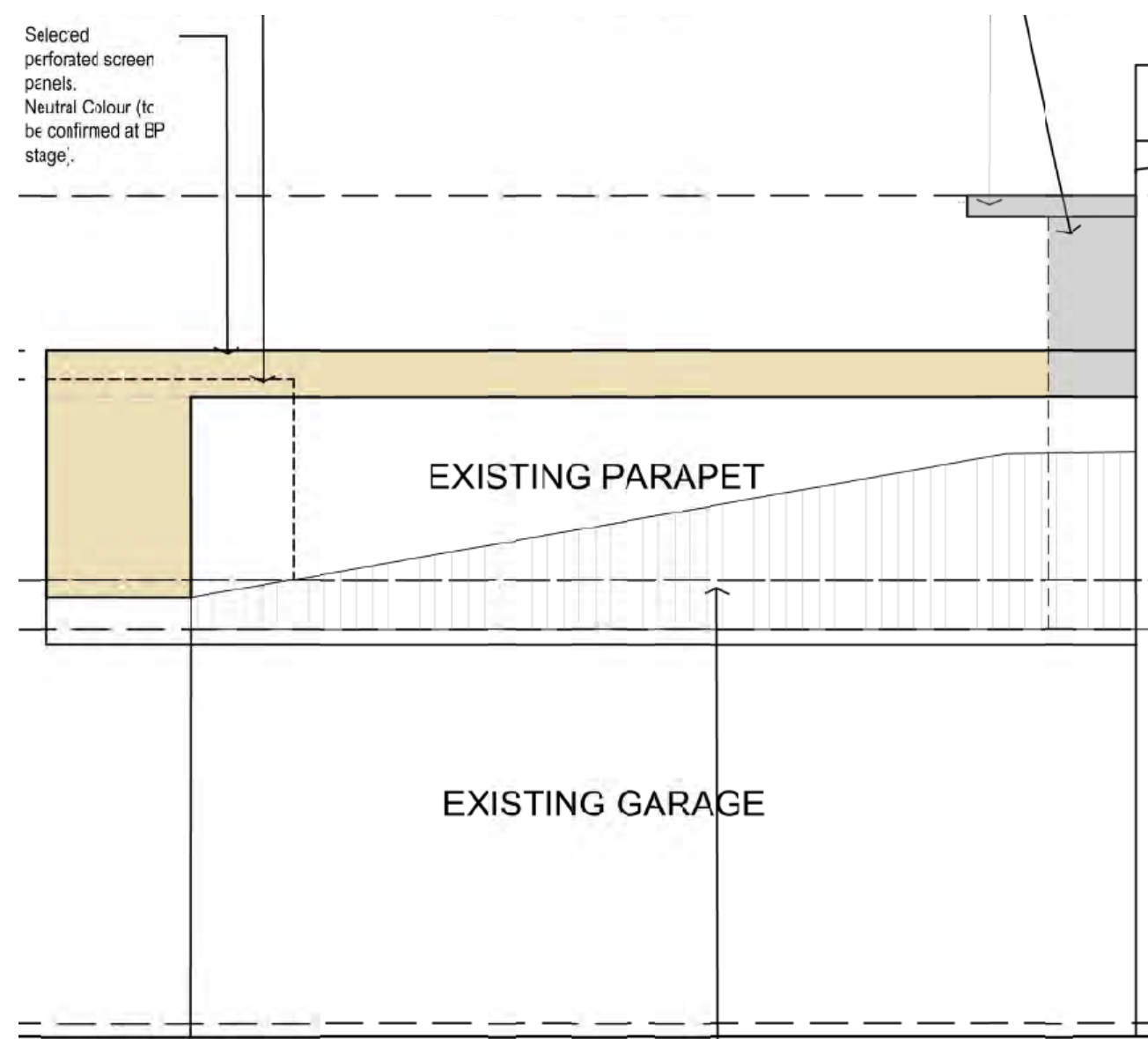
Note: Submissions are considered and assessed by issue rather than by individual submitter.

Previous plans:**Amended plans:****Key changes:**

- Removal of the raised deck to provide access into the pool. The privacy screens have subsequently been reduced in height.
- Introduction of a 300mm wide planter box along the south-eastern boundary
- Removal of the alfresco roof

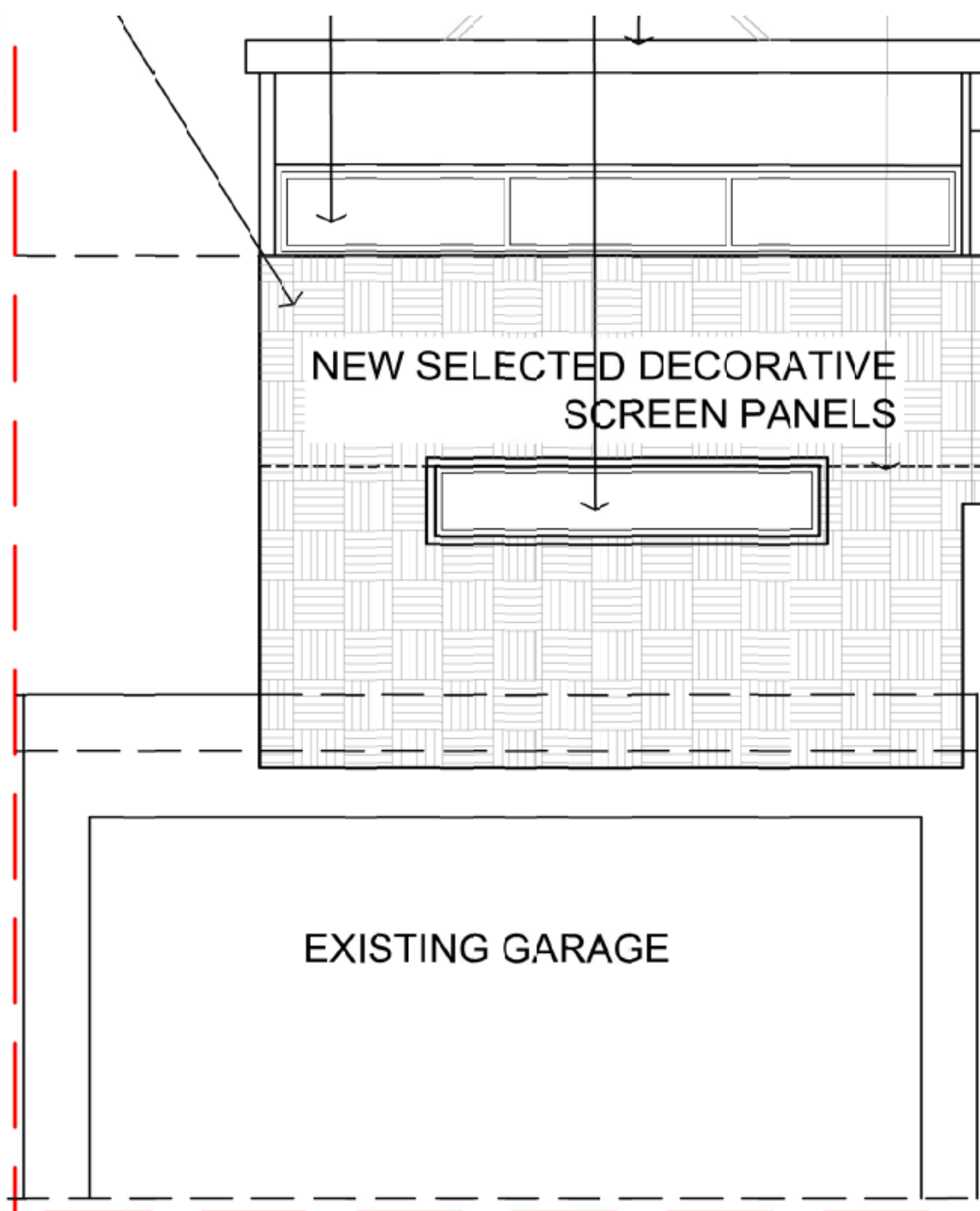
Previous plans:**Amended plans:****Key changes:**

- Reduction of privacy screen heights to 1.6m above the finished floor level of the terrace
- Removal of the skillion roofed alfresco
- Changes to the colours and materials of the privacy screens to provide additional articulation

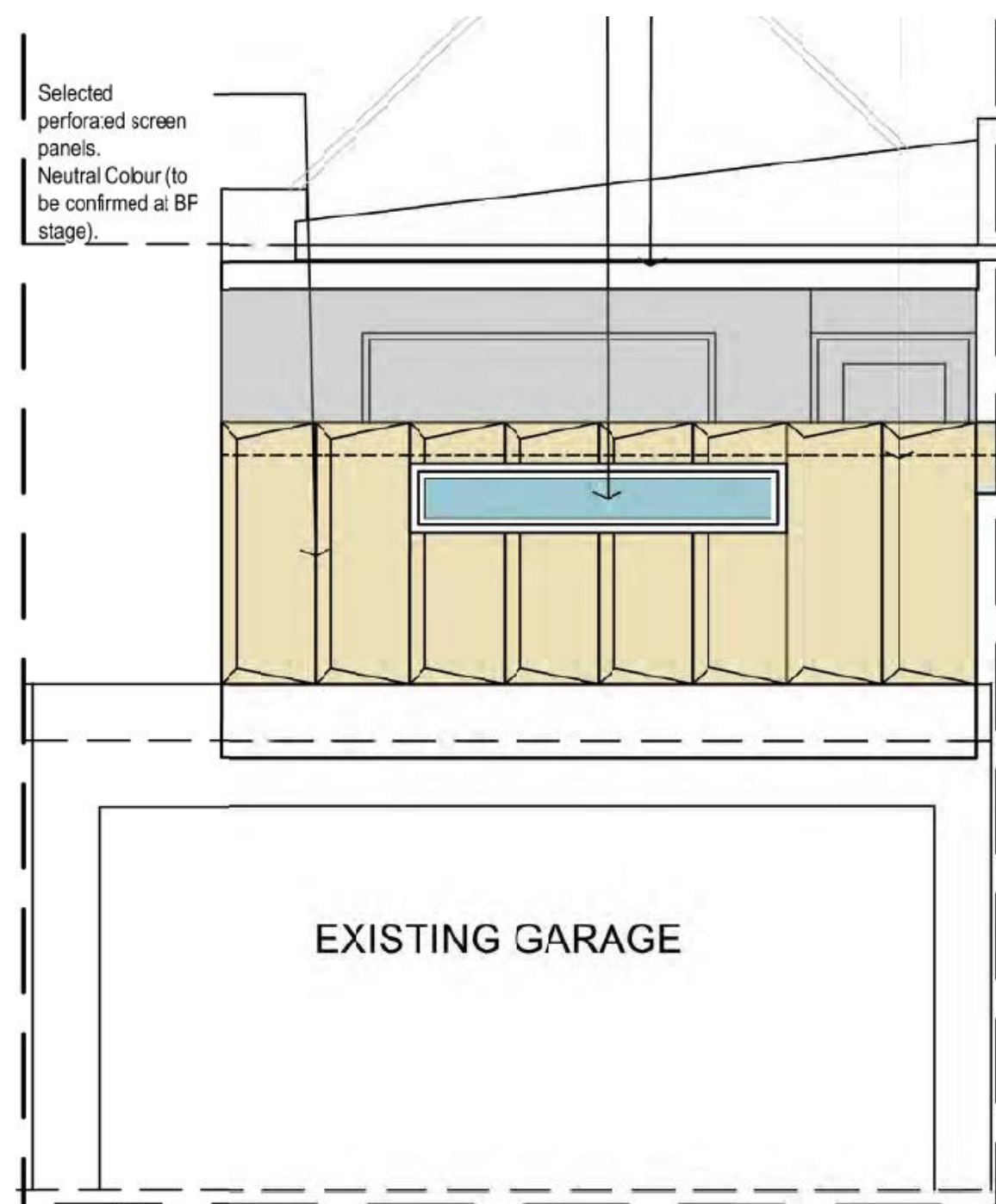
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- Reduction of privacy screen heights to 1.6m above the finished floor level of the terrace
- Removal of the skillion roofed alfresco
- Changes to the colours and materials of the privacy screens to provide additional articulation

Previous plans:



Amended plans:

**Key changes:**

- Reduction of privacy screen heights to 1.6m above the finished floor level of the terrace
- Removal of the skillion roofed alfresco
- Changes to the colours and materials of the privacy screens to provide additional articulation

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
3. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
5. In relation to Advice Note 2 a further two years is added to the date by which the development shall be substantially commenced, pursuant to Schedule 3, Clause 3.1 of the Clause 78H Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 4 March 2022.
6. This approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the City's attention.
7. The applicant is responsible for ensuring that all lot boundaries as shown on the approved plans are correct.
8. No verge trees shall be REMOVED. The verge trees shall be RETAINED and PROTECTED from any damage including unauthorized pruning.
9. 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.
10. 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.
11. With reference to Condition 2, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
12. With reference to Condition 4 Clause 5.4.1 C1.2 Visual Privacy requirements of the R codes states that *screening devices such as obscure glazing, timber screens, external blinds, window hoods and shutters are to be at least 1.6m in height, at least 75 percent obscure, permanently fixed, made of durable material and restrict view in the direction of the overlooking into any adjoining property.*
13. In regards to Condition 6, 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.

9.2 NO. 7 (LOT: 1; STR: 43011) GALWEY STREET, LEEDERVILLE - ALTERATIONS AND ADDITIONS TO SINGLE HOUSE (AMENDMENT TO APPROVED - EXTENSION OF TIME)

Ward: North

- Attachments:**
1. Consultation and Location Map [!\[\]\(aca6fcc8bd95e8255b9ea1b1d08ef300_img.jpg\)](#) [!\[\]\(0083087c61cec498ac803a4aec5bb1bd_img.jpg\)](#)
 2. Development Plans [!\[\]\(2e94242fda9f31152eb2b29146bfce46_img.jpg\)](#) [!\[\]\(680c68b4e62fe5ec9774c1168e904fbf_img.jpg\)](#)
 3. Previous Council Meeting Minutes and Approved Plans [!\[\]\(0012cbbec5c5a1cf6c111135ad58ebc0_img.jpg\)](#) [!\[\]\(87f26857125315836dd413b717a8c1ec_img.jpg\)](#)
 4. Applicant Justification and Response to Submissions [!\[\]\(615ec7e7e0f3dea1f20d356589f114f8_img.jpg\)](#) [!\[\]\(4de969360fdb54eeda9f21a7a7358827_img.jpg\)](#)

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, **APPROVES** the application for Alterations and Additions to Single House (Amendment to Approved – Extension of Time) at No. 7 (Lot 1; STR: 40311) Galwey Street, Leederville, in accordance with the plans shown in Attachment 2, subject to the following condition:

1. All other conditions, requirements and advice notes detailed on the development approval 5.2018.166.1 granted on 21 August 2018 continue to apply to this approval except as follows:

1.1 Condition 1 is modified to read as follows:

1. This approval is valid for two years from the date of this approval.

1.2 Advice Note 2 is added to read as follows:

2. In relation to Condition 1, a further two years is added to the date by which the development is to be substantially commenced, pursuant to Schedule 3, Condition 3.1 of the Clause 78H current Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 22 April 2022.

PURPOSE OF REPORT:

To consider an application to amend a previous development approval for proposed alterations and additions to single house at No. 7 Galwey Street, Leederville (subject site).

PROPOSAL:

The application proposes to amend a previous development approval by extending the period of time to substantially commence the development.

This previous approval for the development was required to be substantially commenced by 9 February 2020. This did not happen and the approval has lapsed.

The proposed development is for three storey alterations and additions to an existing single house. This would provide for a rear extension to the existing house and would have an upper floor, ground floor and basement level.

The development plans for this current application have not been modified since the previous approval was granted.

A location plan is included as **Attachment 1** and the proposed development plans are included as **Attachment 2**.

BACKGROUND:

Landowner:	Nicola Limond
Applicant:	Nicola Limond
Date of Application:	24 January 2022
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R40
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Single House
Lot Area:	313m ²
Right of Way (ROW):	No
Heritage List:	No

Site Context and Zoning

The subject site is bound by Galwey Street to the north and residential dwellings to the south, east and west.

The subject site and all adjoining properties are zoned Residential R40 under the City's Local Planning Scheme No. 2 (LPS2). The subject site and all adjoining properties are within the Residential built form area and have a building height standard of two storeys under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

The prevailing streetscape context is generally existing retained character dwellings which are single storey with some two storey development. There are three storey developments under construction within the vicinity particularly at the intersection of Loftus and Galwey Streets.

The subject site slopes down from north to south by approximately 1.5 metres.

Previous Approvals

At its Ordinary Meeting held on 9 February 2016, Council resolved to approve a development application for alterations and additions to the existing single house at the subject site which was valid for a period of two years.

At its Ordinary Meeting held on 21 August 2018, Council resolved to approve a development application to extend the validity of the 2016 approval for a further two years. No changes to the plans were made from the 2016 approval.

The most recent approval expired on 9 February 2020.

The minutes from Council's 9 February 2016 and 21 August 2018 Ordinary Meetings and the previously approved plans from 2018 are included as **Attachment 3**.

Compliance History

The City's Compliance team has been investigating a compliance matter relating to unauthorised works at the subject site. These investigations relate to alleged site works affecting other land which include the altering of ground levels and the construction of steps to the rear of the property. These matters are not the subject of this application.

DETAILS:**Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Local Planning Scheme No. 2 (LPS2), the City's Policy No. 7.1.1 – Built Form and the State Government's 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	Deemed-to-Comply	Requires Discretion and was Previously Approved	Requires Additional Discretion that was Not Previously Approved
Street Setback	✓		
Lot Boundary Setback/Boundary Walls		✓	
Open Space	✓		
Building Height		✓	
Setback of Garages and Carports	✓		
Street Surveillance	✓		
Sight Lines	✓		
Outdoor Living Areas		✓	
Landscaping (R Codes)	✓		
Parking and Access	✓		
Site Works and Retaining Walls	✓		
Visual Privacy	✓		
Solar Access	✓		
Outbuildings	✓		
External Fixtures, Utilities and Facilities	✓		

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 a planning element of an application meets 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.

If a planning 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.

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

Lot Boundary Setbacks	
Deemed-to-Comply Standard	Proposal
Built Form Policy Volume 1 Clause 5.2	
<u>Lot Boundary Setback</u>	<u>Lot Boundary Setback</u>
<i>Western Boundary</i>	<i>Western Boundary</i>
Ground Floor Dining – 1.6 metres	Ground Floor Dining – 1.4 metres

<i>Eastern Boundary</i> Ground Floor Stair – 1.7 metres	<i>Eastern Boundary</i> Ground Floor Stair – 1.1 metres
Building Height	
Deemed-to-Comply Standard	Proposal
Built Form Policy Volume 1 Clause 5.6 The building height standard is two storeys. The building is permitted to have a wall height of 7.0 metres.	 The building would be three storeys. The building would have a wall height of 7.15 metres.
Outdoor Living Areas	
Deemed-to-Comply Standard	Proposal
R Codes Clause 5.3.1 The outdoor living area standards are: <ul style="list-style-type: none"> • A minimum size of 20 square metres. • Directly accessible from the primary living space of the dwelling. • A minimum length and width dimension of 4 metres. 	 The outdoor living area would have the following: <ul style="list-style-type: none"> • A size of 17.6 square metres. • Not be directly accessible from the primary living space of the dwelling. • A minimum dimension of 2.2 metres.

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) and the City's Community and Stakeholder Engagement Policy for a period of 22 days from 6 April 2022 to 28 April 2022. The method of consultation included notice on the City's website and nine letters mailed to all owners and occupiers of the properties adjoining the subject site, as shown in **Attachment 1**.

At the conclusion of the community consultation period a total of two submissions were received. One of these supported the proposal and the other objected to the proposal.

The submission supporting the proposal did not provide any comments.

The submission objecting to the proposal raised the following concerns:

- Privacy impact to the adjoining property from the construction of retaining walls currently underway and the increasing of natural ground levels of the site; and
- Natural ground levels are either not shown on the development plans or are not accurate.

Administration's response to the concerns are:

- The current application relates to the extension of the approval timeframe for the proposed alterations and additions to the existing single house;
- The application does not propose any increases to the existing natural ground levels on the site, with only excavation proposed;
- The natural ground levels are shown on the development plans. The development is to accord with the floor levels as shown on the development plans; and
- Concerns relating to unauthorised works, including changes to ground levels, are a separate matter that is outside the scope of this application. These concerns are being investigated separately by the City's Compliance team and are not the subject of this application.

The applicant provided a written response to the submissions received during community consultation which is included in **Attachment 4**.

The lot boundary setbacks to the eastern and western boundaries were advertised, although the deemed-to-comply standard was identified at the time as being 1.5 metres rather than 1.6 metres to the western boundary and 1.5 metres rather than 1.7 metres to the eastern boundary. The proposed setbacks were not re-advertised because no submissions were received in relation to the lot boundary setbacks and the extent of the discrepancy would not significantly impact the amenity of the adjoining properties compared to what was advertised. The plans that were advertised are also the same as those that were previously approved and do not incorporate any changes. Administration has since notified submitters of the advertising discrepancy.

Design Review Panel (DRP):

Referred to DRP: No

The application was not referred to the City's Design Review Panel as no modifications are proposed to the previously approved plans.

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.

The application to amend an approval can be considered and determined in accordance with Clause 77 of the Regulations. This allows the application to be made during or after the period within which the development must be substantially commenced.

Planning and Development Act 2005

In accordance with Schedule 2, Clause 76(2) of the Regulations 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.

Unless otherwise specified, two years is the period in which an approved development is to be substantially commenced in accordance with Schedule 2, Clause 71(a) of the Regulations.

Under Clause 78H of the Regulations provides authority for the Minister for Planning to apply exemptions against the requirements of local planning schemes during a State of Emergency.

In accordance with Condition 3.1 in Schedule 3 of the current Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 22 April 2022, a further two years is added to the date by which the development is to be substantially commenced.

This would mean the development, if approved, would need to be substantially commenced within a four year period.

Delegation to Determine Applications:

This matter is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments. This is because the delegation does not extend to applications for development approval that propose a height of three storeys or more and do not meet the applicable Building Height deemed-to-comply standards. The amendment proposed would also change the substantial commencement period of the previous development approval that was issued by Council.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications from this report.

COMMENTS:

The Regulations allow for an application to be made for the substantial commencement date of a development approval to be extended. The Regulations do not contain specific considerations to guide how this discretion should be exercised.

The State Administrative Tribunal has made decisions that relate to development approval extensions and that identify relevant considerations that should be taken into account. These considerations are:

1. Whether the planning framework had changed substantially since the development approval was granted;
2. Whether development would likely receive approval now; and
3. Whether the proponent has actively and relatively conscientiously pursued the implementation of the development approval.

Each of these relevant considerations are discussed below.

1. Planning Framework Changes

The planning framework applicable to the subject site has not substantially changed since the previous approval was issued.

The application that was previously approved in 2018 was assessed against the local planning framework that was in place at that time. This included LPS2, the R Codes and the City's local planning policies which included the Built Form Policy.

Since the 2018 development approval, the zoning and density code of the subject site has not changed with it remaining Residential R40 under LPS2. The site has also remained as two storeys building height standard and Residential built form area under the City's Built Form Policy.

Changes have occurred to the City's built form policy provisions and the R Codes since the 2018 approval that are relevant to the assessment of this application, these include:

- The permitted wall height deemed-to-comply standard in a two storey area under the Built Form Policy has increased from 6.0 metres to 7.0 metres.
- The R Codes has introduced an additional deemed-to-comply standard for outdoor living areas to be accessible from the primary living space of the dwelling instead of any habitable room.

These changes do not represent a substantial change to the planning framework.

The acceptability of the development proposal considered against the changes to the built form policy provisions and the R Codes is detailed below.

2. Acceptability of the Proposed Development

The previously approved development did not satisfy all of the deemed-to-comply provisions of the City's Policies or the R Codes. Discretion was exercised by Council and some of the planning elements were deemed to meet the relevant design principles.

This application does not seek to alter any part of the previously approved development and there are no changes from the plans previously approved by Council in 2018.

The acceptability of each planning element that requires consideration against the relevant design principles of the current Built Form Policy and R Codes is detailed below.

Lot Boundary Setbacks

The proposed development does not meet the R Codes deemed-to-comply standards relating to lot boundary setbacks from the ground floor to the western boundary and the eastern boundary.

The proposed lot boundary setbacks would satisfy the local housing objectives of the Built Form Policy and the design principles of the R Codes for the following reasons:

- Solar Access: The proposed setbacks would not have an adverse impact on the western and eastern adjoining properties' access to direct winter sunlight. This is due to the orientation of the lots, with shadow cast from the dwellings falling to the south and onto the subject site itself.
- Ventilation: The minimum 1.1 metre setback of the ground floor elevations from the western and eastern boundaries would ensure adequate ventilation is provided to both the subject site and the adjoining properties.
- Visual Privacy: The proposed walls meet the visual privacy deemed-to-comply standards as no openings are proposed on either the western and eastern elevations.
- Building Bulk: Building bulk impact to adjacent properties is reduced due to the walls being setback, the walls located on the ground floor, the use of colours and materials including face brick and rendered brick to break up the appearance of blank walls.
- Landscaping: An Ornamental Pear Tree is proposed to be retained along the eastern boundary which will assist with reducing the impact of building bulk on adjoining properties.
- Visibility from the Street: The walls would not be visible from the street because they are located to the rear of the ground floor.
- Development on Adjoining Properties:
 - The subject ground floor stair wall abuts the western elevation of the dwelling at No. 5 Galwey Street. The portion of the dwelling on the adjoining property that is directly adjacent to the proposed development does not contain any major openings.
 - The subject ground floor dining wall abuts the eastern elevation of the dwelling at No. 9 Galwey Street and open space at the rear of the site. The portion of the dwelling on the adjoining property that is directly adjacent to the subject wall does not contain major openings to habitable rooms. The adjacent open space area is also not the primary outdoor living area of the dwelling and suitable separation is provided to reduce the amenity impact on the adjoining property.

Building Height

The Built Form Policy building height deemed-to-comply standard for the development is two storeys with a top of wall height of 7.0 metres. The application proposes a building height of three storeys with a top of wall height of 7.15 metres.

The proposed building height would satisfy the local housing objectives of the Built Form Policy and the design principles of the R Codes for the following reasons:

- Streetscape Impact: The three storey addition is predominately to the rear of the development site, and the basement level is significantly below ground level. This assists in mitigating the impact of bulk to the existing streetscape. The proposed wall height would have minimal visual impact on the existing and desired streetscape, as the dwelling would appear as two storeys from Galwey Street. The development also incorporates a range of materials and finishes such as render, face brick and weatherboard which are consistent with the existing single house and sympathetic to the visual character of the existing streetscape.
- Roof Height: The overall building height measured to the pitch of the roof satisfies the deemed-to-comply standards. The pitched roof would have a height 8.45 metres which is below the deemed-to-comply standard of 10.0 metres.
- Overshadowing: The proposed development and wall height satisfies the deemed-to-comply standards relating to solar access (overshadowing) in the R Codes.
- Access to Views: The proposed height would have a negligible impact on access to views of significance towards the City from the northern adjoining properties given the site slopes down to the south and as the development presents as two storeys to Galwey Street to the north.
- Natural Ground Levels: The proposed height predominately results from the slope in the development site, which slopes down by 1.5 metres from north to south. In establishing the finished floor level of the proposed development that is affected by a slope, a portion of the upper floor wall exceeds the deemed-to-comply standard by 0.15 metres. The proposed design reduces building bulk impacts to adjoining properties through the provision of varying and sympathetic colours, materials and roof forms.
- Visual Privacy: All openings would satisfy the deemed-to-comply standards of the R Codes, as a result of Condition 2 of the previous development approval which is recommended to be retained.

Outdoor Living Areas

The R Codes outdoor living area (OLA) deemed-to-comply standards sets out a minimum of 20 square metres in size, directly accessible from the primary living space of the dwelling, and that has a minimum length and width dimension of 4 metres. The application proposes a 17.6 square metre outdoor living area with a minimum dimension of 2.2 metres which is not accessible from the primary living space of the dwelling.

The proposed outdoor living area (OLA) satisfies the design principles of the R Codes for the following reasons:

- Size: The size would provide for a functional and useable outdoor space, and that would allow for landscaping to be retained surrounding the OLA.
- Use: The OLA is capable of use in conjunction with a habitable room of the dwelling being the games/bedroom/store on the lower ground level. The stairs up from the lower ground level also directly connect to the primary living space of the dwelling, being the living and dining rooms.
- Orientation: Although the OLA is located to the south of the site, there is no covered portion. This means that the area has sufficient access to winter sun and ventilation, along with providing area for landscaping.

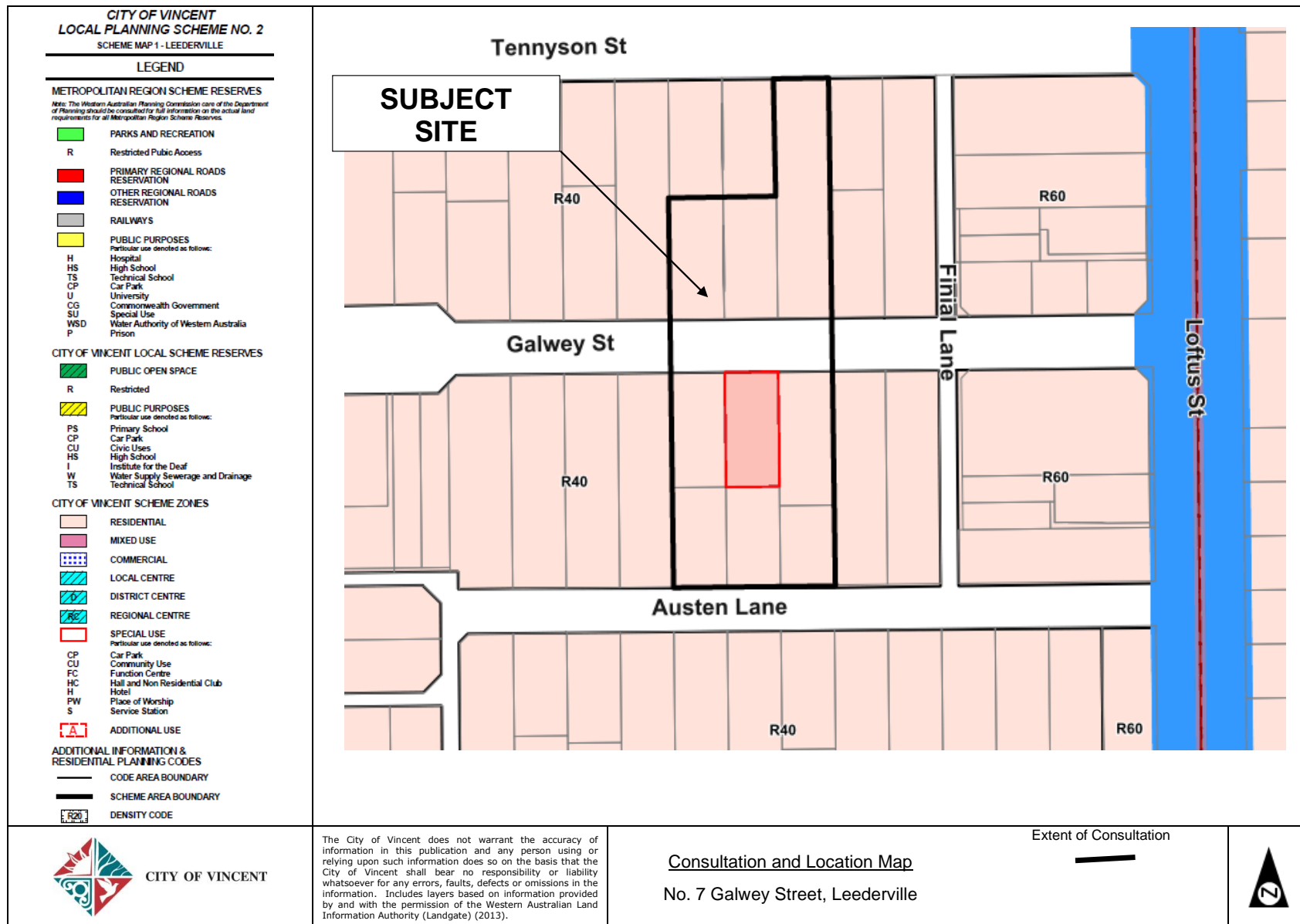
3. Implementation of Previous Development Approval

The applicant is seeking a time extension to commence works due to delays with the project. This is set out in the applicant's supporting information contained in **Attachment 4**.

The applicant has advised that the delays in pursuing the implementation of the development approval have occurred due to the following reasons:

- The owner works away from Perth.
- Concerns relating to job security as a result of the COVID-19 pandemic.

The applicant advised that they are looking to pursue the development and that a builder has now been appointed to undertake the proposed works.





SUBJECT SITE

Galwey St

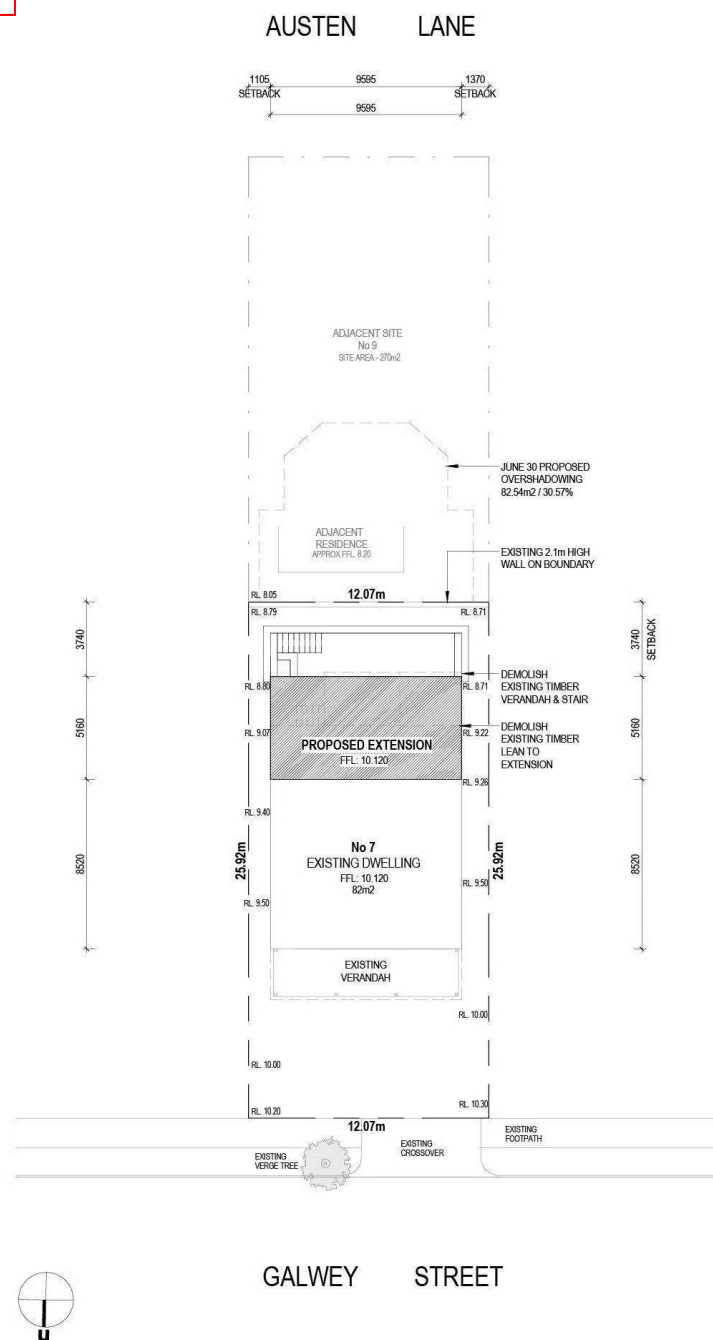
7 Strata Lot 1

Austen Lane

Findall Lane

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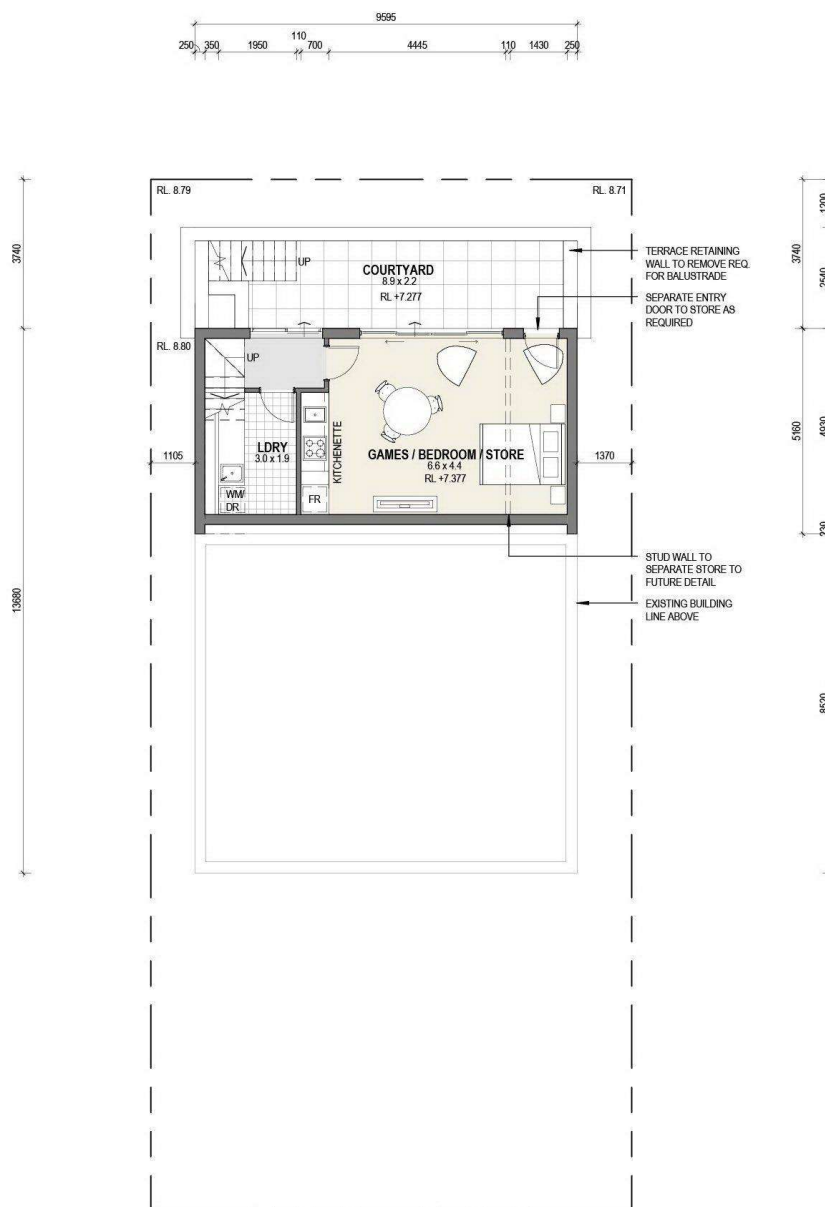
2 AMENDED DA
1 FOR REVIEW
Issue: Revision Description

04.01.2015
22.12.2015
Date:

PAd.
Palmear
Atanasoff Design

DRAWING TITLE: SITE PLAN			
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA			
PROJECT NUMBER: 0117	SCALE: 1:200	DRAWING NUMBER: AP-1001	DATE: 04.01.2016
		REVISION NUMBER: 2	

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Issue	AMENDED DA FOR REVIEW	Revision Description	Date
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1			22.12.2015

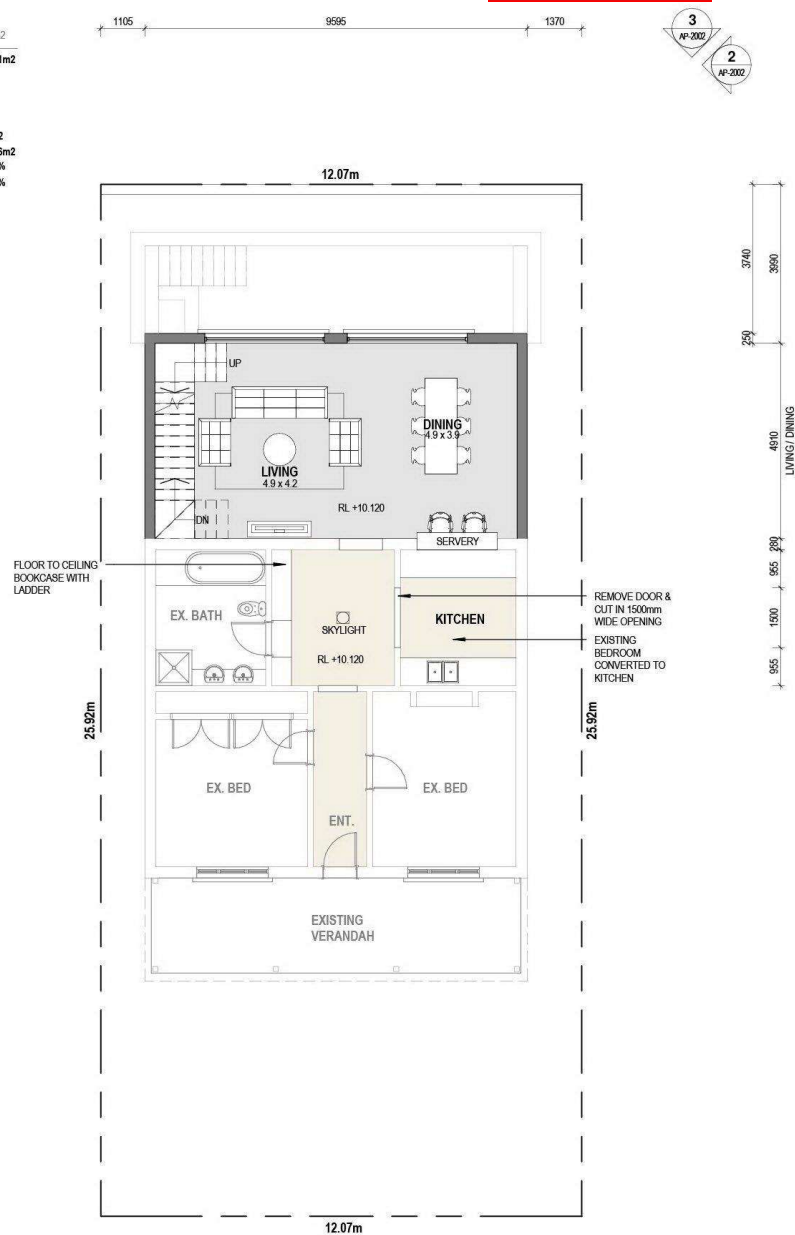
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DRAWING TITLE: PROPOSED BASEMENT			
PROJECT NAME: LIMOND, 7 Galway Street, Leederville WA			
PROJECT NUMBER: 0117	SCALE: 1:100	DRAWING NUMBER: AP-2001	DATE: 04.01.2016
		REVISION NUMBER: 2	

AREA TABLE	
PROPOSED EXTENSION	
BASEMENT	49.51m ²
GROUND FLOOR	49.51m ²
FIRST FLOOR	68.19m ²
BALCONY	21.03m ²
CARPORT	34.12m ²
EXISTING BUILDING	82.0m ²
TOTALS	55.16m² 249.21m²

SITE COVERAGE	
ZONING	R40
SITE AREA	313m ²
PROPOSED SITE COVERAGE	131.26m ²
	41.94%
PROPOSED OPEN SPACE	58.06%

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GALWEY STREET

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2 AMENDED DA
FOR REVIEW

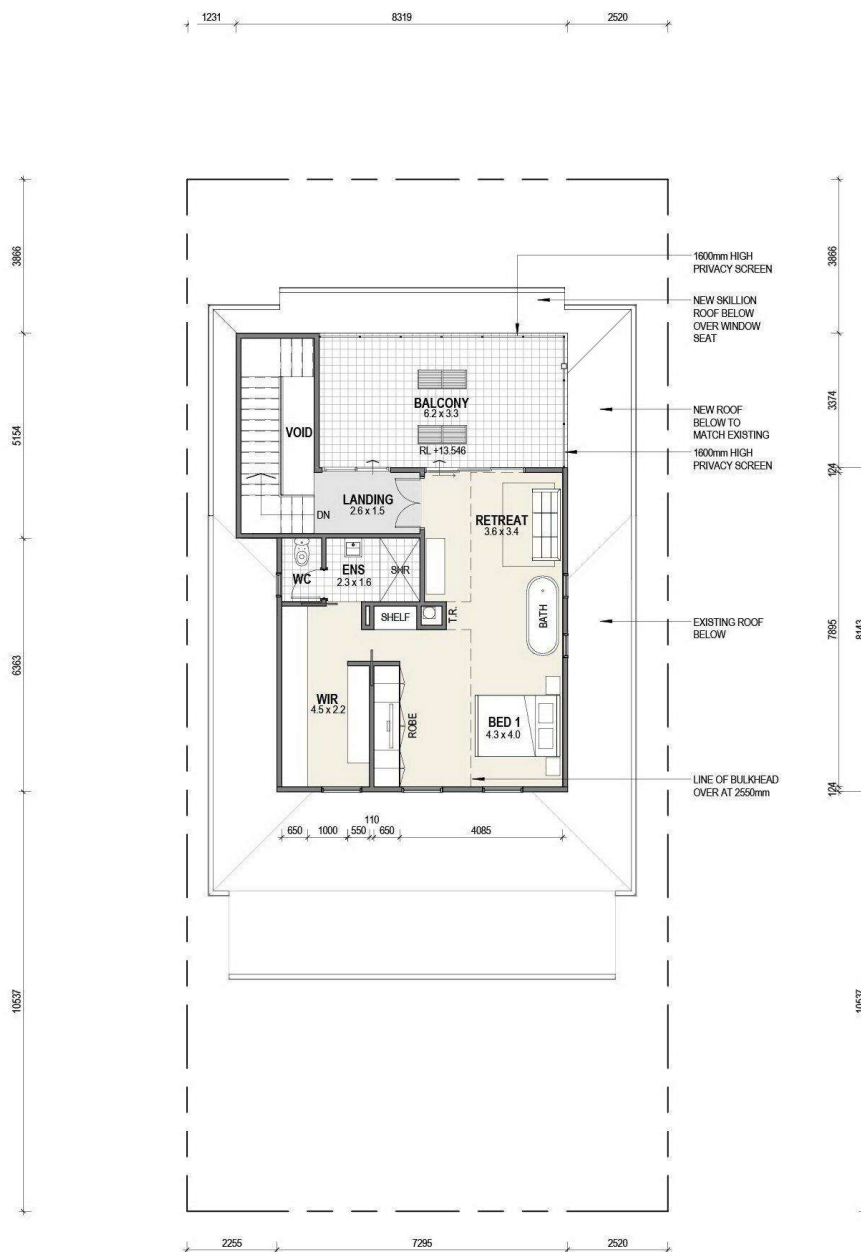
Issue Revision Description

04.01.2015
22.12.2015
Date

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DRAWING TITLE: PROPOSED GROUND FLOOR PLAN			
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA			
PROJECT NUMBER: 0117	SCALE: 1:100	DRAWING NUMBER: AP-2002	DATE: 04.01.2016
		REVISION NUMBER: 2	

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Date:

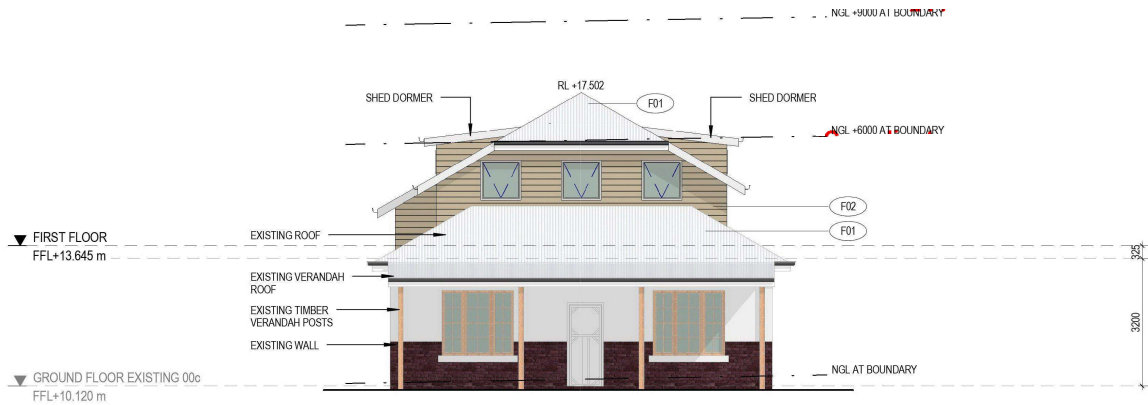
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DRAWING TITLE: PROPOSED FIRST FLOOR				
PROJECT NAME: LIMOND, 7 Galway Street, Leederville WA				
PROJECT NUMBER: 0117	SCALE: 1:100	DRAWING NUMBER: AP-2003	DATE: 04.01.2016	REVISION NUMBER: 2

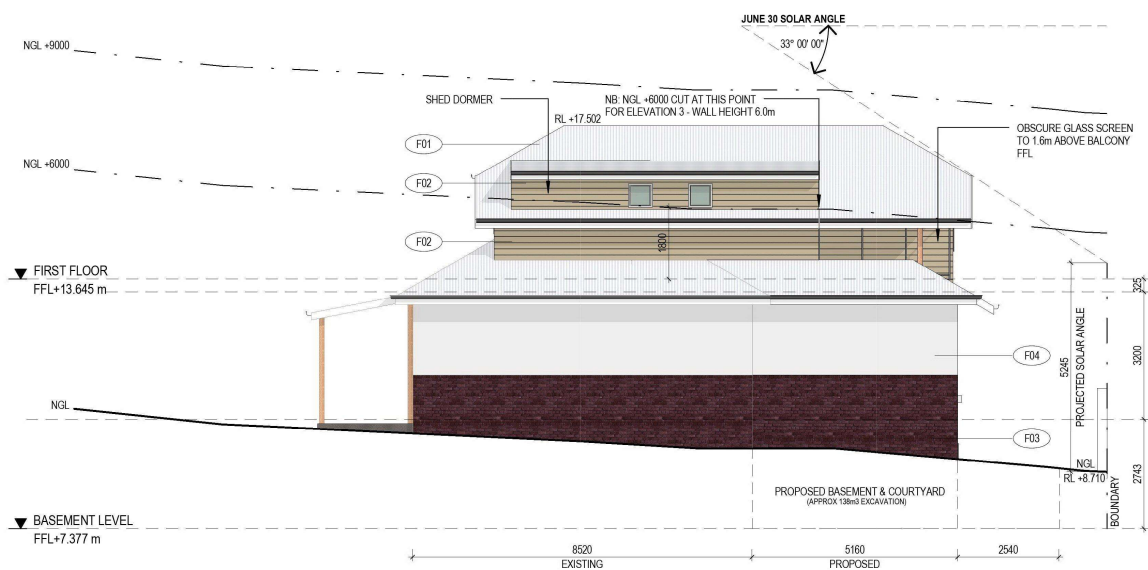
FACADE LEGEND AND NOTES

- F01 CUSTOM ORB - "ZINCALUME"
- F02 SCYON LINEA WEATHERBOARD - "DULUX SELF DESTRUCT" PAINT FINISH
- F03 RECYCLED RED CLAY FACE BRICK
- F04 PAINTED SAND FINISH RENDER - TO MATCH EXISTING
- OB. OBSCURE GLAZING

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1 ELEVATION 1 - GALWEY STREET
AP-2002 1:100



2 ELEVATION 2
AP-2002 1:100

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Issue	AMENDED DA FOR REVIEW	Revision Description	Date
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1			22.12.2015

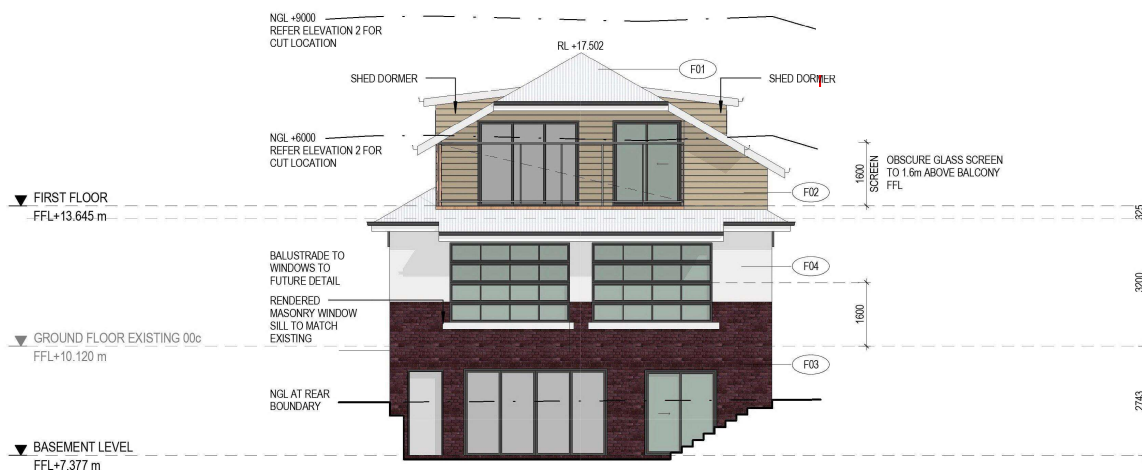
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DRAWING TITLE: ELEVATIONS			
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA			
PROJECT NUMBER: 0117	SCALE: As indicated	DRAWING NUMBER: AP-4001	DATE: 04.01.2016
		REVISION NUMBER: 2	

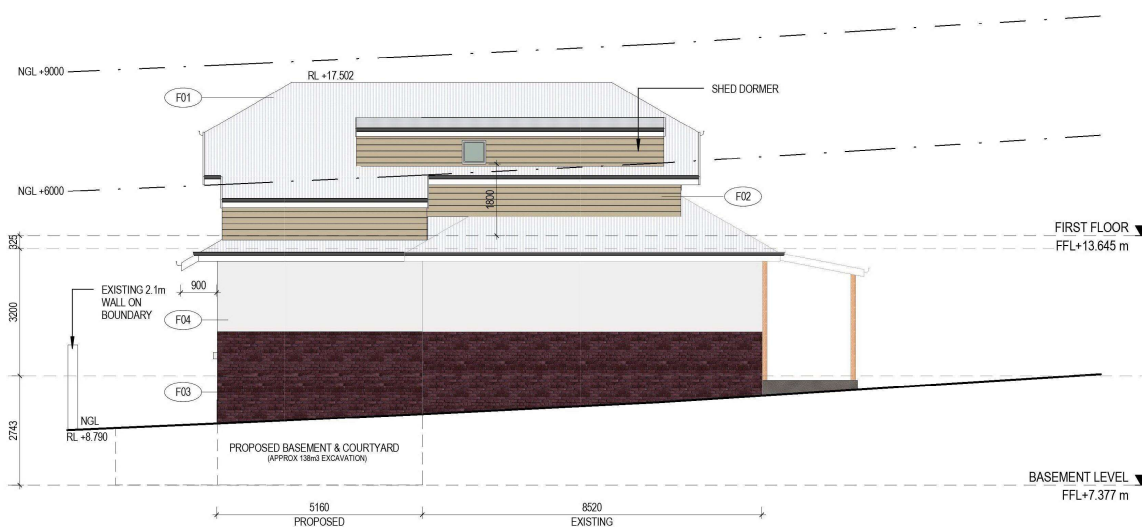
FACADE LEGEND AND NOTES

- F01 CUSTOM ORB - "ZINCALUME"
- F02 SCYON LINEA WEATHERBOARD - "DULUX SELF DESTRUCT" PAINT FINISH
- F03 RECYCLED RED CLAY FACE BRICK
- F04 PAINTED SAND FINISH RENDER - TO MATCH EXISTING
- OB. OBSCURE GLAZING

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3 ELEVATION 3
AP-2002 1:100



4 ELEVATION 4
AP-2002 1:100

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2 AMENDED DA
1 FOR REVIEW
Issue Revision Description

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22.12.2015
Date

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DRAWING TITLE: ELEVATIONS				
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA				
PROJECT NUMBER: 0117	SCALE: As indicated	DRAWING NUMBER: AP-4002	DATE: 04.01.2016	REVISION NUMBER: 2

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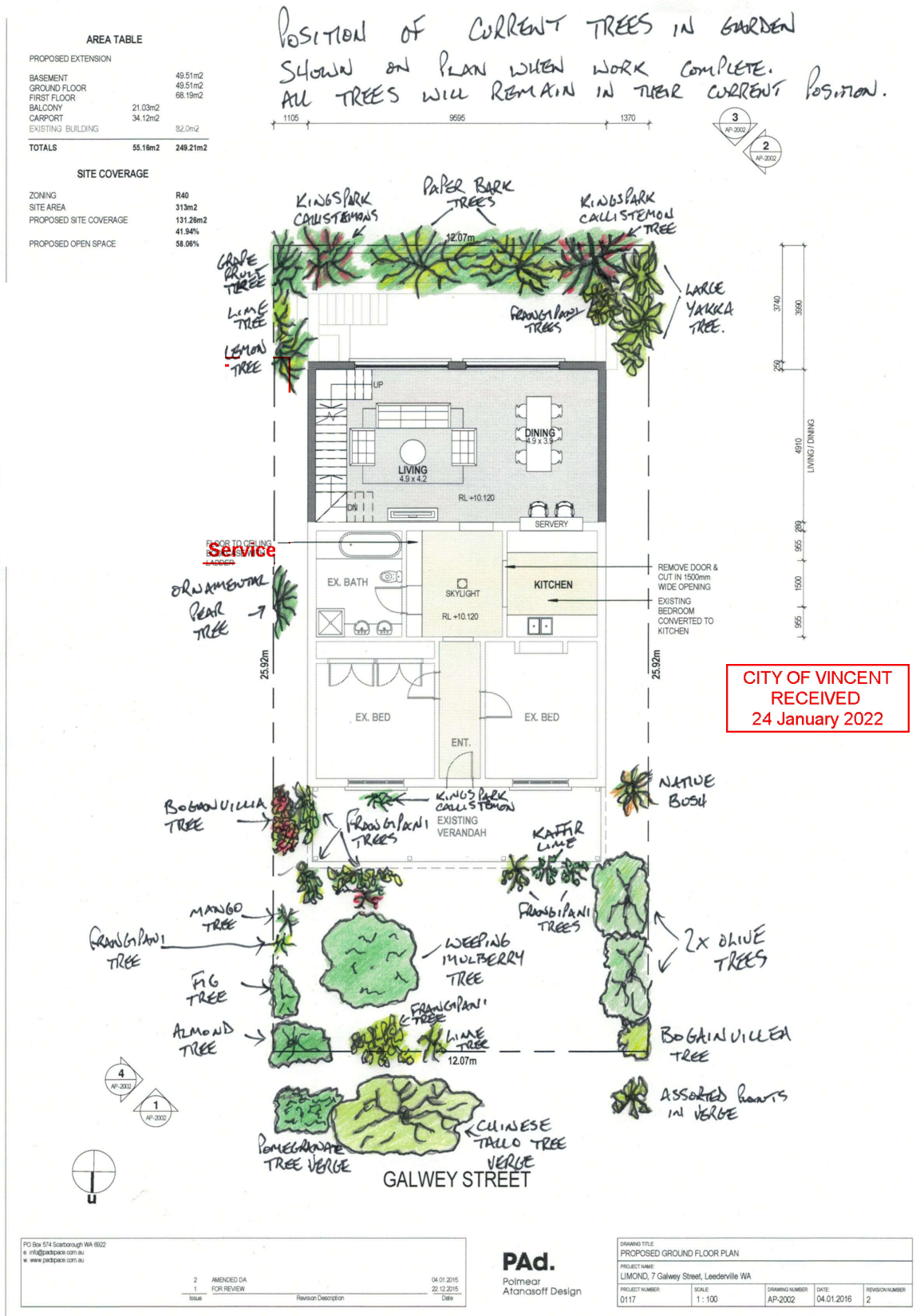


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Issue	AMENDED DA FOR REVIEW	Revision Description	04.01.2015 22.12.2015 Date
2			
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DRAWING TITLE: FACADE PERSPECTIVES			
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA			
PROJECT NUMBER:	SCALE:	DRAWING NUMBER:	DATE:
0117		AP-2007	04.01.2016
			REVISION NUMBER 2



ORDINARY MEETING OF COUNCIL
9 FEBRUARY 2016

6

CITY OF VINCENT
MINUTES

9.1.4 No. 7 (Lot: 1; D/P: 43011) Galwey Street, Leederville – Proposed Alterations and Three Storey Addition to Existing Single Dwelling

Ward:	North Ward	Date:	15 January 2016
Precinct:	Precinct 3 – Leederville	File Ref:	PR27785; 5.2015.396.1
Attachments:	1 – Consultation Map 2 – Development Application Plans 3 – Applicant's Justification 4 – Marked up plans showing proposed versus required setbacks 5 – Overshadowing Diagram		
Tabled Items:	Nil		
Reporting Officer:	S Laming, Planning Officer		
Responsible Officer:	G Poezyn, Director Development Services		

OFFICER RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, **APPROVES** the application submitted by D & N Limond on behalf of the owner N J Limond, for the proposed Alterations including three storey addition to an Existing Single Dwelling at No. 7 (Lot: 1; D/P: 43011) Galwey Street, Leederville as shown on plans date stamped 5 January 2016, included as Attachment 2, subject to the following conditions:

1. **External Fixtures**

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

2. **Verge Trees**

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

3. **Stormwater**

All storm water produced on the subject land shall be retained onsite, by suitable means to the satisfaction of the City;

4. **Prior to the issue of a Building Permit, the following shall be submitted to and approved by the City:**

4.1 **Revised Plan**

The applicant shall provide revised plans denoting the following:

4.1.1 **Visual Privacy**

All openings on the first and second levels comply with the privacy requirements of the Residential Design Codes to the satisfaction of the City; and

5. **Prior to occupation of the development, all privacy screening shall be installed to the satisfaction of the City.**

ORDINARY MEETING OF COUNCIL
9 FEBRUARY 2016

7

CITY OF VINCENT
MINUTES

ADVICE NOTES:

1. With reference to Condition 3 above, please note that 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;
2. A Road and Verge security bond for the sum of \$2000, shall be lodged with the City by the applicant, prior to the issue of a building permit, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the security bond shall be made in writing. The bond is non-transferable;
3. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. If the safety of the path is compromised resulting from either construction damage or as a result of a temporary obstruction appropriate warning signs (in accordance with AS1742.3) shall be erected. Should a continuous path not be able to be maintained, an 'approved' temporary pedestrian facility suitable for all path users shall be put in place. If a request to erect scaffolding, site fencing etc. or if building materials is required to be stored within the road reserve once a formal request has been received, the matter will be assessed by the City and if considered appropriate a permit shall be issued by the City. No permit will be issued if the proposed encroachment into the road reserve is deemed to be inappropriate; and
4. Any new street/front wall, fence and gate within the Galwey Street setback areas, including along the side boundaries within these street setback areas, shall comply with the City's Policy provisions relating to Street Walls and Fences.

COUNCIL DECISION ITEM 9.1.4

Moved Cr Buckels, Seconded Cr Murphy

That the recommendation be adopted.

CARRIED UNANIMOUSLY "EN BLOC" (8-0)






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

ORDINARY COUNCIL MEETING MINUTES

21 AUGUST 2018

9.3 NO. 7 (LOT 1; STR: 43011) GALWEY STREET, LEEDERVILLE - PROPOSED EXTENSION TO THE PERIOD OF APPROVAL: PROPOSED ALTERATIONS AND THREE STOREY ADDITION TO SINGLE HOUSE**TRIM Ref:** D18/82331**Author:** Emily Andrews, Urban Planner**Authoriser:** Luke Gibson, A/Director Development Services**Ward:** North

Attachments:

1. Attachment 1 - Consultation and Location Map 
2. Attachment 2 - Previous Approval and Plans 
3. Attachment 3 - Development Plans 
4. Attachment 4 - Application Submission 
5. Attachment 5 - Summary of Submissions 

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 extend the period in which the development must be substantially commenced at No. 7 (Lot 1; STR: 40311) Galwey Street, Leederville, for development approval 5.2015.396.1 granted by Council on 9 February 2016 for Proposed Alterations and Three Storey Addition to Existing Single Dwelling subject to the following conditions:

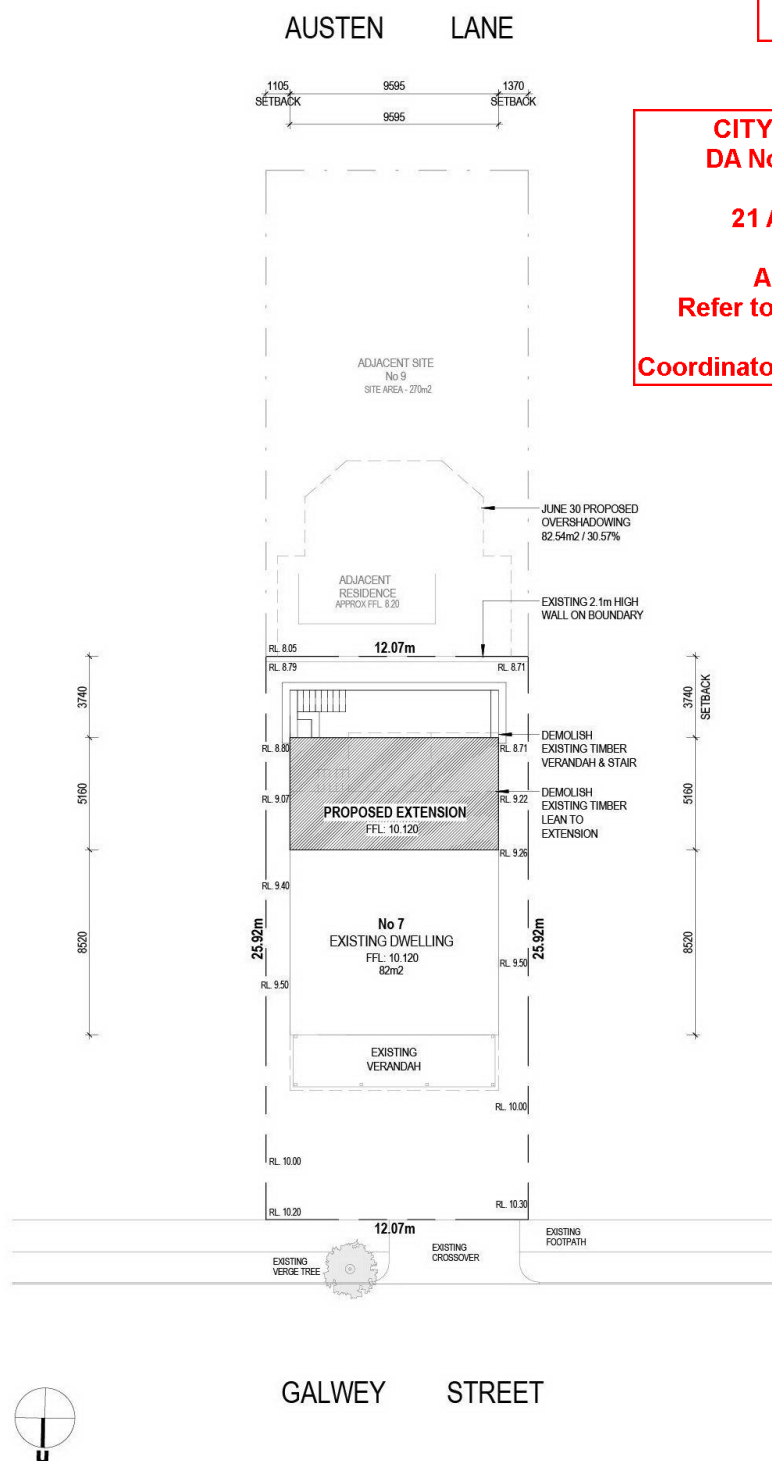
1. The extension of time is granted for a period of two years, being to 9 February 2020;
2. Prior to the issue of a Building Permit, the applicant is to demonstrate that the proposed balcony screening and living / dining windows meet the deemed-to-comply standards of the Residential Design Codes, as they relate to visual privacy; and
3. All other conditions, requirements and advice notes detailed on the development approval 5.2015.356.1 granted on 9 February 2016 continue to apply to this approval.

COUNCIL DECISION ITEM 9.3

Moved: Cr Topelberg, **Seconded:** Cr Murphy

That the recommendation be adopted.

CARRIED UNANIMOUSLY "EN BLOC" (9-0)



CITY OF VINCENT
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09 May 2018

CITY OF VINCENT
DA No. 5.2018.166.1

21 August 2018

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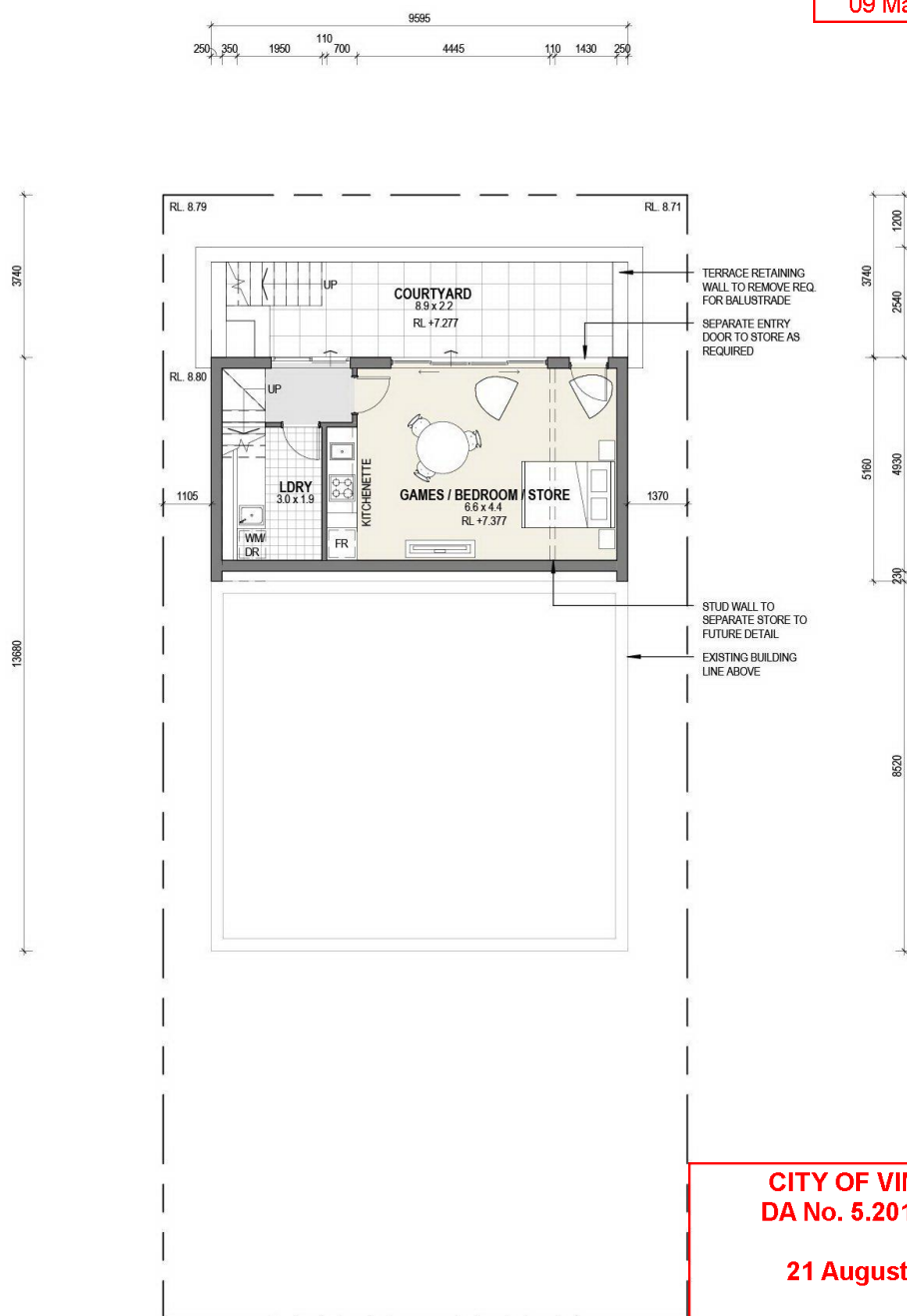
2 AMENDED DA
1 FOR REVIEW
Issue Revision Description

04.01.2015
22.12.2015
Date

PAd.
Polnecar
Atanasoff Design

DRAWING TITLE: SITE PLAN				
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA				
PROJECT NUMBER: 0117	SCALE: 1:200	DRAWING NUMBER: AP-1001	DATE: 04.01.2016	REVISION NUMBER: 2

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2 AMENDED DA
1 FOR REVIEW

Revision Description

04.01.2015
22.12.2015
Date

PAd.
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DRAWING TITLE: PROPOSED BASEMENT			
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA			
PROJECT NUMBER: 0117	SCALE: 1:100	DRAWING NUMBER: AP-2001	DATE: 04.01.2016
		REVISION NUMBER: 2	

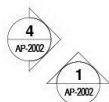
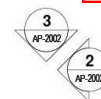
AREA TABLE

PROPOSED EXTENSION	
BASEMENT	49.51m ²
GROUND FLOOR	49.51m ²
FIRST FLOOR	68.19m ²
BALCONY	21.03m ²
CARPORT	34.12m ²
EXISTING BUILDING	82.0m ²
TOTALS	55.16m² 249.21m²

SITE COVERAGE

ZONING	R40
SITE AREA	313m ²
PROPOSED SITE COVERAGE	131.26m ²
	41.94%
PROPOSED OPEN SPACE	58.06%

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09 May 2018**



GALWEY STREET

**CITY OF VINCENT
DA No. 5.2018.166.1

21 August 2018

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2
1
Issue AMENDED DA FOR REVIEW

04.01.2015
22.12.2015
Date

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DRAWING TITLE: PROPOSED GROUND FLOOR PLAN			
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA			
PROJECT NUMBER: 0117	SCALE: 1:100	DRAWING NUMBER: AP-2002	DATE: 04.01.2016
		REVISION NUMBER: 2	

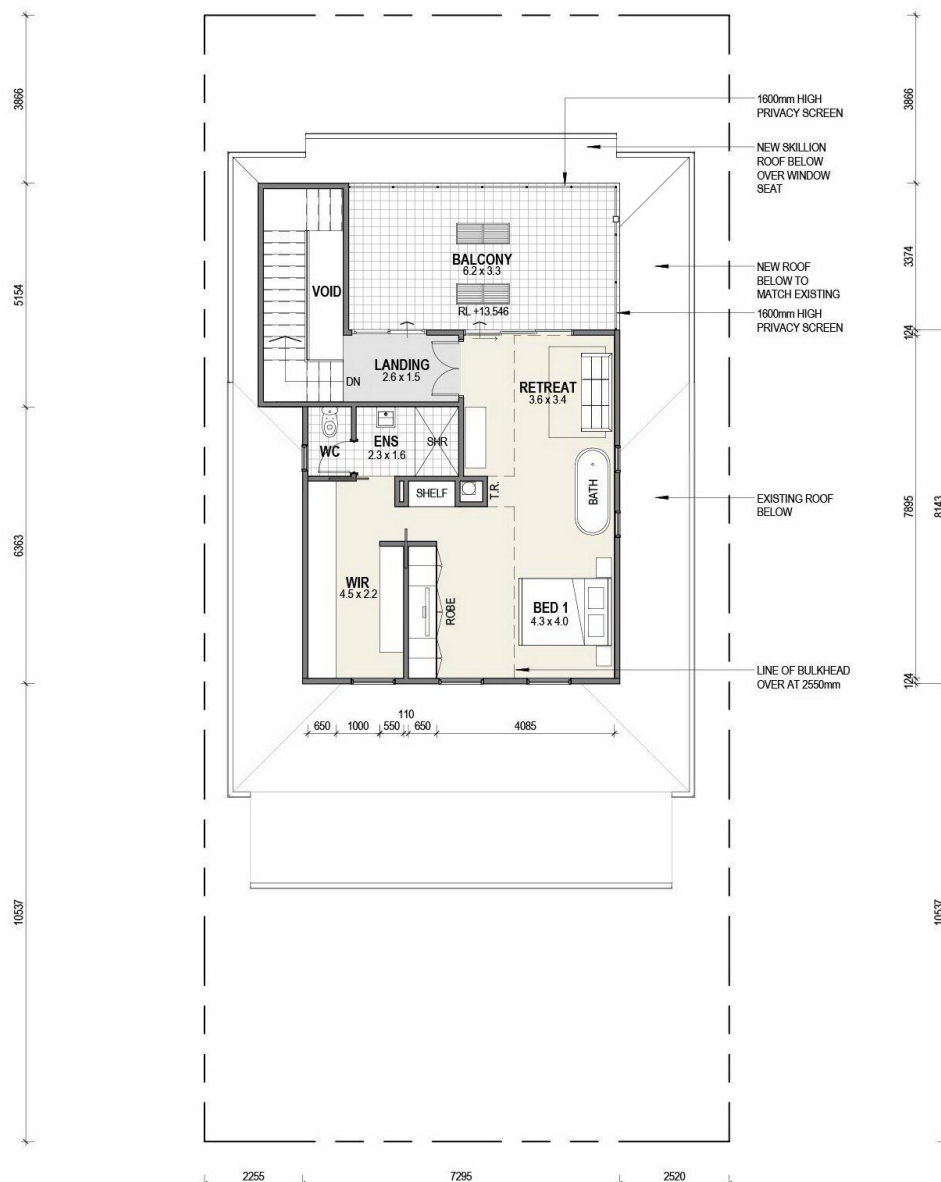
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1 FOR REVIEW

Revision Description

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22.12.2015
Date

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DRAWING TITLE: PROPOSED FIRST FLOOR			
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA			
PROJECT NUMBER: 0117	SCALE: 1:100	DRAWING NUMBER: AP-2003	DATE: 04.01.2016
		REVISION NUMBER: 2	

FACADE LEGEND AND NOTES

- F01 CUSTOM ORB - "ZINCALUME"
 F02 SCYON LINEA WEATHERBOARD - "DULUX SELF DESTRUCT" PAINT FINISH
 F03 RECYCLED RED CLAY FACE BRICK
 F04 PAINTED SAND FINISH RENDER - TO MATCH EXISTING
 OB. OBSCURE GLAZING

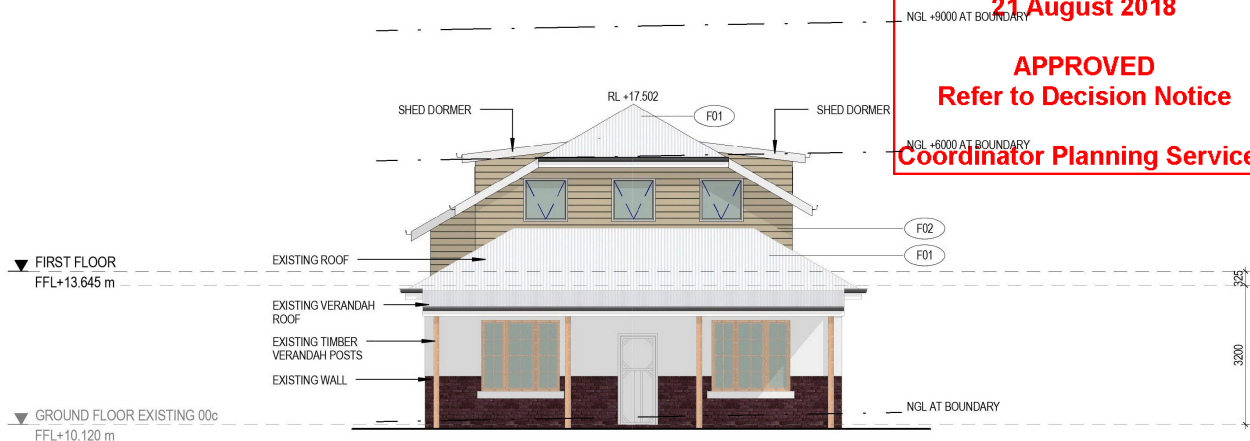
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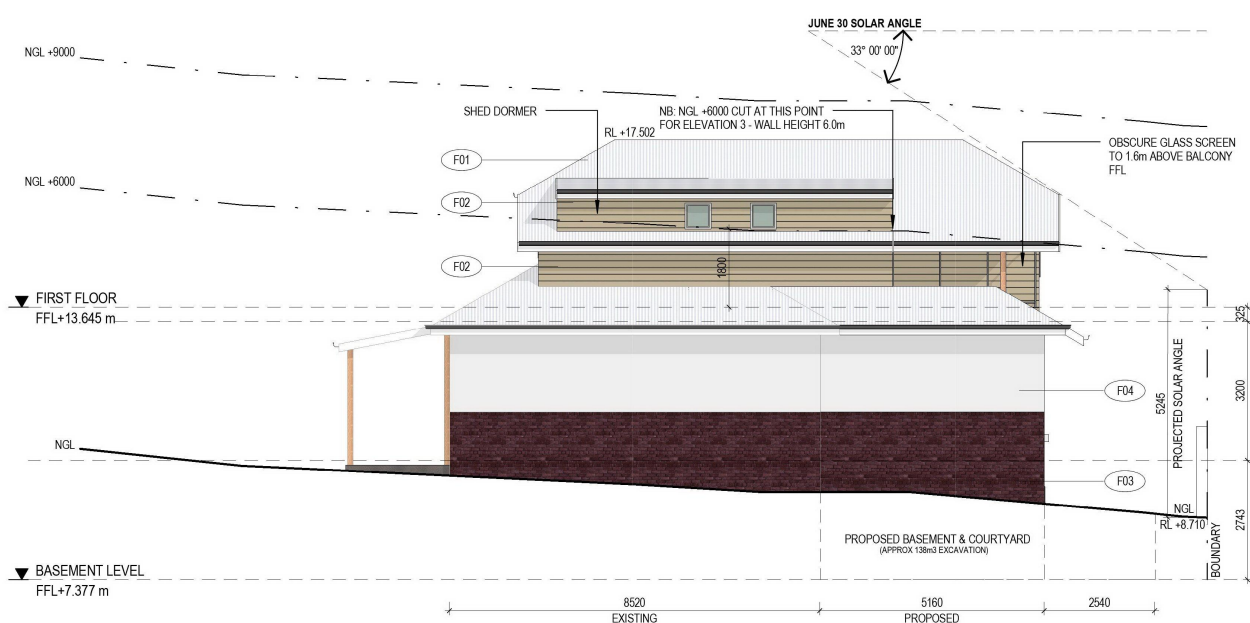
21 August 2018

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1 ELEVATION 1 - GALWEY STREET
 AP-2002 1:100



2 ELEVATION 2
 AP-2002 1:100

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2	AMENDED DA	04.01.2015
1	FOR REVIEW	22.12.2015
Issue	Revision Description	Date

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DRAWING TITLE: ELEVATIONS	DRAWING NUMBER: AP-4001	DATE: 04.01.2016	REVISION NUMBER: 2
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA	SCALE: As indicated	PROJECT NUMBER: 0117	

FACADE LEGEND AND NOTES

- (F01) CUSTOM ORB - "ZINCALUME"
 (F02) SCYON LINEA WEATHERBOARD - "DULUX SELF DESTRUCT" PAINT FINISH
 (F03) RECYCLED RED CLAY FACE BRICK
 (F04) PAINTED SAND FINISH RENDER - TO MATCH EXISTING
 OB. OBSCURE GLAZING

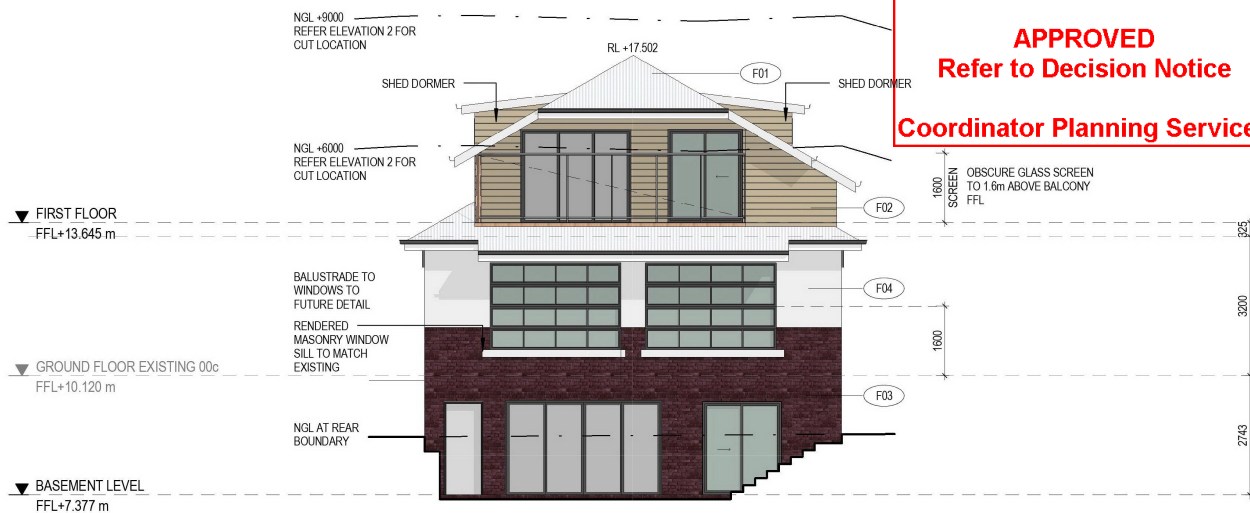
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 09 May 2018

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 DA No. 5.2018.166.1

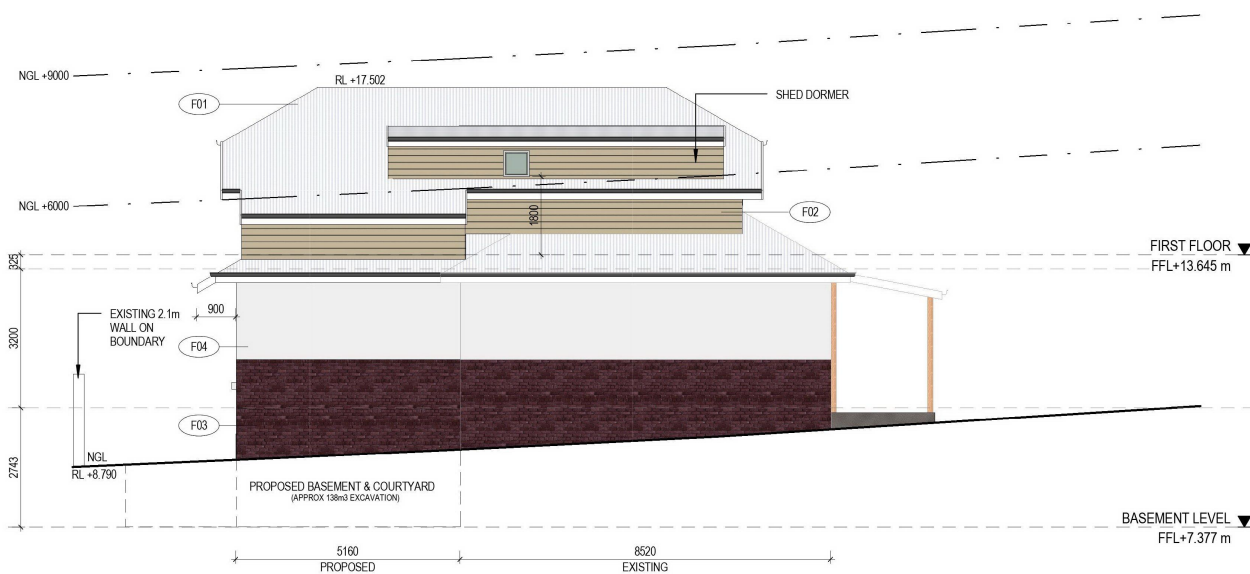
21 August 2018

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3 ELEVATION 3
 AP-2002 1 : 100



4 ELEVATION 4
 AP-2002 1 : 100

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Issue	Revision Description	Date
2	AMENDED DA FOR REVIEW	04.01.2015
1		22.12.2015

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DRAWING TITLE: ELEVATIONS			
PROJECT NAME: LIMOND, 7 Galwey Street, Leederville WA			
PROJECT NUMBER:	SCALE:	DRAWING NUMBER:	DATE:
0117	As indicated	AP-4002	04.01.2016
			REVISION NUMBER
			2

CITY OF VINCENT
DA No. 5.2018.166.1

21 August 2018

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CITY OF VINCENT
RECEIVED
09 May 2018

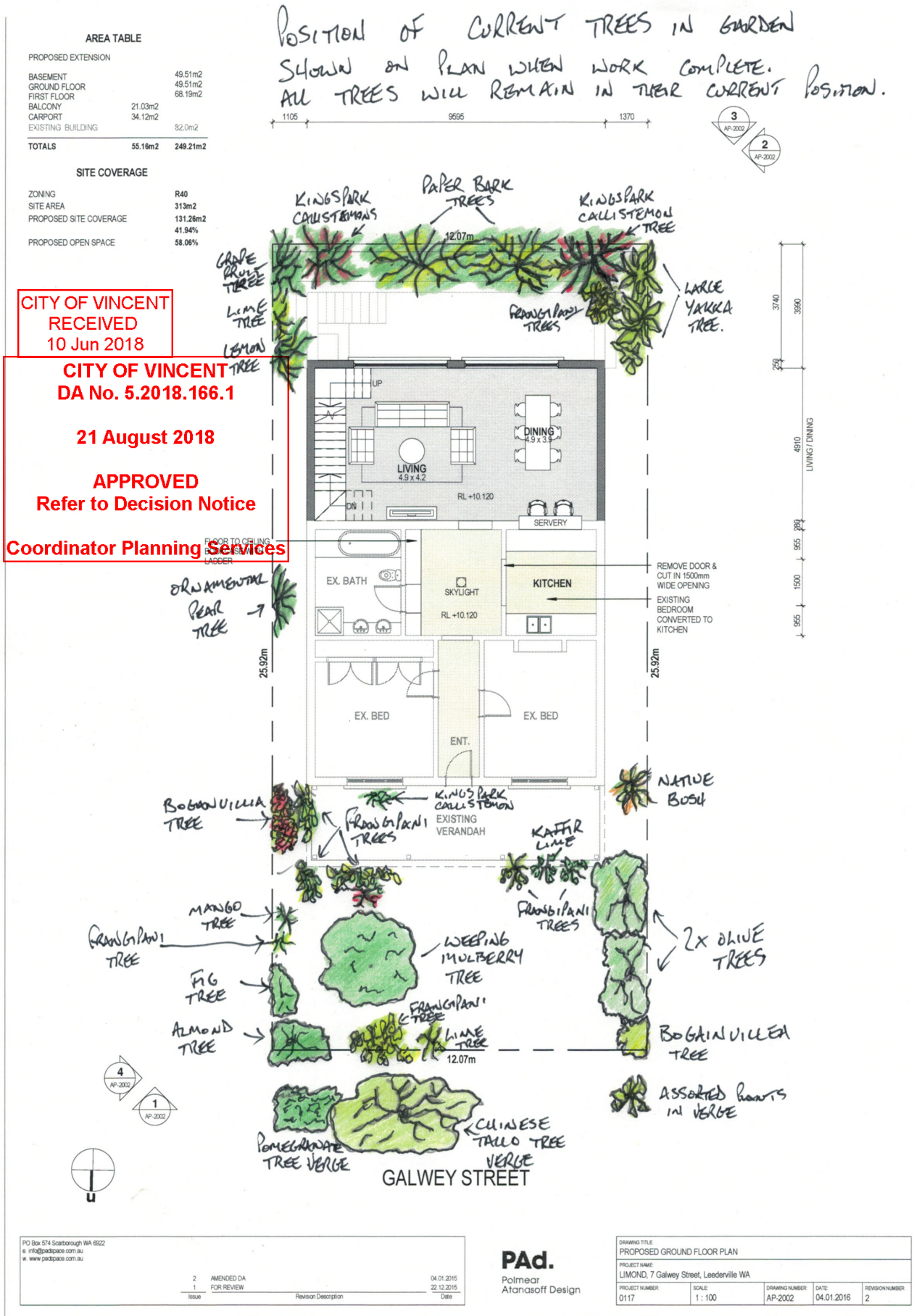


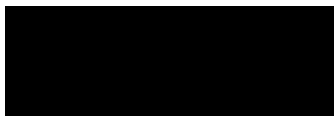
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2	AMENDED DA	04.01.2015
1	FOR REVIEW	22.12.2015
Issue	Revision Description	Date

PAd.
 Polmear
 Atanasoff Design

DRAWING TITLE: FACADE PERSPECTIVES			
PROJECT NAME: LIMOND, 7 Galloway Street, Leederville WA			
PROJECT NUMBER: 0117	SCALE:	DRAWING NUMBER: AP-2007	DATE: 04.01.2016
		REVISION NUMBER: 2	





Redacted for Privacy Reasons

City and Councillors

Response to submission raised about retaining walls, ground levels and privacy.

These issues have been investigated by City of Vincent Compliance Team. I have raised the level of the previous footpath which ran down the side of the house. This was done partly to run the path level with the house and have one set of stairs near the back. By doing this I eliminated several oddly spaced steps that were originally part of the old path that were positioned the length of the path. Mainly done for ease of use and simplicity of use as it makes it safer for carrying materials by consolidating the steps in one area at the back of the property. Level portion runs the length of the house where it then begins to slope down to finally drop down at some steps.

Compliance have been out and inspected this work on several occasions. Due to the height of the retaining wall (about 100mm at front of house to about 300mm at back of house, this is under the height required for planning permission. As to this alteration impacting the adjoining property, a gap has purposely been left on my side which retains the original ground level between the two properties. Once again Compliance Team have inspected and are satisfied.

As to privacy there is one section of about three metres which gives vision into one another's property should one stand and look. The rest of the length of the house has brick wall from both properties and trees that screen each property. Compliance team are satisfied as the path is for access to rear of house and not a main thoroughfare. The block slopes from street level down to back of property. The original levels would still allow someone if they so wished to look over the fence, varying from head height to head and shoulders as you walked down from the front to the back. With the new level this might be head and shoulders to head and chest when someone walks down.










Regardless of the change in levels I have always been able to simply look over. As said compliance were happy that this was not an issue, but I suggested that I would put up screening if this was an issue for someone. This suggestion was put to the adjoining property by the Compliance Team but was rejected.

Due to the plans being drawn up some time ago, they show the original level as it slopes from front to back on the side elevation, whereas now it is level the length of the house before sloping off. This is where this discrepancy comes from, I believe. The levels for the proposed extension all come off the existing house level, which obviously has not changed. Altering the ground level of a path does not alter the levels of the existing house or build plans for the extension. Again, this change was done for the reasons above. What is provided in the plans for the main build and construction is accurate.

A builder has been appointed for the build, as I work away three weeks at a time and one at home, the reality is I spend about twelve weeks at home and without realising another year has passed so quickly. I should have been more proactive in getting the build started, but in reality, I haven't had a block of time home to sit and organise the paper work permit. For example, I could have picked up the government builders grant which was offered at the height of covid. Now that finally everything is beginning to return to normal after covid must finally get the build done. Bizarrely over the years have still collected furniture and goods to fill the rooms of the new extension when done and all this is sitting in a storage unit, another reason to get the build done as its costing a fortune in rental fees. Not having a growing family with the urgency that would require an instant build to provide the extra room, I partly must admit I have been complacent in getting it started. To sum it up I do have a builder who we know and trust, it is just down to me to immediately get the building permit submitted and when planning is once again approved begin the build straight away with no delays.

9.3 NO. 242 (LOT: 2; D/P: 1641) LAKE STREET, PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO A SINGLE HOUSE AND SHOP

Ward: South

- Attachments:**
1. Consultation and Location Map [↓](#) 
 2. Development Plans [↓](#) 
 3. 3D Perspectives [↓](#) 
 4. Overshadowing Diagram [↓](#) 
 5. Applicant's Cover Letter [↓](#) 
 6. Detailed Streetscape Analysis [↓](#) 
 7. Summary of Submissions - Applicant's Response [↓](#) 
 8. Summary of Submissions - Administration's Response [↓](#) 
 9. Determination Advice Notes [↓](#) 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, **APPROVES** the application for and Alterations and Additions to a Single House and Shop at No. 242 (Lot: 2; D/P: 1641) Lake Street, Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 9:

1. Development Plans

This approval is for Alterations and Additions to a Single House and Shop as shown on the approved plans dated 14 April 2022. No other development forms part of this approval;

2. Amended Plans

Prior to development commencing, revised plans shall be submitted and approved demonstrating the following:

- a) The mid level bedroom 2 window shroud shall be extended to ensure that a 4.5 metre cone of vision setback is provided from this window to the south eastern lot boundary, in accordance with the deemed-to-comply standards of the Residential Design Codes Volume 1, Clause 5.4.1 (Visual Privacy), to the satisfaction of the City; and
- b) The height of the solid balustrading along the south eastern side of the upper floor roof deck shall be increased from 1 metre to 1.6 metres above the finished floor level of the roof deck, in accordance with the deemed-to-comply standards of the Residential Design Codes Volume 1, Clause 5.4.1 (Visual Privacy), to the satisfaction of the City.

The revised plans shall not result in any greater non-compliance with the deemed-to-comply standards of the Residential Design Codes or the City's Policy No. 7.1.1 – Built Form.

3. Boundary Walls

The surface finish of boundary walls facing 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;

4. Visual Privacy

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

5. Colours and Materials

Prior to 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;

6. Landscaping

- 6.1 All landscaping works shall be undertaken in accordance with the approved plans dated 14 April 2022;
- 6.2 One new verge tree shall be planted within the Lake Street verge adjacent to the subject site, at the expense of the applicant/owner, to the satisfaction of the City. The species of the new street tree shall be *Agonis flexuosa* (Weeping Peppermint) and shall be a minimum of 90 litre capacity; and
- 6.3 One new verge tree shall be planted within the Bulwer Street verge adjacent to the subject site, at the expense of the applicant/owner, to the satisfaction of the City. The species of the new street tree shall be *Melaleuca quinquenervia* (Broad Leaved Paperbark) and shall be a minimum of 90 litre capacity;

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. 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;
- 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
- 8.3 One new short-term bicycle bay shall be provided within the verge adjacent to the subject site. The bicycle bay shall be designed in accordance with AS2890.3 and installed prior to occupation or use of the development, at the expense of the owner/applicant, to the satisfaction of the City;

9. Building Design

- 9.1 The Shop shall maintain an active and interactive relationship with Bulwer Street and Lake Street during the hours of operation, to the satisfaction of the City. Darkened, obscured, mirrored or tinted glass, roller shutters or the like are prohibited. Curtains, blinds and other internal treatments that obscure the view of the internal area from Bulwer Street and Lake Street are not permitted to be used during the hours of the Shop's operation;
- 9.2 Ground floor glazing and/or tinting to the Shop 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 are prohibited; and
- 9.3 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; and

10. Construction Management Plan

Prior to the development commencing a Construction Management Plan shall be lodged with and approved by the City (including demolition and/or forward works). The Construction Management Plan is required to detail how the construction will be managed to minimise the impact on the surrounding area and shall include the following:

- Public safety, amenity and site security;
- Contact details of essential site personnel;
- Construction operating hours;
- Noise control and vibration management;
- Dilapidation Reports of nearby properties;
- Air, sand and dust management;
- Stormwater and sediment control;
- Soil excavation method;
- Waste management and materials re-use;
- Traffic and access management;
- Parking arrangements for contractors and subcontractors;
- Consultation plan with nearby properties; and
- Compliance with AS4970-2009 relating to the protection of trees on the development site.

PURPOSE OF REPORT:

To consider an application for development approval for alterations and additions to an existing shop and single house at No. 242 Lake Street, Perth (the subject site).

PROPOSAL:

Details of the proposed alterations and additions to the existing shop are as follows:

- The existing shop on the corner of Lake and Bulwer Streets would be retained. A new studio and roof terrace would be constructed above the existing shop for use in conjunction with the shop;
- The shop would continue to be used as a millinery, making and selling hats;
- Pedestrian access to the shop would continue to be from the existing door at the corner truncation; and
- There would continue to be no on-site car parking associated with the shop.

Details of the proposed alterations and additions to the existing single house are as follows:

- The existing dwelling at the rear of the shop would be retained. A new two storey addition would be constructed above the existing dwelling and would result in the dwelling having a total height of three storeys;
- The dwelling would have four bedrooms and three bathrooms;
- Pedestrian access to the dwelling would be from Lake Street;
- The existing single car garage at the rear of the site accessed from Lake Street would be widened to accommodate two cars;
- The primary outdoor living area would be located on the ground floor, accessed via the living room. A roof deck is also proposed on the upper floor level; and
- The external materials would include light grey flat profile colourbond, charred timber cladding, Venetian plaster with a dado finish, painted render, painted brick and face brick.

The development plans are included in **Attachment 2** and the applicant's 3D renders are included in **Attachment 3** with their overshadowing diagram included as **Attachment 4**.

The applicant has provided a cover letter in support of the proposed development which is included in **Attachment 5**. It is intended that the residence would continue to be occupied by the owner/operator of the shop, with the proposed upper floors addition to the residence intended to accommodate a growing family and modern living standards.

BACKGROUND:

Landowner:	Kesit Pty Ltd
Applicant:	John Kestel Architect Pty Ltd
Date of Application:	17 September 2021
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R50
Built Form Area:	Residential
Existing Land Use:	Shop – A
Proposed Use Class:	Shop – A Single House – P
Lot Area:	205m ²
Right of Way (ROW):	3.7 metres wide, unsealed, State of WA owned
Heritage List:	No

Site Context and Zoning

The subject site is bound by Lake Street to the north west, Bulwer Street to the south west and two storey single houses to the south east and north east.

The subject site is 6.0 metres wide and has a depth of 34.1 metres.

The subject site and adjoining properties to the north west, north east and south east are zoned Residential R50 under the City's Local Planning Scheme No. 2 (LPS2). The subject site and these adjoining properties are within the Residential built form area and have a building height standard of two storeys under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

The properties on the opposite side of Bulwer Street to the south west are zoned Local Centre under LPS2. These properties are within the Mixed Use built form area and have a building height standard of four storey under the Built Form Policy.

The subject site and all Residential R50 zoned adjoining properties are subject to Clause 32(1) of LPS2 that sets out Multiple Dwellings (apartments) are not permitted.

A 3.7 metre wide right of way (ROW) terminates at the rear of the subject site. The ROW is unsealed, owned by the State of Western Australia and does not provide any vehicle access to the subject site.

Lake Street is characterised by two and three storey townhouse style residential developments, with some examples of single storey residences.

Bulwer Street is characterised by traditional style single storey residential and commercial developments with some examples of more modern two storey commercial developments.

A location plan is included as **Attachment 1**. A detailed streetscape analysis prepared by Administration is included in **Attachment 6**.

Previous Approvals

The table below details the previous approvals and history for the subject site.

Date	Details
October 1978	The subject site was operating as a shop, selling and repairing bicycles. It is also noted at this time that there is record of the site operating as a shop in 1967.
1994	The property owner provided a statutory declaration to the City stating that the site had been continually used as a Shop since they purchased it in 1982. This was provided in order to secure non-conforming use rights under the City's (former) Town Planning Scheme No. 1 (TPS1).
26 April 1995	Correspondence from the City of Vincent CEO in relation to the site advised that "Council records indicate that the subject property has been occupied by a non-conforming use for many years..."
10 June 2011	The City provided planning advice via email relating to the site stating that "Council records indicate that the subject property has been occupied by a non-conforming use for

Date	Details
	<i>many years, ranging from bicycle retail and repair shop to photographic studio and retail of photographic works of art. There have been no recent approvals for the site. So if you were to use the site as a 'use' that is a differing use to the last known uses of the site, it would require a change of use application".</i>
11 May 2012	A development application for Caretaker's Residence Addition to Existing Shop approved under delegated authority. This approval was never substantially commenced.
18 September 2014	<p>A development application for a garage to existing shop was approved under delegated authority.</p> <p>The application was initially lodged as an amendment to the previous approval dated 11 May 2012 for a Caretaker's Residence Addition to Existing Shop.</p> <p>The City sought legal advice which determined that the proposal constituted a Multiple Dwelling which was a prohibited use at the subject site under Clause 40 of TPS1.</p> <p>The applicant submitted amended plans for a scaled back single storey addition. The application was approved and included a bedroom and kitchen as part of the residence.</p>

DETAILS:**Summary Assessment**

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

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Land Use		✓
Street Setback		✓
Lot Boundary Setbacks/Boundary Walls		✓
Building Height/Storeys		✓
Open Space		✓
Street Surveillance	✓	
Street Walls and Fences	✓	
Outdoor Living Areas	✓	
Landscaping		✓
Car and Bicycle Parking		✓
Vehicle Access	✓	
Site Works/Retaining Walls	✓	
Visual Privacy		✓
Solar Access for Adjoining Sites		✓
External Fixtures, Utilities and Facilities	✓	
Outbuildings	✓	
Environmentally Sustainable Design		✓

Detailed Assessment

The proposal requires assessment against two separate volumes of the City's Built Form Policy because the application proposes both a single house and alterations and additions to an existing commercial development on the same site.

The Single House has been assessed against the provisions of the Built Form Policy Volume 1, Section 5 and the provisions of the R Codes Volume 1.

The Commercial additions have been assessed against the provisions of the Built Form Policy Volume 3, Section 5. This section prescribes acceptable outcomes rather than deemed-to-comply standards.

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

Land Use	
Use Class Permissibility	Proposal
LPS2 – Zoning Table	
'P' Use	Shop – 'A' Use
Street Setback	
Deemed-to-Comply Standard and/or Acceptable Outcome	Proposal
Built Form Policy Volume 1, Clause 5.1 - Street Setback <u>Ground Floor</u> The primary street setback is to be calculated by averaging the setback of the five adjoining properties, either side of the proposed development, being 4.7 metres. <u>Upper Floor Walls</u> Walls on upper floors setback a minimum of 2 metres behind the ground floor predominant building line <u>Upper Floor Balconies</u> Balconies on upper floors setback a minimum of 1 metre behind the ground floor predominant building line.	Built Form Policy Volume 1, Clause 5.1 - Street Setback <u>Ground Floor</u> Nil (as existing) <u>Upper Floor Walls</u> The proposed upper floor walls would be in line with the ground floor building line. <u>Upper Floor Balconies</u> The proposed upper floor roof deck would be in line with the ground floor building line.
Built Form Policy Volume 3, Clause 5.2 – Street Setback Secondary street setbacks for upper floors is to be 1.5 metres behind each portion of the ground floor setback for walls on upper floors.	Built Form Policy Volume 3, Clause 5.2 – Street Setback The proposed upper floor level would be in line with the ground floor building line.

Lot Boundary Setbacks/Boundary Walls	
Deemed-to-Comply Standard and/or Acceptable Outcome	Proposal
R Codes Volume 1, Clause 5.1.3 – Lot Boundary Setbacks <u>South East Boundary Wall</u> <ul style="list-style-type: none"> Aggregate Length: 12.8 metres Maximum Height: 3.5 metres Built Form Policy Volume 3, Clause 1.3 – Side and Rear Setbacks The upper floor addition to the existing shop shall be setback 1.7 metres from the south eastern lot boundary.	R Codes Volume 1, Clause 5.1.3 – Lot Boundary Setbacks <u>South East Boundary Wall</u> <ul style="list-style-type: none"> Aggregate Length: 15.2 metres Maximum Height: 9.3 metres Built Form Policy Volume 3, Clause 1.3 – Side and Rear Setbacks Nil setback.
Open Space	
Deemed-to-Comply Standard and/or Acceptable Outcome	Proposal
R Codes Volume 1, Clause 5.1.4 – Open Space 40 percent open space provision.	22.1 percent open space proposed.
Building Height/Storeys	
Deemed-to-Comply Standard and/or Acceptable Outcome	Proposal
Built Form Policy Volume 1, Clause 5.3 – Building Height Storeys: 2 Maximum Concealed Roof Height: 8 metres Built Form Policy Volume 3, Clause 5.1 – Building Height Maximum Concealed Roof Height: 7 metres.	Built Form Policy Volume 1, Clause 5.3 – Building Height Storeys: 3 Maximum Concealed Roof Height: 9.3 metres. Built Form Policy Volume 3, Clause 5.1 – Building Height Maximum Concealed Roof Height: 8.2 metres.
Landscaping	
Deemed-to-Comply Standard and/or Acceptable Outcome	Proposal
Built Form Policy Volume 3, Clause 5.3 – Landscaping Deep Soil Zones: 12 percent of site Planting Areas: 3 percent of site Canopy Coverage at Maturity: 30 percent of site	Deep Soil Zones: 1.6 percent of site. Planting Areas: 4.5 percent of site. Canopy Coverage at Maturity: 6.5 percent of site.
Visual Privacy	
Deemed-to-Comply Standard and/or Acceptable Outcome	Proposal
R Codes Volume 1, Clause 5.4.1 – Visual Privacy The mid level bedroom 2 window cone of vision setback to the south eastern lot boundary shall be 4.5 metres. The upper level roof deck cone of vision setback to the south eastern lot boundary shall be 7.5 metres.	4.4 metre cone of vision setback. Nil setback.

Solar Access for Adjoining Properties	
Deemed-to-Comply Standard and/or Acceptable Outcome	Proposal
R Codes Volume 1, Clause 5.4.2 – Solar Access to Adjoining Properties; and Built Form Policy Volume 3, Clause 1.4 – Orientation The development is permitted to cast shadow of 50 percent of the adjoining property to the south east.	72.3 percent.
Car and Bicycle Parking	
Deemed-to-Comply Standard and/or Acceptable Outcome	Proposal
Built Form Policy Volume 3, Clause 1.10 – Car and Bicycle Parking <u>Car Parking</u> The Shop requires 5 car bays per 100 square metres of Net Lettable Area (NLA). The Shop would have an NLA of 113.9 square metres, requiring 6 bays.	<u>Car Parking</u> The development does not propose any on-site car parking for the Shop (as existing). The shop requires five on-site car bays based on the existing NLA. The development requires in a further shortfall of one bay.
Environmentally Sustainable Design	
Deemed-to-Comply Standard and/or Acceptable Outcome	Proposal
Built Form Policy Volume 3, Clause 1.17 – Environmentally Sustainable Design The proposed alterations and additions to the existing shop should be accompanied by a report demonstrating that it achieves a 5 star green star rating or 30 and 25 percent reduction in global warming potential and net fresh water use against the Perth statistic average respectively.	The application is not accompanied by an environmentally sustainable design report.

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 35 days commencing on 13 December 2021 and concluding on 17 January 2022. Ordinarily the application would have been required to be advertised for a period of 14 days but the extended timeframe was required because a portion of the consultation period fell within the Christmas and New Year excluded advertising period stipulated under the City's Community and Stakeholder Engagement Policy.

Community consultation was undertaken by way of written notification with 239 letters being sent to surrounding land owners and occupiers within a 100 metre radius of the subject site, as shown in **Attachment 1**, and a notice on the City's website in accordance with the City's Community and Stakeholder Engagement Policy.

The City received seven submissions with one in support, five in objection and one neither in support or objection but expressing some concerns. The key concerns raised are as follows:

- The dominance of the upper floors with reduced setbacks on the streetscape;
- The appearance of the three storey parapet wall adjacent to the south eastern lot boundary from Bulwer Street;

- The impact of the three storey parapet wall on the adjoining south eastern property's access to direct sunlight and ventilation;
- The impact of bulk as a result of the three storey parapet wall on the adjoining south eastern property's rear balcony;
- The impact of the height and bulk of the development on the surrounding neighbourhood;
- The lack of street surveillance to Lake Street;
- The lack of on-site landscaping;
- The impact of the increased size of the shop on the availability of on-street car parking bays in the surrounding area;
- The increased crossover width resulting in the removal of a Lake Street on-street parking bay;
- The mid level bedroom 2 window cone of vision would fall on the adjoining south eastern property's primary outdoor living area, resulting in a loss of privacy; and
- Dilapidation of adjoining dwellings.

A summary of all the submissions received and the applicant's comments with respect to these is included in **Attachment 7**. A summary of all the submissions received and Administration's comments with respect to these are provided in **Attachment 8**.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposed development was referred to the City's DRP Chairperson.

The comments provided by the DRP Chairperson noted the following positive aspects of the proposal:

- There are a number of existing three storey dwellings and mixed use buildings in close proximity to the subject site which support the proposed building height;
- The continued operation of the independent millinery shop use adds to the diversity of creative uses in the area; and
- A contemporary addition to a property with a traditional corner shop is supported as it is a commonly accepted approach to differentiate between the different uses and periods of construction on the site.

The DRP Chairperson noted the following areas for further improvement of the proposal:

- The perspective images should be updated to include the immediate adjoining residences to illustrate the relationship between the proposal and its surrounding context;
- Additional windows facing Lake Street should be added at the upper level to increase the level of passive surveillance of the streetscape;
- Confirmation should be provided regarding how the mid level terrace planter would be accessed and maintained;
- There are further opportunities for meaningful on-structure planting on the mid level terrace and upper level roof deck;
- Consider providing a setback to the south eastern lot boundary at the upper level to reduce the bulk, scale and overshadowing impact on the adjacent property;
- The bright blue and yellow colours would not be compatible with the surrounding context. The application should consider more contextually appropriate materials such as face brick or blockwork; and
- The south eastern elevation plan should be updated to include details of colours and materials. The applicant should consider providing a 1 metre setback to the south eastern lot boundary at the upper level, with the metal cladding incorporated at this level to add a level of articulation and diversity of materiality.

The applicant submitted amended plans in response to the DRP comments with the following changes:

- The perspective images were updated to include the adjoining properties to the south east as well as the development as viewed when travelling in a north-easterly direction along Bulwer Street;
- A larger window with a perforated sliding screen was added to the mid level lounge and kitchen facing Lake Street;
- Additional landscaping was incorporated in the design:
 - A new 6.5 square metre planting area and associated tree within the ground floor courtyard; and

- A new 6.2 square metre planting area and associated tree on the roof deck.
- The bright blue and yellow colours and materials were replaced with charred timber cladding and face brick;
- A 4.8 metre portion of the south eastern boundary wall at the upper floor level was chamfered (or cut away at a 45 degree angle) to provide a 0.75 metre setback; and
- Charred timber cladding was incorporated into the boundary wall design.

The amended proposal was referred back to the DRP Chairperson who noted that passive surveillance to Lake Street has been improved, the incorporation of ground floor deep soil areas and on-structure planting were positive, and the materiality and colours were improved and supported.

The only remaining concern of the DRP Chairperson was the extent of overshadowing cast to the adjoining south eastern property's front and rear open spaces.

The applicant submitted further amended plans which are included in **Attachment 2** in response which reduced the overall amount of shadow cast by the proposed development by a further 7.3 square metres. The acceptability of the impact of the development on solar access to adjoining dwellings is discussed in the Comment section of this report.

The table below outlines the application's progress through the DRP process in accordance with the Ten Principles of Good Design.

Design Review Progress			
	Supported		
	Pending further attention		
	Not supported		
	No comment provided/Insufficient information		
	DRP Chair Comments – 11 Dec 2022	DRP Chair Comments – 22 Mar 2022	DRP Chair Comments – 1 Jun 2022
Principle 1 – Context & Character			
Principle 2 – Landscape Quality			
Principle 3 – Built Form and Scale			
Principle 4 – Functionality & Built Quality			
Principle 5 – Sustainability			
Principle 6 – Amenity			
Principle 7 – Legibility			
Principle 8 – Safety			
Principle 9 – Community			
Principle 10 – Aesthetics			

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;*
- *Policy No. 7.1.1 – Built Form;*
- *Policy No. 7.5.23 – Construction Management Plans;*
- *Policy No. 7.7.1 – Non-Residential Development Parking Requirements.*

Local Planning Scheme No. 2

The objectives of the Residential zone in accordance with Clause 16(1) of LPS2 are:

- To provide for a range of housing and a choice of residential densities to meet the needs of the community.
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.

- To provide for a range of non-residential uses, which are compatible with and complementary to residential development.
- To promote and encourage design that incorporates sustainability principles, including but not limited to solar passive design, energy efficiency, water conservation, waste management and recycling.
- To enhance the amenity and character of the residential neighbourhood by encouraging the retention of existing housing stock and ensuring new development is compatible within these established areas.
- To manage residential development in a way that recognises the needs of innovative design and contemporary lifestyles.
- To ensure the provision of a wide range of different types of residential accommodation, including affordable, social and special needs, to meet the diverse needs of the community.

Delegation to Determine Applications:

This matter is being referred to Council for determination as the proposal involves a three storey building in a two storey building height area.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications from this report.

COMMENTS:Land Use

Shop is an 'A' use within the Residential zone which requires discretion to be exercised in order to operate at the subject site. The subject site has been previously approved for use as a Shop but the proposed mid level studio addition to the existing shop would result in an increase in a 15.0 square metre increase in NLA, from 98.9 square metres to 113.9 square metres.

In considering the appropriateness of the increase in floor area of the land use, due regard is to be given to the objectives of the Residential zone under LPS2. The proposal would be consistent with the objectives of the Residential zone under LPS2 for the following reasons:

- Residential Development: The proposed development includes a significant residential component and would continue to provide an alternative housing option which may be appealing to a range of people including small business owners due to its association with the existing shop.
- Compatible Commercial Development: The existing shop land use has operated from the subject site since at least 1978 and contributes positively to the surrounding streetscape. The proposed alterations

and additions to the existing shop would not result in a significant increase in the intensity of the use or have an adverse impact on the amenity of the surrounding residential area. The additional 15 square metres of shop space that is proposed would be used as a studio for the production of millinery items rather than additional retail floor space.

- **Location:** The subject site is located in close proximity to other non-residential land uses. The properties on the opposite side of Bulwer Street are zoned Local Centre and Commercial under the City's LPS2.
- **Quality of Built Form:** The proposed additions use glazing, contrasting colours and materials and different roof heights and forms that provide horizontal and vertical articulation as viewed from the street and adjoining properties. The proposed built form has been reviewed by the City's DRP Chairperson who advised that the contemporary addition to the property with a traditional corner shop is supported as it is a commonly accepted approach to differentiate between the different uses and periods of construction on the site.

Street Setbacks to Lake Street

The existing single storey building at the subject site has a nil setback to Lake Street which is proposed to remain unchanged. The proposed development would have a nil setback to Lake Street at all three levels and the overall length of the building with a nil setback to Lake Street is proposed to increase by 6.8 metres in length, from 25.2 metres to 32.0 metres.

Community Consultation and Applicant's Justification

The City received submissions during the community consultation period raising concerns regarding the impact of the proposed upper floor setbacks on the Lake Street streetscape.

The applicant's written response to the submissions received which is included in **Attachment 7** outlines that whilst the narrow width of the site has resulted in the proposed nil setbacks to Lake Street, the additions would sit comfortably with the surrounding context. This is because it would be setback from the street corner to reduce bulk and the design of the façade has been carefully detailed to incorporate texture, articulation and landscaping.

Administration's Assessment

The setbacks of the development to Lake Street would satisfy the relevant design principles of the R Codes and local housing objectives and element objectives of the Built Form Policy for the following reasons:

- **Mitigating Building Bulk:** Lake Street acts as the secondary street based on the dimensions of the subject site. The subject site is constrained in its ability to provide setbacks to Lake Street at the upper floor levels whilst still delivering functional internal spaces due to its 6 metre width. The overall building design would provide an effective balance between high quality internal amenity for its residents and appropriate visual interest as viewed from the street. The proposed development uses glazing, contrasting colours and materials and different roof heights and forms which provide horizontal and vertical articulation, effectively reducing the appearance of building bulk distinguishing between the ground and upper floor levels.
- **Access to Natural Light and Ventilation:** The proposed development provides external windows and open plan living spaces with a northern aspect to maximise access to natural light and ventilation.
- **Streetscape:** The existing development along Lake Street is characterised by two and three storey townhouses that have minimal street setbacks and limited articulation between the ground and upper floors. This is demonstrated in the detailed streetscape analysis included in **Attachment 6**. The existing development at the subject site with a nil setback to Lake Street forms part of this prevailing streetscape. The proposed alterations and additions that would be consistent with, and contribute positively to the existing and future streetscape context as it incorporates glazing, contrasting colours and materials, and different roof heights and forms to provide horizontal and vertical articulation as viewed from Lake Street.
- **Street Surveillance and Activation:** The proposed development enables passive surveillance and outlook to Lake Street. This is because it retains all existing ground floor openings and provides new windows and terraces at the upper floor levels. The existing shop would continue to provide high quality streetscape activation.
- **DRP Comments:** The City's DRP Chairperson has reviewed the proposed development and is supportive of the setback and design of the building with respect to the Lake Street streetscape.

Boundary Wall to South East

The existing single storey building on the subject site has a 23.4 metre long wall built up to the south eastern lot boundary. The proposed development would have a nil setback to the south eastern lot boundary at all three levels and the overall length of the building with a nil setback to this boundary is proposed to increase by 3.7 metres from 23.4 metres to 27.1 metres.

Community Consultation and Applicant's Justification

The City received submissions during the community consultation period raising concerns regarding the impact of the proposed boundary wall on the adjoining south eastern property in relation to building bulk and access to sun and ventilation.

The applicant's written response to the submissions received which is included in **Attachment 7** outlines that boundary walls are often utilised on narrow inner City lots, with similar design outcomes evident in the immediate streetscape including the interface between Nos. 245 and 247 Lake Street. The applicant's response also outlines that there would be no adverse impact on the adjoining south eastern property's access to sunlight and ventilation because the rear courtyard remains open to the northern aspect and the front courtyard is already cast in shadow by the existing building on the subject site.

Administration's Assessment

The proposed boundary wall to the south eastern lot boundary would satisfy the relevant design principles of the R Codes and local housing objectives and element objectives of the Built Form Policy for the following reasons:

- **Mitigating Building Bulk:** The existing single storey building on the subject site has a 23.4 metre long wall built up to the south eastern lot boundary. The adjoining property to the south east has an existing boundary wall on the shared boundary with the subject site with a maximum height of 6.8 metres. This is comprised of a single storey height for a 10 metre portion measured from the front façade of the building adjacent to Bulwer Street and a two storey height for the remainder of its length. This existing boundary wall on the adjoining property would continue to extend further towards the rear boundary than the proposed boundary wall on the subject site. The proposed boundary wall to the south eastern lot boundary has a single storey height for a 4 metre portion measured from Bulwer Street, then a two storey height for the next 10.2 metre portion and a three storey height for the remaining 11.3 metre portion. The lower boundary wall heights closer to Bulwer Street effectively respond to the existing boundary wall heights on the adjoining property to the south east.
- **Access to Sun and Ventilation:** The proposed boundary wall would not have an adverse impact on the adjoining property's access to sunlight and ventilation because it abuts an existing boundary wall and does not abut any major openings to habitable rooms or outdoor living areas. The adjoining property's primary outdoor living area is located to the northern portion of the site and would continue to be open to the northern aspect and associated winter sun.
- **Minimise Overlooking:** The proposed boundary wall does not contain any openings and would minimise direct overlooking to the adjoining property.
- **Streetscape:** The proposed building has been designed to step back from Bulwer Street at the upper floor levels. This would be an appropriate response to the setbacks of the existing dwellings along Bulwer Street and effectively reduce the appearance of the proposed boundary wall as viewed on approach from the south east. The boundary wall treatment would include painted brickwork, render and timber look cladding to provide visual interest and reduce the appearance of blank solid walls as viewed from the streetscape.

Open Space

The existing dwelling provides 35 percent of the subject site as open space. The proposed single house would provide 22.1 percent of the site as open space.

The proposed open space provided would satisfy the relevant design principles of the R Codes for the following reasons:

- **Streetscape Character:** The existing development at the subject site has nil setbacks to both Lake Street and Bulwer Street. With the exception of the proposed increased width to the carport, the ground floor footprint of the building would remain unchanged. The amount of open space provided on site would be consistent with the existing terrace style developments in the surrounding streetscape.

- Access to Sunlight for the Dwellings: The proposed development provides consolidated open space to the northern portion of the site which would be open to the northern aspect and associated winter sunlight. The proposed dwelling provides openings on the northern, western and southern facades which would ensure adequate access to natural sunlight and ventilation to the primary living spaces.
- Building Bulk: The proposed building bulk and scale would be consistent with the immediate streetscape which is characterised by two and three storey townhouses that have minimal street setbacks.
- Landscaping: The proposal includes the planting of a new lemon tree within the ground floor courtyard and a new crepe myrtle tree on the upper level roof deck which would contribute positively to both the development and the streetscape.
- Outdoor Living Spaces: The development provides a rear courtyard that exceeds the minimum deemed-to-comply outdoor living area dimensions for an R50 site under the R Codes, is directly accessible from the ground floor living room and is open to the northern aspect and associated winter sunlight. The development also provides a roof deck on the upper floor which can be utilised as a secondary outdoor living space by occupants of the dwelling.
- External Fixtures and Essential Facilities: The ground floor building envelope remains effectively unchanged and would continue to provide sufficient space to accommodate meter boxes and bin storage.

Building Height

The existing building on the subject site is single storey with a maximum height of approximately 4.1 metres. The proposed development would have a building height of three storeys and a maximum concealed roof height of 9.3 metres.

Community Consultation and Applicant's Justification

The City received submissions during the community consultation period raising concerns that all existing buildings along Bulwer Street are two storeys in height, existing dwellings along Lake Street are all setback from the street alignment and the proposed height and bulk of the building would significantly impact on the neighbourhood.

The applicant's written response to the submissions received which is included in **Attachment 7** outlines that the bulk, form and height of the development would be consistent with this area of Lake Street, and that the portion of the building on the corner of Lake and Bulwer Streets has been sympathetically designed to allow the historic corner shop element to maintain prominence within the street elevation.

Administration's Assessment

The proposed building height would satisfy the relevant design principles of the R Codes, and local housing objectives and element objectives of the Built Form Policy for the following reasons:

- Lake Street Streetscape: The existing development along Lake Street is characterised by two and three storey townhouses that have minimal street setbacks and limited articulation between the ground and upper floors. This is demonstrated in the detailed streetscape analysis included in **Attachment 6**. The existing development at the subject site with a nil setback to Lake Street forms part of this prevailing streetscape. The proposed alterations and additions that would be consistent with, and contribute positively to the existing and future streetscape context as it uses glazing, contrasting colours and materials, and different roof heights and forms to provide horizontal and vertical articulation as viewed from Lake Street. The proposed development would not be setting a new or undesirable precedent for the area.
- Bulwer Street Streetscape: The proposed building has been designed to step back from Bulwer Street at the upper floor levels which would be an appropriate response to the predominately single storey appearance of the existing dwellings to the south east along Bulwer Street.
- Mitigating Building Bulk: The proposed development would provide contrasting materials, glazing, articulation and landscaping to effectively reduce the appearance of blank solid walls and associated building bulk.
- Overlooking: The development has provided windows in locations that do not directly face the south eastern lot boundary and would not result in a loss of privacy for the adjoining property.
- Overshadowing: The proposed development would not have an adverse impact on the adjoining property's access to sunlight because it abuts an existing boundary wall and does not abut any major openings to habitable rooms or outdoor living areas. The adjoining property's primary outdoor living

area is located to the northern portion of the site and would continue to be open to the northern aspect and associated winter sun.

- Views of Significance: The proposed development would not have any greater impact on views from adjoining properties of the City to the south or Hyde Park to the north than what currently exists on the subject site.
- DRP Comments: The City's DRP Chairperson has reviewed the proposed development and advised that there are a number of existing three storey dwellings and mixed use buildings in close proximity to the subject site which support the proposed three storey building height.

Landscaping

In addition to the deemed-to-comply standards of the R Codes, the proposed single house has also been assessed against the landscaping provisions of the Built Form Policy Volume 1, Clause 1.4 that sets out deemed-to-comply standards. The deemed-to-comply landscaping standards set out in the Built Form Policy have not yet been approved by the WAPC and as such, these provisions are given regard only in the assessment of the application and do not have the same weight as other policy provisions.

The Built Form Policy deemed-to-comply standards relating to landscaping for single houses and the Built Form Policy acceptable outcomes relating to landscaping for commercial developments both set out 12 percent of the site to be provided as deep soil areas, 3 percent as planting areas and 30 percent as canopy coverage at maturity. The application proposes 1.6 percent of the site provided as deep soil areas, 4.5 percent as planting areas and 6.5 percent as canopy coverage at maturity.

Community Consultation and Applicant's Justification

The City received submissions during the community consultation period raising concerns that there would be a lack of landscaping provided on site.

The application did not initially propose any on-site landscaping. The applicant submitted amended plans following the conclusion of the community consultation period which are included in **Attachment 2** that provides for deep soil and on-structure planting areas, and two new trees.

Administration's Assessment

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

- Contribution to Streetscape: The subject site provides limited opportunities for ground level deep soil zone areas due to the existing building footprint which is proposed to be retained. The development would provide two new trees, including one on structure that would be visible from the street and contribute to the appearance and amenity of the development for residents and the community.
- Canopy Coverage: The proposed development would maximise opportunities for canopy coverage on the site when considering the existing footprint which is proposed to be retained. This would contribute towards increased urban air quality and a sense of open space between buildings.
- Verge Planting: One new tree could be accommodated within the Lake Street verge and another within the Bulwer Street verge, adjacent to the subject site. Should the application be approved, it is recommended that a condition be imposed requiring the planting of a tree within each verge at the expense of the applicant/owner and to the satisfaction of the City. This would be appropriate due to the limited opportunities to provide landscaping on-site for the commercial development and would enhance the overall landscaping outcome delivered by the development;
- Tree Species: The development includes tree species that are consistent with the City's preferred tree species list.
- On-Structure Planting: The proposed development provides landscaped planter boxes on the mid level terrace and a 6 square metre planting area on the roof deck. This would contribute to the overall landscaping outcome, assist in reducing the impacts of building bulk and provide increased amenity for future occupants.

Visual Privacy

Mid Level Bedroom 2 Window

The R Codes deemed-to-comply standards relating to visual privacy outline that the mid level bedroom 2 window should provide a 4.5 metre cone of vision setback to the south eastern lot boundary and the application proposes a 4.4 metre setback.

The R Codes deemed-to-comply standards relating to visual privacy outline that the upper floor roof deck should provide a 7.5 metre cone of vision setback to the south eastern lot boundary and the application proposes a nil setback.

Community Consultation and Applicant's Justification

The City received submissions during the community consultation period raising concerns that:

- The mid level bedroom 2 window cone of vision would fall on the adjoining south eastern properties primary outdoor living area, resulting in a loss of privacy; and
- The upper floor deck area on the southern elevation would create a privacy issue for the adjoining properties to the south east.

The applicant's written response to the submissions received which is included in **Attachment 7** outlines that amended plans were submitted which incorporated a solid aluminium privacy screen to increase the mid level bedroom 2 cone of vision setback from the south eastern lot boundary to 4.5 metres.

Administration's Assessment

The proposed plans show a 4.5 metre cone of vision to the south eastern lot boundary from the mid level bedroom 2 window. Administration has identified that this setback measures to 4.4 metres rather than 4.5 metres.

The proposed mid level bedroom 2 and upper floor deck cones of vision would not satisfy the design principles of the R Codes. This is because it would result in direct overlooking to the adjoining south eastern property's primary outdoor living area.

Should the application be approved, it is recommended that a condition be imposed requiring the applicant to submit amended plans prior to the issue of a building permit which:

- Modify the mid level bedroom 2 window vertical screens to provide a 4.5 metre cone of vision setback to the south eastern lot boundary in order to satisfy the deemed-to-comply standards of the R Codes; and
- Increase the height of the solid balustrading along the south eastern side of the upper floor roof deck from 1 metre to 1.6 metres to mitigate direct overlooking to the adjoining property to the south.

The remainder of the upper floor roof deck cone of vision that would fall on the adjoining property to the south east would satisfy the design principles of the R Codes and be acceptable as it looks in the direction of Bulwer Street rather than back towards the adjoining property's primary outdoor living area. The area affected by the cone of vision is the roof of the adjoining property and the angle of view would be oblique rather than direct.

Solar Access to Adjoining Properties

The existing building on the subject site casts a shadow over the adjoining south eastern properties front courtyard, the remainder of the building abuts a boundary wall of similar or greater height on the adjoining property. The proposed development would cast a shadow over 72.3 percent of the adjoining south eastern property at winter solstice.

Community Consultation and Applicant's Justification

The City received submissions during the community consultation period raising concerns that the development would not be acceptable because it would exceed the deemed-to-comply standard by 22.3 percent.

The applicant's written response to the submissions received which is included in Attachment 7 outlines that although the development would result in some overshadowing of the roof of the adjoining south eastern dwelling, large portions would remain free of shadow due to the height of the adjoining dwelling's roof comparative to the proposed development.

Administration's assessment against the deemed-to-comply standards represents an overshadowing calculation where the adjoining site is vacant. The applicant has submitted an overshadowing diagram in support of the proposed development which is included in Attachment 4 and outlines that the actual extent of overshadowing to the adjoining property when accounting for the heights and location of existing buildings is 37.8 percent.

Administration's Assessment

The proposed solar access for the adjoining property to the south east would satisfy the relevant design principles of the R Codes and element objectives of the Built Form Policy for the following reasons:

- **Major Openings and Outdoor Living Areas:** The proposed development would not have an adverse impact on the adjoining property's access to sunlight because it abuts an existing boundary wall and does not abut any major openings to habitable rooms or outdoor living areas. The adjoining property's primary outdoor living area is located to the northern portion of the site and would continue to be open to winter sun.
- **Roof Mounted Solar Collectors:** The adjoining dwelling to the south east does not have any existing roof mounted solar collectors that would be impacted by the shadow cast by the proposed development. The overshadowing diagram submitted by the applicant demonstrates that opportunities to install roof mounted solar collectors on the adjoining dwelling would remain. This is because of the angle of the lots with respect to north and because the two storey roof height of the existing dwelling to the south east would only be 3.2 metres lower than the roof height of the proposed additions on the subject site.

Car Parking

The Built Form Policy acceptable outcomes relating to roof design for commercial developments outline that car and bicycle parking shall be provided for the shop in accordance with the requirements of the City's Policy No. 7.7.1 – Non-Residential Development Parking Requirements (Parking Policy).

The City's Parking Policy outlines that a shop within the residential built form area shall be provided with 5 car bays per 100 square metres of Net Lettable Area (NLA). There are currently no on-site car parking spaces provided for the existing shop on-site. The proposed mid level studio addition to the existing shop would result in an increase in NLA from 98.9 square metres to 113.9 square metres. The shop requires five on-site car bays based on the existing NLA and six bays based on the proposed NLA, resulting in a further shortfall of one bay.

Community Consultation and Applicant's Justification

The City received submissions during the community consultation period raising concerns that the increased size of the shop would result in more customers and reduced availability of on-street parking bays in the area. The submissions also suggested that the development should better support alternate modes of transport through the provision of bicycle parking.

The applicant's written response to the submissions received which is included in **Attachment 7** outlines that the development would have no additional impact on the availability of on-street car bays. The applicant also indicated that whilst there is no ability to provide bicycle parking on-site, they would be in agreement with a condition to provide bicycle bays within the verge adjacent to the subject site if appropriate.

Administration's Assessment

The proposed car parking shortfall would satisfy the relevant local housing objectives of the Built Form Policy and policy objectives of the Parking Policy for the following reasons:

- **Existing Shop Land Use:** A shop land use has operated from the subject site since at least 1978 and contributes positively to the surrounding streetscape. Due to the narrow width of the site and existing building footprint to be retained there are limited opportunities to provide additional on-site car parking bays. The scale and intensity of the shop would remain low because the additional 15.0 square metres of shop space would be used as a studio for the production of millinery items rather than additional retail floor space. The development would not have an adverse impact on the surrounding area with respect to on-street car parking availability or traffic.
- **Residential Parking Bays:** The residential component of the development would provide two on-site car parking bays which would be in excess of the one bay deemed-to-comply standard of the R Codes and reduce the impact of the development on on-street car parking availability.

- Public Transport: The subject site is located 175 metres to the west of William Street which is a high frequency bus route. The available bus route connects the subject site directly to the Perth CBD and in turn, the wider Perth Public Transport Network. The site's close proximity to public transport options would further reduce the reliance on the use of private vehicles.
- Perth Bicycle Network: The subject site is located 430 metres north of Forbes Street and 200 metres east of Palmerston Street. These are local bicycle friendly routes that connect to principle shared paths that travel in north-south and east-west directions. The site's close proximity to the Perth Bicycle Network would support a shift away from reliance on the use of private vehicles and provide an alternate mode of transport to access the site.

Should the application be approved it is recommended that a condition be imposed requiring the installation of one short term bicycle bay within the verge adjacent to the subject site, at the expense of the applicant/owner and to the satisfaction of the City. This would be appropriate due to the limited opportunities to provide car parking on-site for the commercial development and would support the use of active modes of transport.

The parking demand generated by the development would be reduced and can be accommodated without the need for a cash-in-lieu contribution from the applicant for the proposed parking shortfall of one bay. This is because the subject site is well serviced by alternate modes of transport, specifically its close proximity to the William Street high frequency bus route, as well as cycle path network.

Environmentally Sustainable Design (ESD)

The City did not request that the applicant submit an ESD report in this instance because the application proposes alterations and additions to the existing building.

The proposed development would satisfy the local housing objectives and element objectives of the Built Form Policy relating to environmentally sustainable design for the following reasons:

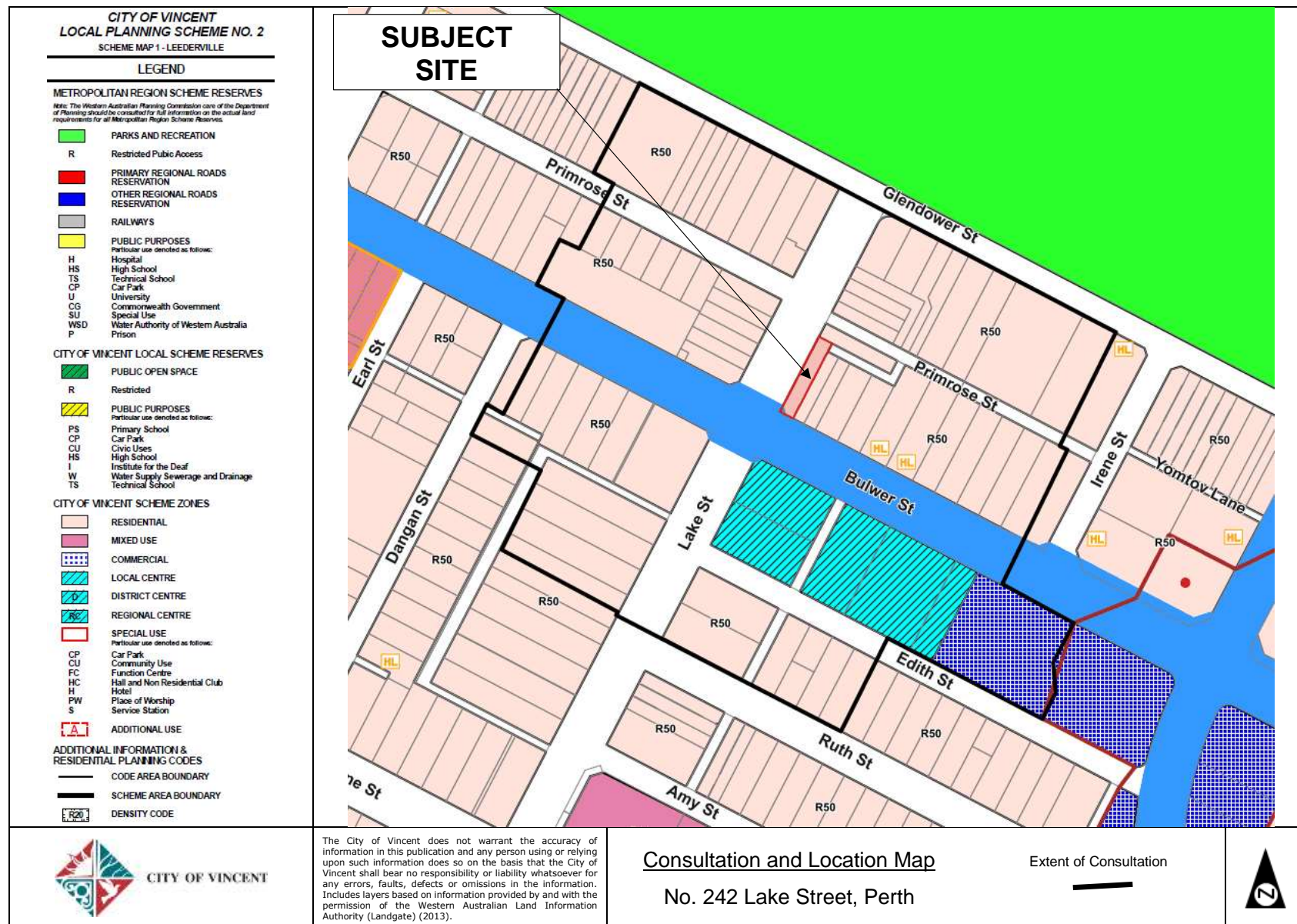
- Retention of Existing Building: The retention of the existing building is a positive environmentally sustainable outcome when compared to demolition and re-build due to the retention of the existing embodied energy in the building.
- Access to Sunlight: The outdoor living area and primary living spaces are provided with a northern aspect. The proposed development includes skylights at the upper floor level to provide additional access to natural sunlight.
- Shading Devices: The proposed upper floor building line would provide shade to the lower levels.
- Landscaping: The proposed development would maximise opportunities for planting areas and canopy coverage on the site when considering the existing building footprint which is proposed to be retained.

Construction Management Plan


A construction management plan would be required under the City's Policy No. 7.5.23 – Construction Management Plans. This is because the subject site is constrained from a construction perspective due to the narrow lot width and existing building envelope with nil setbacks to Lake and Bulwer Streets.

The careful management of the construction process and associated off-site impacts would be required to ensure that the development does not have an adverse impact on the amenity of the surrounding residential properties and traffic function of Lake and Bulwer Streets.

Should the application be approved, it is recommended that a condition be imposed requiring the submission of a construction management plan prior to the issue of a building permit.




SUBJECT SITE



CITY OF VINCENT

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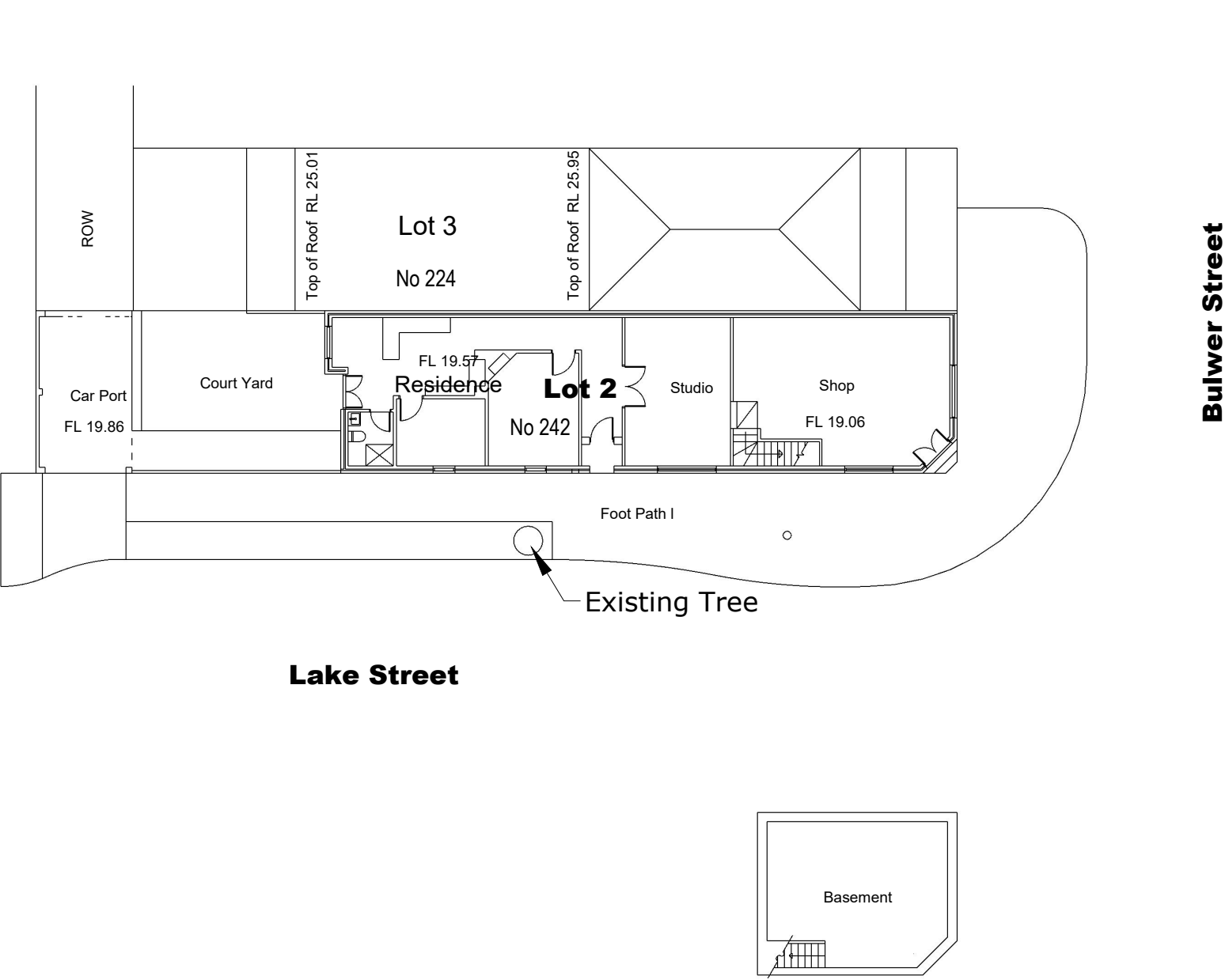
No. 242 Lake Street, Perth



Item 9.3- Attachment 1

Page 95





REVISIONS		REMARKS
MM/DD/YY		
1	22/02/22	Revised Landscaping roof shape windows to Lake Street privacy screen to rear trees noted & Dwg A 8
2	8/4/22	Over shadowing notes
3	-/-/-	...
4	-/-/-	...

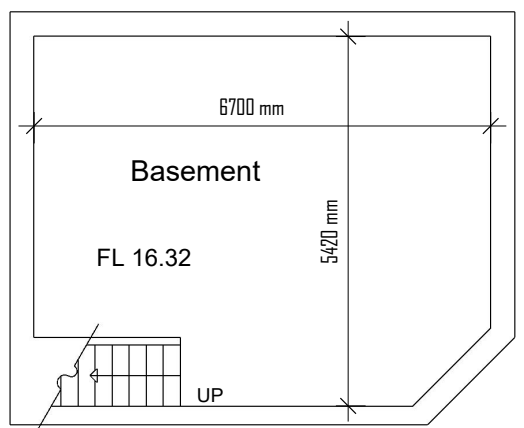
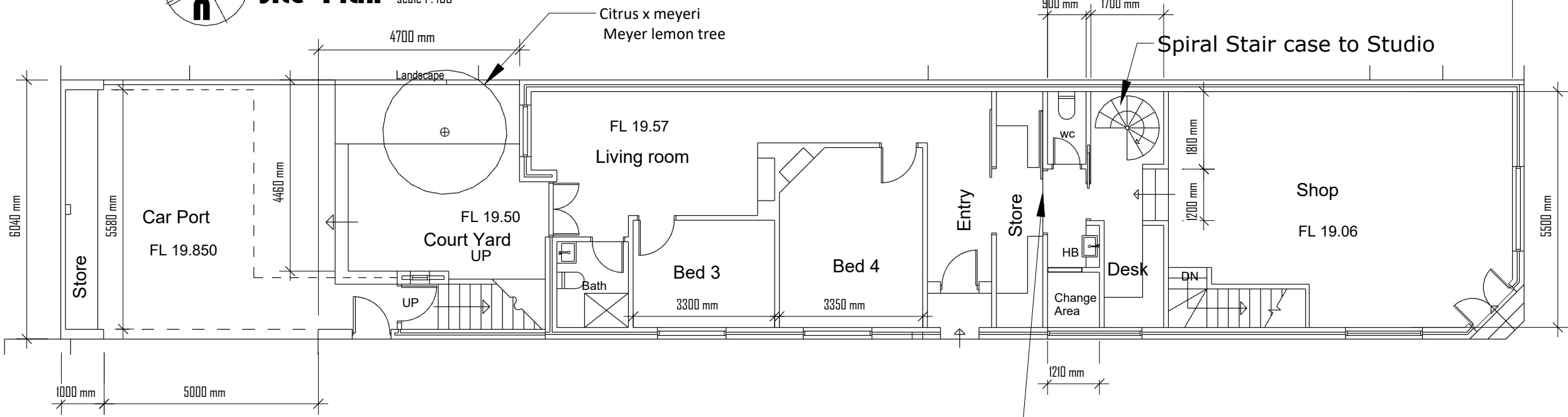
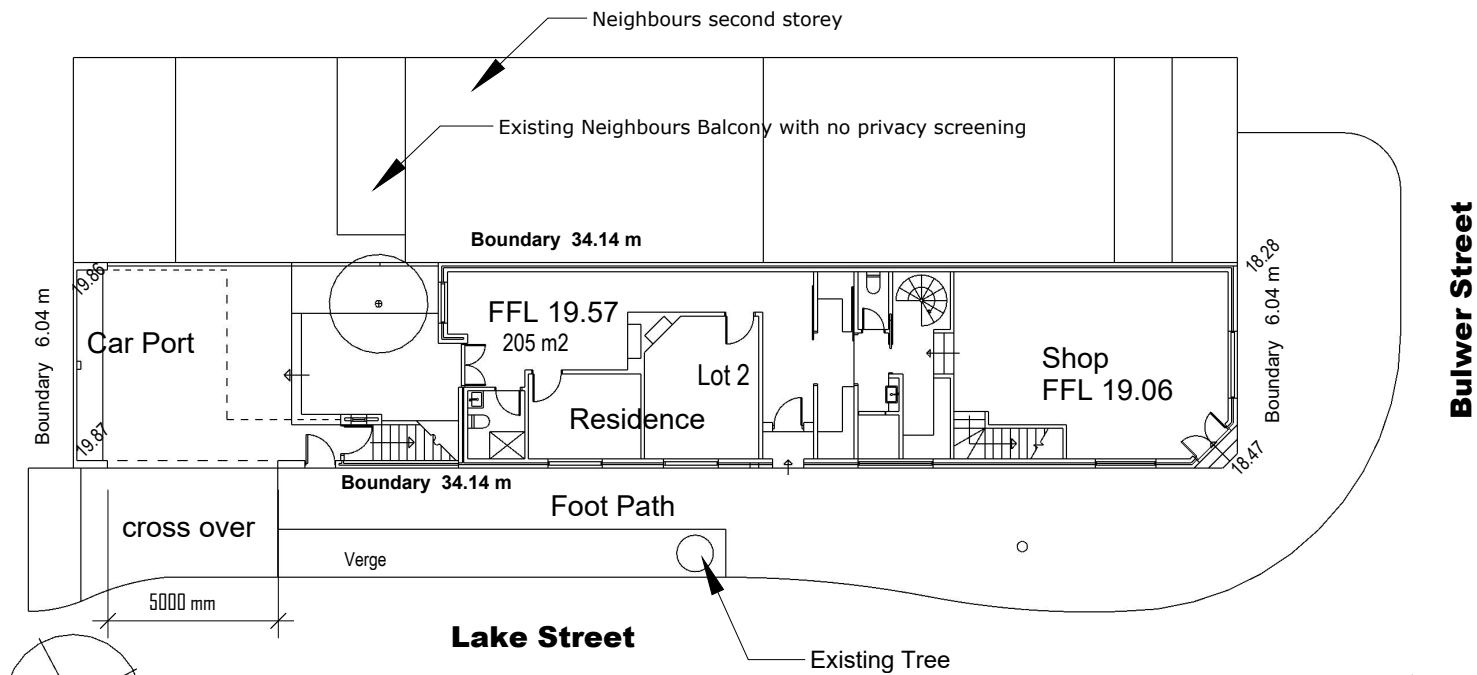
Existing Floor Plan	242 Lake Street Perth
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John Kestel Architect Pty Ltd Unit 9 - 33 Mary Street Highgate WA 6003 E johnkestelarchitect@inet.net.au M 0414 470 666
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Revision 2 8/4/22

Basement level floor Plan scale 1:100

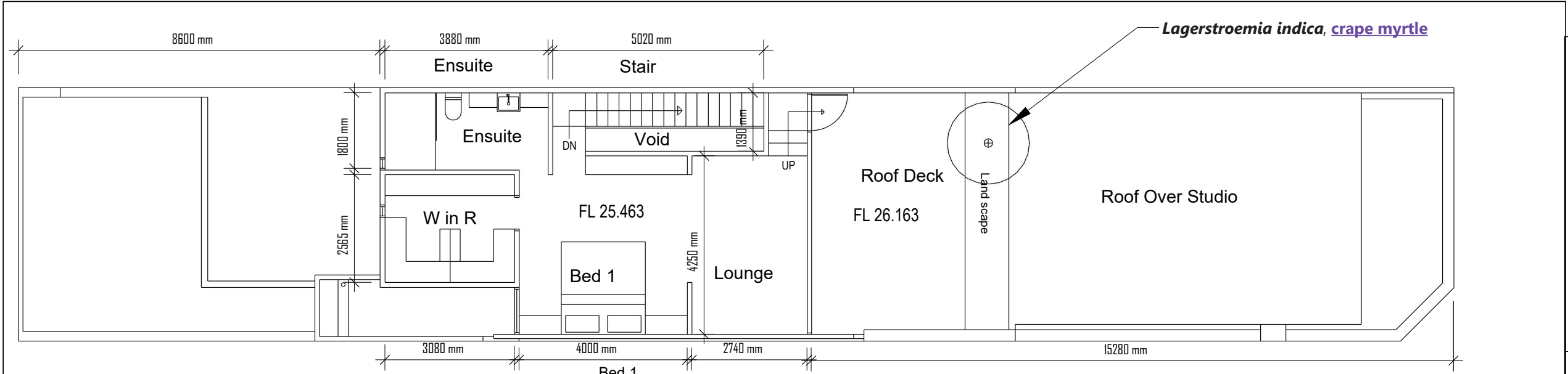
REVISIONS	
MM/DD/YY	REMARKS
1 22/02/22	Revised Landscaping roof shape windows to Lake Street
2 8/4/22	privacy screen to rear trees noted & Dwg A 8
3	Over shadowing notes
4	...

Site Plan Ground Floor & Basement

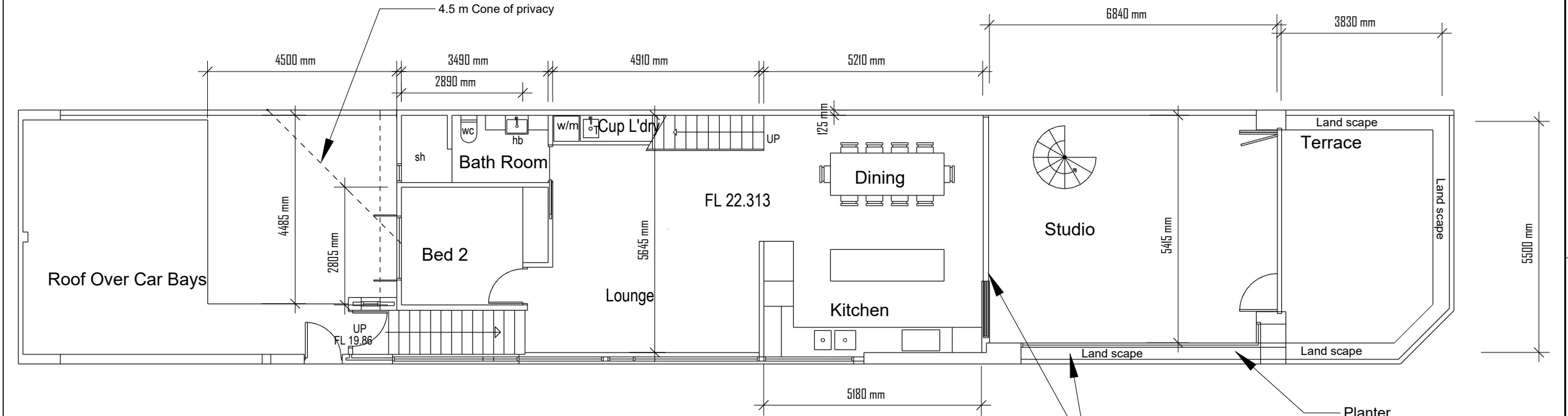
242 Lake Street Perth

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A 2



Upper level floor Plan scale 1 : 100



Mid level floor Plan scale 1 : 100

Mid and upper wall framed construction to Australian standard and code

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REVISIONS		REMARKS
MM/DD/YY		
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3	-	-
4	-	-

Site Plan Ground Floor & Basement
242 Lake Street Perth

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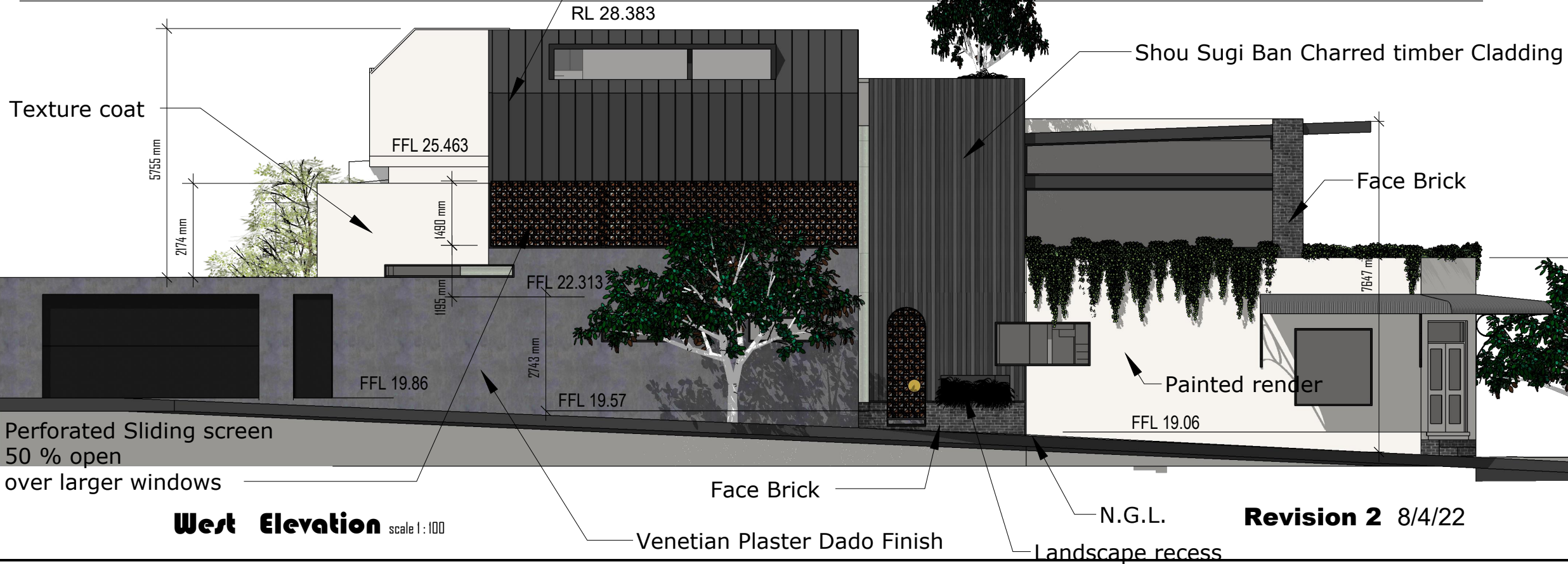


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Residence Portion

Highland Sheet metal
Basalt Colorbond Flat

None Conforming Use Shop Portion



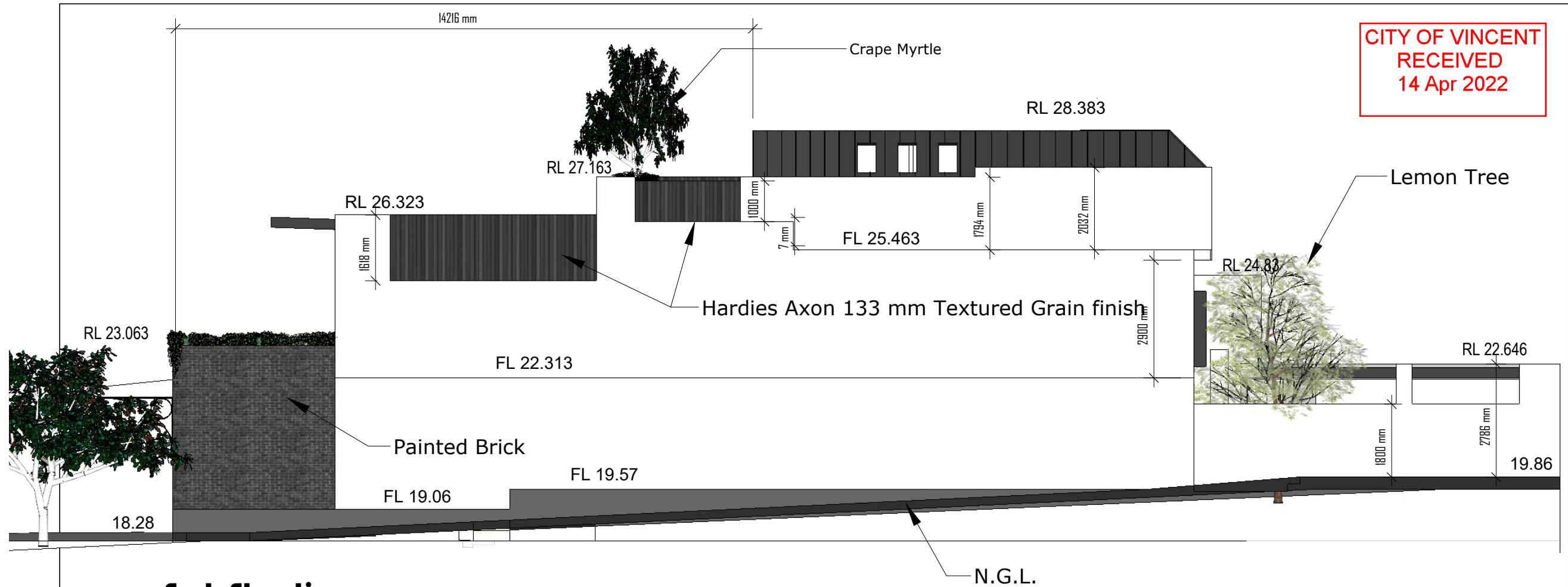
REVISIONS		REMARKS
MM/DD/YY		
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2	8/4/22	Over shadowing notes
3	-	...
4	-	...

Elevations

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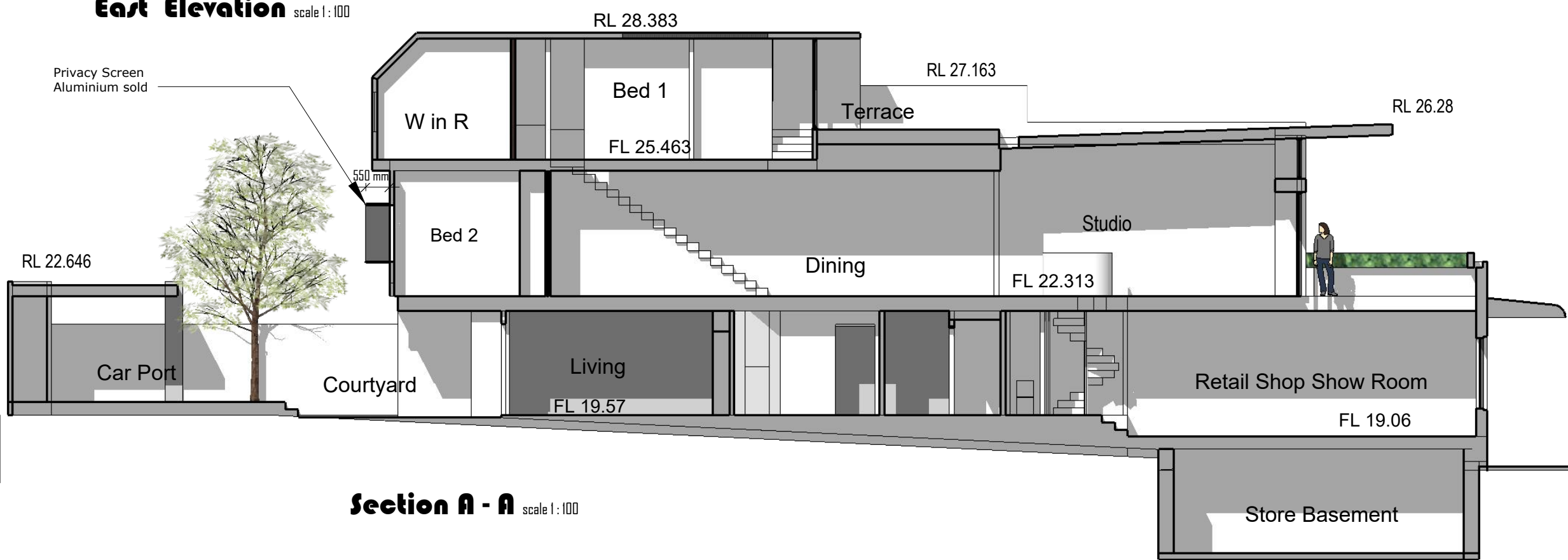
REVISIONS		REMARKS
MM/DD/YY		
1	22/02/22	Revised Landscaping roof shape windows to Lake Street privacy screen to rear trees noted & Dwg A 8
2	8/4/22	Over shadowing notes
3	-	...
4	-	...

Elevation & Section A - A

242 Lake Street Perth

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View from South



View from Corner

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REVISIONS		REMARKS
1	MM/DD/YY	22/02/22
2	22/02/22	Revised Landscaping roof shape windows to Lake Street privacy screen to rear trees noted & Dwg A 8
3	8/4/22	Over shadowing notes
4	-/-/-	...

3 D views

242 Lake Street Perth

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Revision 1 22/2/22



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3 D of North East Corner of proposed addition

REVISIONS		REMARKS
1	MM/DD/YY	22/02/22 Revised Landscaping roof shape windows to Lake Street privacy screen to rear trees noted & Dwg A 8
2	8/4/22	Over shadowing notes
3	-/-/-	...
4	-/-/-	...

North East Corner in 3 D

242 Lake Street Perth

John Kestel Architect Pty Ltd

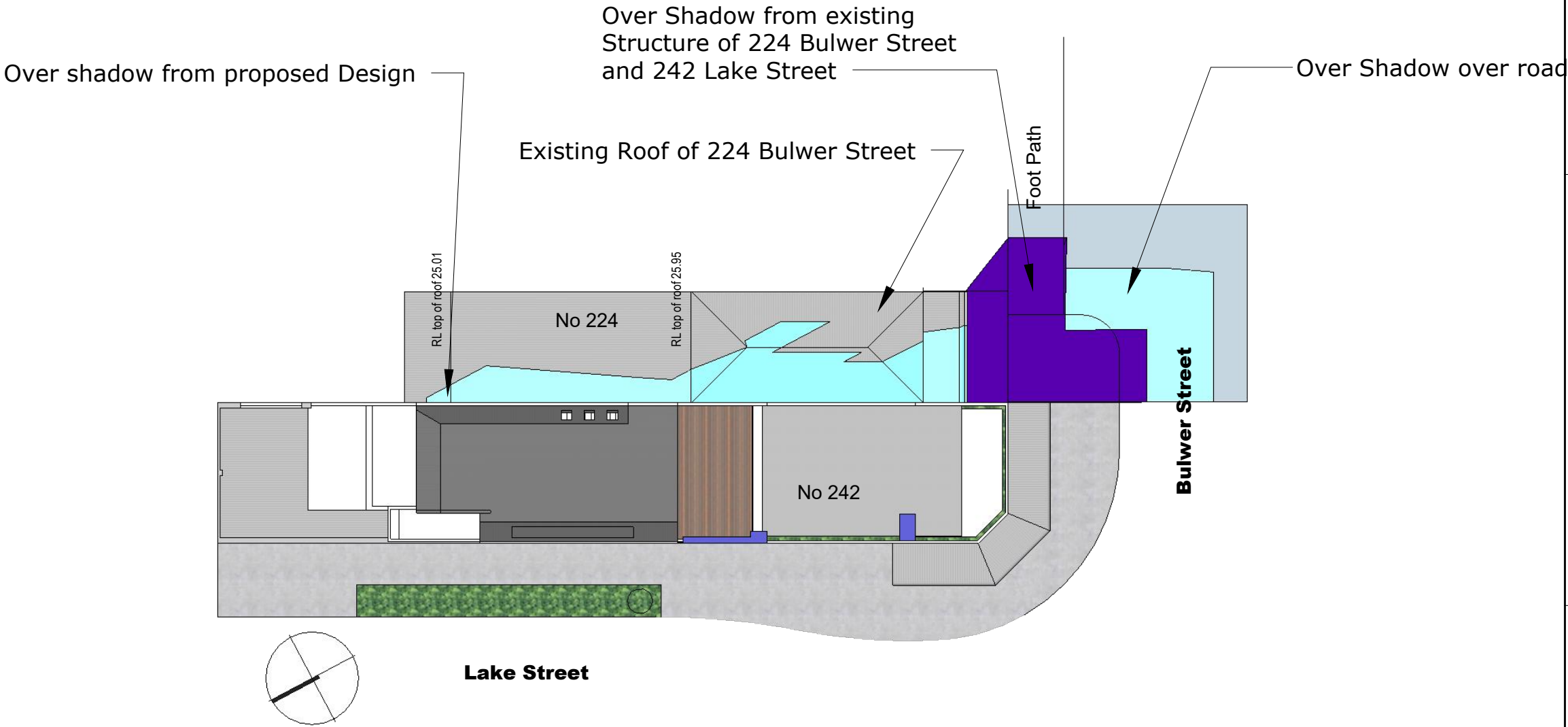
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Over Shadow Plan scale 1 : 200

21 June at Noon sun angle 33 Deg

Note : Existing over shadowing from 242 and neighbours own front veranda completely over shadows to neighbours front court and any additional over shadowing to street has no affect to the amenity of the neighbours property.

**There is no overshadowing of the neighbours north facing court or effect on ventilation
The only item that has additional over shadowing is the neighbours roof**

REVISIONS		REMARKS
MM/DD/YY		
1	22/02/22	Revised Landscaping roof shape windows to Lake Street
2	8/4/22	privacy screen to rear trees noted & Dwg A 8
3	-/-/-	Over shadowing notes
4	-/-/-	...

Over Shadow Plan	
242 Lake Street Perth	

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17 September 2021

15.9.21

City of Vincent
Attention Planning Department
244 Vincent Street
Leederville WA
6007

JOHN KESTEL ARCHITECT
JOHN KESTEL ARCHITECT

Unit 9/33 Mary Street
HIGHGATE
WA 6003
Mob: 0414 470 666
johnkestelarchitect@iinet.net.au

Dear Sir,

Re : Proposed Additions to 242 Lake Street Perth

The property 242 Lake Street is a historical typical corner shop with attaching residence, one of many that existing with the City of Vincent.

This particular one has a nonconforming use attached to the property that allows for the use of the shop portion as retail facility. The current owner, use the shop portion for her millinery business known as the Hat Box. Also the owners are raising two young children in rather confined living space.

The owner love living in this location and the shop allows for the millinery business to maintain quality client participation with display of product and consultation.

The proposal is to extend both the shop facility and residential portion of the property, to include an additional studio space for the shop for the production of millinery items. On the residential side the proposal is to add new kitchen, dining, lounge and bedroom with bathroom at midlevel. Plus master bedroom suite on upper level.

It has been the intent of the design to be respectful to the heritage nature of the corner shop while incorporating a new contemporary element away from the corner. The bulk of the upper floors, has been positioned away from Bulwer Street, allowing the corner to hold on to its historic proportions. The third storey portion sits well back from the corner and is opposite from the existing 3 storey town houses in Lake Street. We believe the proposal is in keeping with existing street amenity. The third storey element has been designed to site within the roof form of the addition, softening the scale and adding to the contemporary quality.

The proposal will have some over shadowing of the neighbouring property of 224 Bulwer Street, but the addition shadowing is over roof only. As the front entry court yard of 224 Bulwer Street is currently fully shaded by the existing built form of 224 Bulwer Street and 242 Lake Street (see over shadow Plan).

The layout of the design ensures that no portion of the shop or residence sits over each other ensuring compliance the City's Planning Scheme.

We trust that Council can see the quality of the proposal and can be supportive of my client's aspirations to provide a more accommodating and liveable property for them and their family.

Yours Faithfully

A handwritten signature in black ink, appearing to be 'John Kestel', with a long horizontal stroke extending to the right.

John Kestel

Detailed Streetscape Analysis

Proposed Single House & Alterations and Additions to Shop



245-249 Lake Street – Three Storey Townhouses



253 Lake Street and 1B Primrose Street – Three Storey Townhouses



253 Lake Street and 1B Primrose Street – Three Storey Townhouses



257 Lake Street – Three Storey Dwelling



248-254 Lake Street – Two Storey Terrace Houses



215-229 Bulwer Street – Traditional Single Storey Commercial Development



231-233 Bulwer Street – Single Storey Commercial Development



231-233 Bulwer Street – Two Storey Commercial Development



Subject Site (left) and Single Storey Residential Dwellings (middle and right)



213 – 205 Bulwer Street – Modern Two Storey Mixed Use Developments

Summary of Submissions:

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

Comments Received in Support:	Administration Comment
<ul style="list-style-type: none"> No comments provided. 	N/A

Comments Received in Objection:	Administration Comment
<u>Street Setbacks</u> <ul style="list-style-type: none"> The upper floor street setbacks need to abide by the regulations. The proposed upper floor street setbacks would be detrimental to the existing streetscape. Suggest that the development incorporate staggered setbacks at the upper floor levels. The Lake Street appearance would be a three storey parapet wall which does not exist anywhere else in the streetscape. 	<p>Given the constraints of a very narrow site we had little option but to propose a solution with a nil set back to Lake Street.</p> <p>The design layers back from the corner in the same way as the opposite side of Lake Street. This ensures the bulk and scale of the built form is in keeping with the existing built form of the street.</p> <p>The design of the facade has been carefully detailed to incorporate texture, articulation with landscaping, variation in finishes and elements set back where possible. We feel the proposed result, while large in scale would sit very comfortably within the existing street scape and improve the general quality of the area.</p>
<u>Lot Boundary Setbacks / Boundary Walls</u> <ul style="list-style-type: none"> The boundary wall lengths and heights should keep to the regulations. The proposed boundary walls would affect the adjoining properties access to sun and ventilation. Concerns in relation to the bulk of the boundary wall which extends out past the rear of the existing building on the property to the south east, blocking the existing balcony at this property. Query what the proposed material and finish for the south eastern lot boundary wall. Suggest that the finish should match the proposed walls facing Lake Street. Concerns that the proposed boundary wall height would be 3 metres higher than the building on the adjoining property to the south east. 	<p>The boundary wall as proposed does not conform to deemed to comply, but is not uncommon within the small narrow sites of the inner city as in the 245 and 247 Lake Street and is supportable under as it meets the design principles objectives.</p> <p>The proposed design has no effect on either sun or ventilation to the northern rear elevation of neighbouring properties, as can be seen on the shadow plan provided. Also please note that the front courtyard of the adjoining neighbour is completely overshadowed by the existing built form and the proposed built form has no additional impact on overshadowing of the neighbour's front courtyard on Bulwer Street.</p> <p>The proposal design is 1.0m short of the northern end of the neighbour's balcony and does not diminish in any way their view from the balcony unless</p>

Comments Received in Objection:	Administration Comment
	<p>they mean the view into the rear courtyard of 242 Lake Street.</p> <p>The finishes to the boundary wall to the southeast side will match some of the finishes to the lake street side.</p> <p>The additional height of boundary to the southeast side has been lowered after discussion with Planning representatives to minimise impact to the adjoining neighbour and the amenity of Bulwer Street.</p>
<p><u>Building Height</u></p> <ul style="list-style-type: none"> Concerns that all existing buildings along Bulwer Street are two storeys in height and existing properties along Lake Street are all setback from the street alignment. Suggest that if the requirement for the area is a maximum of two storeys, this must be maintained. Concerns that the proposed height and bulk of the building would significantly impact on the neighbourhood by detracting from the area and creating an imposing building. 	<p>The bulk form and height are consistent with this area of Lake Street and the corner has been sympathetically designed to allow the historic corner shop element to maintain prominence within the street elevation.</p>
<p><u>Street Surveillance</u></p> <ul style="list-style-type: none"> The Lake Street façade would look like a prison wall, suggest incorporating a window in this façade. 	<p>The mid-level window to lake street have been increase in size to allow surveillance from kitchen and lounge.</p>
<p><u>Landscaping</u></p> <ul style="list-style-type: none"> Suggest that the development retain all existing trees on site. Concern in relation to the lack of landscaping proposed on site. 	<p>Additional landscaping details have be provided which as seen in revised 3D view of the proposal.</p>
<p><u>Car and Bicycle Parking</u></p> <ul style="list-style-type: none"> Concerns that the increased size of the shop component would bring more clients when there is no on-site car parking available, resulting in reduced availability of on-street parking bays in the area. Concerns that the increased crossover width would result in the removal of an existing on-street car parking bay along Lake Street. Suggest that applicant pay cash-in-lieu for proposed car parking shortfall. Whilst there would be few customers that would bike to the shop, all new developments should support alternate modes of transport, 	<p>The shop area of the premises has not been increased and will have no additional impact on the on-street parking bays.</p> <p>The small increase in crossover would have minimal effect on the on-street parking.</p> <p>While there is no ability to provide bicycle parking for visitors on-site. We would be happy to contribute to a council bicycle rack within the verge if felt appropriate.</p>

C:\Users\Dan.McCluggage\AppData\Local\Hewlett-Packard\HP TRIM\TEMP\HPTRIM.17764\D22 92638 Attachment 7 - Summary of Submissions and Applicant s Response - 242 Lake Street PERTH.DOC

Comments Received in Objection:	Administration Comment
especially where a car parking shortfall exists.	
<u>Visual Privacy</u>	
<ul style="list-style-type: none"> Concerns that the mid-level bedroom 2 window cone of vision would fall on the adjoining south eastern properties primary outdoor living area, resulting in a loss of privacy. Concerns that the additional building height and proposed roof deck would allow views into the properties on the opposite side of Lake Street. 	The window of mid-level bed 2 is now compliant with regulation. Any over viewing from roof deck is within regulation.
<u>Solar Access to Adjoining Properties</u>	
<ul style="list-style-type: none"> The development would be 22.3 percent over the requirement and would not be acceptable. 	While there is some over shadowing of the neighbour's roof there is still large areas of their roof not compromised by the proposed additions.
<u>Open Space</u>	
<ul style="list-style-type: none"> Concerns that the lack of open space would impact on the flow of air and detract from the streetscape. 	The open space has no effect on air flow or street scape.
<u>Streetscape</u>	
<ul style="list-style-type: none"> Approval of the proposal would set a precedent that would be out of touch with the heritage buildings of the area that are unlikely to change. The proposed development would be the most dominant building at the intersection of Lake Street and Bulwer Street. 	Whilst increasing built form and floor area, well designed proposals with good attention to detail, respectfulness to historic elements of the existing structure, add to the amenity of the area and set good precedents for future development.
<u>Dilapidation of Adjoining Properties</u>	
<ul style="list-style-type: none"> These houses are very old and the original brickwork is brittle. Concerns that the scale of the proposed build would damage both the existing building at the site and the surrounding buildings. Request that a dilapidation report be carried out before work commences. Concerns regarding potential for damage to the adjoining property to the east during the construction period. 	The proposed designed is predominately a framed construction technique with minimal impact on the existing and adjoining structure. Final documentation will include structural engineering detail and certification. Also as part of the construction process, a dilapidation survey would be conducted on the neighbouring property.
<u>Construction Management</u>	
<ul style="list-style-type: none"> Concerns that the area surrounding the site has very little space to work from. Request that a construction management plan be required before work commences. 	As part of the building license process, we would provide a complete construction management plan for review.
<u>Sewerage Connection</u>	

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Comments Received in Objection:	Administration Comment
<ul style="list-style-type: none"> The existing sewer line servicing the site runs across three properties (242 Lake Street, 244 and 246 Bulwer Street) before connecting to the right of way. Concerns that the proposed development could result in backflow of sewerage into adjoining properties if a new connection is added, the existing line is damaged or further strain is placed on the connection point. Request that a plumbing management plan be required before works commence. 	No comments provided by the applicant.
<u>General</u> <ul style="list-style-type: none"> The development should keep to the regulations. 	No comments provided by the applicant.

Comments Received Expressing Concern:	Administration Comment
<u>Visual Privacy</u> <ul style="list-style-type: none"> Concerns that the upper floor deck area on the southern elevation would create a privacy issue for the adjoining properties to the south east. 	Refer to comments in table above relating to visual privacy.
<u>Dilapidation of Adjoining Properties</u> <ul style="list-style-type: none"> 242 Lake, 224 Bulwer and 222 Bulwer were all constructed at the same time and share party walls, roofing systems and a sewer line, all of which are very fragile. Concerns regarding the large scale of the proposed additions in relation to possible damage to the existing building at the site and the surrounding buildings. 	Refer to comments in table above relating to dilapidation of adjoining properties
<u>Solar Access to Adjoining Properties</u> <ul style="list-style-type: none"> Concerns that future plans to install solar panels on the adjoining properties to the south east would be adversely impacted by the proposed development. Request for an overshadowing plan to be provided. 	Refer to comments in table above relating to solar access for adjoining properties.
<u>Car and Bicycle Parking</u> <ul style="list-style-type: none"> Concerns that the increased crossover width would result in the removal of an existing on-street car parking bay along Lake Street. Request that the two existing two on-street car parking spaces along Lake Street be relocated to ensure that no bays are lost. 	Refer to comments in table above relating to car and bicycle parking.

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

Summary of Submissions:

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

Comments Received in Support:	Administration Comment:
No comments provided.	Not applicable.
Comments Received in Objection:	Administration Comment:
<p><u>Street Setbacks</u></p> <ul style="list-style-type: none"> The proposed upper floor street setbacks would be detrimental to the existing streetscape. Suggest that the development incorporate staggered setbacks at the upper floor levels. The Lake Street appearance would be a three storey parapet wall which does not exist anywhere else in the streetscape. The upper floor street setbacks need to abide by the regulations. 	<p>The overall building design would provide an effective balance between high quality internal amenity for its residents and appropriate visual interest as viewed from the street.</p> <p>The existing development along Lake Street is characterised by two and three storey townhouses that have minimal street setbacks and limited articulation between the ground and upper floors. This is demonstrated in the detailed streetscape analysis included in Attachment 6.</p> <p>The existing development at the subject site with a nil setback to Lake Street forms part of this prevailing streetscape. The proposed alterations and additions that would be consistent with, and contribute positively to the existing and future streetscape context as it uses glazing, contrasting colours and materials and different roof heights and forms to provide horizontal and vertical articulation as viewed from Lake Street.</p> <p>The development would satisfy the relevant design principles of the R Codes and local housing objectives of the Built Form Policy relating to street setbacks.</p>
<p><u>Lot Boundary Setbacks/Boundary Walls</u></p> <ul style="list-style-type: none"> The proposed boundary walls would affect the adjoining properties access to sun and ventilation. Concerns in relation to the bulk of the boundary wall which extends out past the rear of the existing building on the property to the south east, blocking the existing balcony at this property. Query what the proposed material and finish for the south eastern lot boundary wall. Suggest that the finish should match the proposed walls facing Lake Street. 	<p>The proposed boundary wall would not have an adverse impact on the adjoining property's access to sunlight and ventilation because it abuts an existing boundary wall and does not abut any major openings to habitable rooms or outdoor living areas. The adjoining property's primary outdoor living area is located to the northern portion of the site and would continue to be open to the northern aspect and associated winter sun.</p>

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<ul style="list-style-type: none"> Concerns that the proposed boundary wall height would be 3 metres higher than the building on the adjoining property to the south east. The boundary wall lengths and heights should keep to the regulations. 	<p>The boundary wall treatment would include painted brickwork, render and timber look cladding to provide visual interest and reduce the appearance of blank solid walls as viewed from the streetscape.</p> <p>The proposed boundary wall to the south eastern lot boundary has a single storey height for a 4 metre portion measured from Bulwer Street, then a two storey height for the next 10.2 metre portion and a three storey height for the remaining 11.3 metre portion. The lower boundary wall heights closer to Bulwer Street effectively respond to the existing boundary wall heights on the adjoining property to the south east.</p> <p>The development would satisfy the relevant design principles of the R Codes and local housing objectives of the Built Form Policy relating to street setbacks.</p>
<p><u>Building Height</u></p> <ul style="list-style-type: none"> Concerns that all existing buildings along Bulwer Street are two storeys in height and existing properties along Lake Street are all setback from the street alignment. Suggest that if the requirement for the area is a maximum of two storeys, this must be maintained. Concerns that the proposed height and bulk of the building would significantly impact on the neighbourhood by detracting from the area and creating an imposing building. 	<p>The existing development along Lake Street is characterised by two and three storey townhouses that have minimal street setbacks and limited articulation between the ground and upper floors. This is demonstrated in the detailed streetscape analysis included in Attachment 6.</p> <p>The proposed building has been designed to step back from Bulwer Street at the upper floor levels which would be an appropriate response to the predominately single storey appearance of the existing dwellings to the south east along Bulwer Street.</p> <p>The proposed development would provide contrasting materials, glazing, articulation and landscaping to effectively reduce the appearance of blank solid walls and associated building bulk.</p>
<p><u>Street Surveillance</u></p> <p>The Lake Street façade would look like a prison wall, suggest incorporating a window in this façade.</p>	<p>The applicant has provided amended plans with a window to the mid-level lounge and kitchen orienting Lake Street.</p> <p>The proposed development satisfies the deemed-to-comply standards of the R Codes Volume 1 relating to street surveillance.</p>
<p><u>Landscaping</u></p> <ul style="list-style-type: none"> Suggest that the development retain all existing trees on site. Concern in relation to the lack of landscaping proposed on site. 	<p>The application did not initially propose any on-site landscaping. The applicant submitted amended plans following the conclusion of the community consultation period which are included in Attachment 2 that provides for deep soil and on-structure planting areas, and two new trees.</p> <p>The proposed development would maximise opportunities for canopy coverage on the site when considering the existing footprint which is proposed to be retained.</p>

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<p><u>Car and Bicycle Parking</u></p> <ul style="list-style-type: none"> Concerns that the increased size of the shop component would bring more clients when there is no on-site car parking available, resulting in reduced availability of on-street parking bays in the area. Concerns that the increased crossover width would result in the removal of an existing on-street car parking bay along Lake Street. Suggest that applicant pay cash-in-lieu for proposed car parking shortfall. Whilst there would be few customers that would bike to the shop, all new developments should support alternate modes of transport, especially where a car parking shortfall exists. 	<p>The scale and intensity of the shop would remain low because the additional 15 square metres of shop space would be used as a studio for the production of millinery items rather than additional retail floor space. The development would not have an adverse impact on the surrounding area with respect to on-street car parking.</p> <p>The City's Technical Services team have reviewed the proposed development and the existing on-street car parking layout and confirmed that the widening of the crossover would not impact on the one on-street parking bay that currently exists on Lake Street between the existing crossover and the Bulwer Street intersection.</p> <p>The parking demand generated by the development can be accommodated without the need for a cash-in-lieu contribution from the applicant for the proposed parking shortfall of one bay. This is because the subject site is well serviced by alternate modes of transport, specifically its close proximity to the William Street high frequency bus route, as well as cycle path network.</p> <p>Should the application be approved it is recommended that a condition be imposed requiring the installation of one short term bicycle bay within the verge adjacent to the subject site, at the expense of the applicant/owner and to the satisfaction of the City. This would be appropriate due to the limited opportunities to provide car parking on-site for the commercial development and would support the use of active modes of transport.</p>
<p><u>Visual Privacy</u></p> <ul style="list-style-type: none"> Concerns that the mid-level bedroom 2 window cone of vision would fall on the adjoining south eastern properties primary outdoor living area, resulting in a loss of privacy. Concerns that the additional building height and proposed roof deck would allow views into the properties on the opposite side of Lake Street. 	<p>The R Codes deemed-to-comply standards relating to visual privacy outline that the mid level bedroom 2 window should provide a 4.5 metre cone of vision setback to the south eastern lot boundary. The application proposes a 4.4 metre setback.</p> <p>The proposed plans show a 4.5 metre cone of vision to the south eastern lot boundary from the mid level bedroom 2 window. Administration has identified that this setback measures to 4.4 metres rather than 4.5 metres.</p> <p>Administration agrees with the submissions received during the consultation period outlining that the proposed mid level bedroom 2 cone of vision would result in direct overlooking to the adjoining south eastern properties primary outdoor living area and as a result, would not satisfy the design principles of the R Codes.</p>

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
	<p>Should the application be approved, it is recommended that a Condition be imposed requiring the applicant to submit amended plans prior to the issue of a building permit which increase the midlevel bedroom 2 cone of vision setback from the south eastern lot boundary to 4.5 metres in order to satisfy the deemed-to-comply standards of the R Codes.</p> <p>The proposed development is separated from the adjoining properties on the opposite side of Lake Street by the 20 metre wide road reserve which is sufficient to ensure privacy is maintained.</p>
<p><u>Solar Access to Adjoining Properties</u></p> <p>The development would be 22.3 percent over the requirement and would not be acceptable.</p>	<p>Administration's assessment against the deemed-to-comply standards represents a worst case scenario where the adjoining site is vacant.</p> <p>The applicant has submitted an overshadowing diagram in support of the proposed development which is included in Attachment 4 and outlines that the actual extent of overshadowing to the adjoining property when accounting for the heights and location of existing buildings is 37.8 percent.</p> <p>The proposed shadow cast by the development would be acceptable because it would not have an adverse impact on the adjoining properties major openings to habitable rooms, primary outdoor living area or roof mounted solar collectors.</p>
<p><u>Open Space</u></p> <p>Concerns that the lack of open space would impact on the flow of air and detract from the streetscape.</p>	<p>The proposed development provides consolidated open space in the northern portion of the site which would be open to the northern aspect and associated winter sunlight. The proposed dwelling provides openings on the northern, western and southern facades which would ensure adequate access to natural sunlight and ventilation to the primary living spaces.</p> <p>The existing development at the subject site has nil setbacks to both Lake Street and Bulwer Street. With the exception of the proposed increased width to the carport, the ground floor footprint of the building would remain unchanged. The amount of open space provided on site would be consistent with the existing terrace style developments in the surrounding streetscape.</p>

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<p><u>Streetscape</u></p> <ul style="list-style-type: none"> Approval of the proposal would set a precedent that would be out of touch with the heritage buildings of the area that are unlikely to change. The proposed development would be the most dominant building at the intersection of Lake Street and Bulwer Street. 	<p>The existing development along Lake Street is characterised by two and three storey townhouses that have minimal street setbacks and limited articulation between the ground and upper floors. The proposed development would not be setting a new or undesirable precedent for the area.</p> <p>There are existing three storey buildings visible from the Lake and Bulwer Street intersection and the proposed development would not be inconsistent with this existing streetscape.</p>
<p><u>Construction Management & Dilapidation of Adjoining Properties</u></p> <ul style="list-style-type: none"> Concerns that the area surrounding the site has very little space to work from. Request that a construction management plan be required before work commences. These houses are very old and the original brickwork is brittle. Concerns that the scale of the proposed build would damage both the existing building at the site and the surrounding buildings. Request that a dilapidation report be carried out before work commences. Concerns regarding potential for damage to the adjoining property to the east during the construction period. 	<p>A construction management plan would be required under the City's Policy No. 7.5.23 – Construction Management Plans. This is because the subject site is constrained from a construction perspective due to the narrow lot width and existing building envelope with nil setbacks to Lake and Bulwer Streets.</p> <p>The careful management of the construction process and associated off-site impacts would be required to ensure that the development does not have an adverse impact on the amenity of the surrounding residential properties and traffic function of Lake and Bulwer Streets.</p> <p>Should the application be approved, it is recommended that a Condition be imposed requiring the submission of a construction management plan prior to the issue of a building permit.</p> <p>The applicant has confirmed in their response to the summary of submissions included in Attachment 7 that they will provide a construction management plan and accompanying dilapidation reports of adjoining properties with the building permit.</p>
<p><u>Sewerage Connection</u></p> <p>The existing sewer line servicing the site runs across three properties (Nos. 242 Lake Street, 244 and 246 Bulwer Street) before connecting to the right of way. Concerns that the proposed development could result in backflow of sewerage into adjoining properties if a new connection is added, the existing line is damaged or further strain is placed on the connection point. Request that a plumbing management plan be required before works commence.</p>	<p>The concerns raised have been reviewed by the City's Building Services and Technical Services teams and the following information has been provided.</p> <p>The proposed development would be required to be certified by a hydraulic engineer prior to the building permit being issued. Water Corporation would be consulted with to ensure that the existing/proposed infrastructure is suitable and then the works would be undertaken by a licensed plumber who would submit a notice of major plumbing works to the Water Corporation.</p>

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<p><u>Extent of Discretion Sought</u></p> <p>The development should keep to the regulations.</p>	<p>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.</p> <p>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.</p> <p>The deemed-to-comply standards are one way of satisfactorily meeting the design principles or local housing objectives and are often quantitative measures.</p> <p>If a planning element of an application meets the applicable deemed-to-comply standard/s then it is satisfactory and not subject to the discretion of the decision maker for the purposes of assessment against the Built Form Policy and R Codes.</p> <p>If a planning element of an application does not meet the applicable deemed-to-comply standard/s then decision maker's discretion is required to decide whether this element meets the design principles and local housing objectives.</p>
Comments Received Expressing Concern:	Administration Comment:
<p><u>Visual Privacy</u></p> <p>Concerns that the upper floor deck area on the southern elevation would create a privacy issue for the adjoining properties to the south east.</p>	<p>The R Codes deemed-to-comply standards relating to visual privacy outline that the upper floor roof deck should provide a 7.5 metre cone of vision setback to the south eastern lot boundary and the application proposes a nil setback.</p> <p>Administration agrees with the submissions received during the consultation period outlining that the proposed upper floor roof deck cone of vision would result in direct overlooking to the adjoining south eastern properties primary outdoor living area and as a result, would not satisfy the design principles of the R Codes.</p> <p>Should the application be approved, it is recommended that a condition be imposed requiring the applicant to submit amended plans prior to the issue of a building permit which increases the height of the balustrading along the south eastern side of the upper floor roof deck from 1 metre to 1.6 metres to mitigate direct overlooking to the adjoining property to the south.</p>

Summary of Submissions:

Comments Received Expressing Concern:	Administration Comment:
	The remainder of the upper floor roof deck cone of vision that would fall on the adjoining property to the south east would be acceptable as it looks in the direction of Bulwer Street rather than back towards the adjoining properties primary outdoor living area. The area affected by the cone of vision is the roof of the adjoining property and the angle of view would be oblique rather than direct.
<u>Dilapidation of Adjoining Properties</u> Nos. 242 Lake, 224 Bulwer and 222 Bulwer were all constructed at the same time and share party walls, roofing systems and a sewer line, all of which are very fragile. Concerns regarding the large scale of the proposed additions in relation to possible damage to the existing building at the site and the surrounding buildings.	Refer to the response provided in the table above regarding construction management and dilapidation reports for adjoining properties.
<u>Solar Access to Adjoining Properties</u> <ul style="list-style-type: none"> Concerns that future plans to install solar panels on the adjoining properties to the south east would be adversely impacted by the proposed development. Request for an overshadowing plan to be provided. 	The adjoining dwelling to the south east does not have any existing roof mounted solar collectors that would be impacted by the shadow cast by the proposed development. The overshadowing diagram submitted by the applicant and included in Attachment 4 effectively demonstrates that sufficient opportunities to install roof mounted solar collectors on the roof of the adjoining dwelling would remain due to the height of the adjoining dwellings roof comparative to the proposed development.
<u>Car and Bicycle Parking</u> Concerns that the increased crossover width would result in the removal of an existing on-street car parking bay along Lake Street. Request that the two existing on-street car parking spaces along Lake Street be relocated to ensure that no bays are lost.	Refer to the response provided in the table above regarding car and bicycle parking.

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

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
3. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
5. In relation to Advice Note 2 a further two years is added to the date by which the development shall be substantially commenced, pursuant to Schedule 3, Clause 3.1 of the Clause 78H Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 4 March 2022.
6. This approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the City's attention.
7. The applicant is responsible for ensuring that all lot boundaries as shown on the approved plans are correct.
8. No verge trees shall be REMOVED unless approved by the City. The verge trees shall be RETAINED and PROTECTED from any damage including unauthorized pruning.
9. 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.
10. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. Permits are required for placement of any material within the road reserve.
11. With reference to Condition 3, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
12. With reference to Condition 4 Clause 5.4.1 C1.2 Visual Privacy requirements of the R codes states that *screening devices such as obscure glazing, timber screens, external blinds, window hoods and shutters are to be at least 1.6m in height, at least 75 percent obscure, permanently fixed, made of durable material and restrict view in the direction of the overlooking into any adjoining property.*

Determination Advice Notes:

13. In regards to Condition 7, 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.
14. All new crossovers to lots are subject to a separate application to be approved by the City. All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications, which specify that the portion of the existing footpath traversing the proposed crossover (subject to the Footpath being in good condition as determined by the Infrastructure and Environment Services Directorate), must be retained. The proposed crossover levels shall match into the existing footpath levels. Should the footpath not to be in satisfactory condition, it must be replaced with in-situ concrete panels in accordance with the City's specification for reinstatement of concrete paths.

9.4 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO LOCAL PLANNING POLICY NO. 7.5.2 - SIGNS AND ADVERTISING

- Attachments:
1. Amended LPP 7.5.2 - Signs and Advertising (with tracked changes) [↓](#) 
 2. Amended LPP 7.5.2 - Signs and Advertising (clean version) [↓](#) 

RECOMMENDATION:

That Council PROCEEDS with Amendment No. 1 to Local Planning Policy No. 7.5.2 – Signs and Advertising with modifications, pursuant to Clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as shown at Attachment 2.

PURPOSE OF REPORT:

To consider the outcomes of community consultation on Amendment No. 1 to Local Planning Policy No. 7.5.2 – Signs and Advertising (LPP 7.5.2) and to determine whether to proceed with final adoption of the amended policy.

BACKGROUND:

[Local Planning Policy No. 7.5.2 – Signs and Advertising](#) (the Policy), was adopted by Council on 20 November 2001. Minor amendments were made on 30 August 2011 and 20 October 2020; a major review has not been undertaken since its adoption.

At its Ordinary Meeting of 20 October 2020, Council considered a Notice of Motion in relation to the Policy and resolved to:

‘REQUESTS Administration to investigate the suitability of Billboard Signs in the City of Vincent, including through community engagement, and to undertake a review of Local Planning Policy No. 7.5.2 – Signs and Advertising incorporating the results of the investigation by December 2021.’

The current definition for billboards within the Policy is:

‘A sign erected for the purpose of advertising products or services which are not being offered on a site on which the sign is erected’.

Billboards (third party advertising) is currently prohibited through the Policy, however there are some existing billboards located throughout the City that are subject to time limit approvals.

Preliminary community engagement on the Policy was undertaken for a period of 26 days from 12 May to 7 June 2021. The consultation resulted in 34 submissions. The following provides a summary of the responses:

- 25 respondents oppose and seven support third party advertising in Vincent;
- If third party advertising was allowed, most respondents stated it should be limited to community information or not for profits, with two submitters supporting other uses;
- 26 respondents had concerns and seven no concerns with large format hoarding signs;
- 23 respondents considered 50 percent window coverage was appropriate, with seven stating that less than 50 percent was appropriate and four stating more than 50 percent was appropriate;
- 32 respondents stated there should be controls on advertising of tobacco and alcohol related material and one stated there should not be any controls; and
- 26 respondents support limiting to the number of signs per tenancy and four stated there should not be a limit.

The outcome of the above consultation provided the basis for Administration to complete a review of the Policy. The amendment to LPP 7.5.2 includes the following modifications to the operative aspects:

1. Signs are limited to four per tenancy in most cases.
2. Window signs must maintain 70 percent visual transparency to ensure active frontages and passive surveillance can be achieved.

3. Community event and sponsorship signage is streamlined.
4. Billboards/third party advertising is not permitted. The draft amended Policy further clarifies that for existing billboards and third party advertising when temporary planning approvals expire, these should only be extended until end 2024, to allow the City's Local Planning Scheme (LPS2) to be amended to prohibit this signage completely.
5. On public land, promotion of alcohol, smoking or unhealthy foods by or on behalf of the City will be prohibited.
6. On private land, any premises whose primary purpose is the sale tobacco and smoking related products and premises whose primary purpose is the consumption of tobacco or other products used for smoking will be limited to one sign per tenancy, solely advertising the business name.

DETAILS:

The amendment to LPP 7.5.2 underwent a 28 day formal consultation period between 13 February 2022 and 13 March 2022 including:

- Advertisement in a local newspaper;
- Display notice of the Amendment to LPP 7.5.2 in Council offices;
- Referral in writing to affected agencies;
- Referral in writing to previous submitters;
- Hand delivered postcards to businesses in the Town Centres; and
- Display on the City's website and Imagine Vincent consultation page.

The consultation resulted in no submissions or further modifications to Amendment to LPP 7.5.2 as a result of consultation.

Prohibiting Third Party Advertising and large format signs

During preliminary consultation in June 2021, the community expressed a desire for the City to limit the proliferation of advertising signs, particularly relating to third party advertising and large format signs. Of particular relevance, 25 respondents opposed and only seven were in favour of third party advertising; and 26 respondents had concerns with large format signs compared to seven having no concerns.

Objective 3 and 4 of the Amended to LPP 7.5.2 seeks to ensure that advertising signs within the City:

- '...3. Only relate to services and products available on the site on which the advertising sign is located;
4. Do not result in a proliferation of advertisement;...'

Since its adoption in 2001, the Policy has supported the City's position to prohibited third party advertising/billboards. The amended LPP 7.5.2 seeks to prohibit third party advertising through the following policy provision:

3.1 New third party advertising, including time limited approvals, is prohibited in all zones.

To add further weight to the City's position, Administration investigated options to prohibit absolutely third party advertising/billboards in LPS2. During discussion with the Department of Planning, Lands and Heritage (the Department), Administration was advised that prohibiting third party advertising through LPS2 would be unlikely to be supported. The Department advised that a Local Planning Policy (LPP) was the best mechanism for controlling third party advertising/billboards, and further advised that an LPP could include guidance for the situations where the City had no option than to consider a large billboard sign.

In these instances, the amendment to LPP 7.5.2 seeks to minimise the size and impact of certain sign types. The following deemed to comply provisions would also apply if third party advertising were proposed:

10.3 Digital and Illuminated Signs

Digital sign

- b) If located on a freestanding sign, have a maximum area of 2 square metres

10.5 Free Standing Signs

- a) Be no taller than 2 metres from finished ground level to the top of the sign

Hoarding sign

- a) *Maximum area of 3 square metres*

10.7 *Roof Signs*

Integrated roof sign

<i>Maximum height of roof</i>	<i>Maximum sign area</i>
<i>Less than 7.5m</i>	<i>3m²</i>
<i>7.5 to 9m</i>	<i>5m²</i>
<i>More than 9m</i>	<i>10m²</i>

Provision 3.1 would provide sufficient guidance to reinforce the City's position on prohibiting third party advertising, and where the structure itself is concerned, there are specific criteria for each type of sign to guide decision making that seek to ensure that signs '*do not result in a proliferation of advertising*' as per the policy objectives.

Prohibiting Time Limited Third Party Advertising/Billboards

The City has two existing time limited third party advertising/billboards previously approved that have been subject to a number of extensions:

- No. 374 Newcastle Street (cnr Newcastle and Fitzgerald Street) – approved until December 2024; and
- Nos. 596 – 598 Newcastle Street (cnr Loftus and Newcastle Streets) – approved until October 2029.

The City encourages redevelopment of these sites in line with the City's Local Planning Strategy, which sets a vision for these to become high density mixed use development. Permanent approval of these signs would be inconsistent with the Local Planning Strategy and the City's position in relation to third party advertising/billboard signage.

The two sites in question have some challenges with redevelopment, including access and lots size. Notwithstanding these constraints, there is the ability under the current planning framework to consider various site access options and/or the provision of no on-site parking bays within the context of their location, dependent on the concept proposed.

Initially the draft advertised version of the Amendment to LPP 7.5.2 proposed to address the continuation of these time limited approvals by setting an end date for the further extension of these approvals in line with the current LPS2 review:

- 3.2 *Existing and previously approved third party advertising subject to a time limited approval beyond the completion of the first review of the Local Planning Scheme No. 2. Every effort should be made to cease use of the site for third party advertising and establish land uses in accordance with the vision set out for the site in the City of Vincent's Local Planning Strategy.*

Given the advice received from the Department that limits the City's ability to prohibit third party advertising/billboards in LPS2, Administration proposes to amend Clause 3.2 to remove reference to the review of the LPS2 and modify as follows:

- 3.2 *Existing and previously approved third party advertising subject to a time limited approval will not be granted a further extension beyond the approval date lapsing. Every effort should be made to cease use of the site for third party advertising and establish land uses in accordance with the vision set out for the site in the City of Vincent's Local Planning Strategy.*

The modified Clause 3.2 reinforces the City's position on third party advertising and clarifies the intent to see the subject sites redeveloped in line with the City's strategic direction. The existing time limited approvals are December 2024 and October 2029 respectively, giving landowners time to progress with selling, amalgamating or redeveloping the subject site prior to approvals lapsing.

Internal Advertising Signage

The policy was not intended to regulate internal signs as internal building works that do not materially affect the external appearance of the building are exempt from the need for development approval under the Clause 60(1)(b)5. of the Schedule 2 Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, unless they are being carried out on a heritage building.

There are some heritage buildings that would require development approval for internal signage. LPP 7.5.2 has not been designed to regulate this signage. In order to clarify that the policy was not intended to apply to any internal signage, the 'scope' of the policy has been adjusted to state this. Development approval would still be required for the internal signage in heritage buildings and these would be considered on their merits in accordance with the heritage listing statement of significance and applicable scheme provisions.

Restricting Smoking Shops and Smoking Bars to no more than one sign

At the [18 May 2021 Ordinary Council Meeting](#) (OMC), Council endorsed a Notice of Motion (NoM) that requested the Chief Executive Officer (CEO) provide a report to Council outlining options for changes to the planning framework to list smoking/cigar rooms, tobacconists, and other outlets whose primary purpose of the premises is where tobacco and other products to be used for smoking are offered for sale or consumed as uses that are not permitted in future developments.

At the [12 October 2021 OMC](#), Council considered a report outlining these options and resolved to request that the CEO prepare a new local planning policy to address provisions relating to Restricted Premises and businesses whose primary means of trade are through the sale and consumption of tobacco products. Council also requested the CEO consider the definition of 'Restricted Premises', and the Use Permissibility and Additional Site and Development Requirements for this land use as part of the next Local Planning Scheme Review.

The draft amendment to LPP 7.5.2 adopted by Council for advertising at the 14 December 2021 Council Meeting included a provision restricting advertising of businesses whose primary means of trade are through the sale and consumption of tobacco products, as follows:

- 3.7 *Any premises where the primary purpose is the sale of tobacco or other smoking products shall be permitted no more than one sign, which shall be used for the purpose of identifying a registered business name, to a maximum of 2 square metres.*

A review of this provision following advertising and the Council Briefing identified the need to clarify this provision to ensure it captures both premises whose primary purpose is the sale of tobacco or other smoking products and premises whose primary purpose is the consumption of tobacco or other products used for smoking. The provision has been updated as follows to clarify this:

- 3.7 *Any premises where the primary purpose is the sale of tobacco or other smoking products; or the consumption of tobacco and other products to be used for smoking shall be permitted no more than one sign, which shall be used for the purpose of identifying a registered business name, to a maximum of 2 square metres.*

CONSULTATION/ADVERTISING:

No further advertising is required unless major modifications are proposed.

LEGAL/POLICY:

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

Development controls are contained within the City's Local Planning Scheme No. 2 and State Planning Policy No. 7.3 – Residential Design Codes of Western Australia.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to support the proposed Amendment to Local Planning Policy 7.5.2 – Signs and Advertising to deal with development relating to signs and advertising.

STRATEGIC IMPLICATIONS:

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

Thriving Places

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

Sensitive Design

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

Our built form character and heritage is protected and enhanced.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:
Health Protection - Priority area 18. Alcohol and smoking

Action 18.4 Advocate for reduced exposure to alcohol and tobacco advertising, marketing, promotion and sponsorship.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



Legislation/local law requirements	This Policy has been prepared under the provisions of <i>Schedule 2, Part 2 and 3 of the 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	Policy 7.4.9 – Encroachments over Crown lands Local Planning Policy 7.5.1 – Minor Nature Development

PART 1 - PRELIMINARY

INTRODUCTION

Advertising signs are an important aspect of business identification. They help inform the community and promote goods and services. Well designed advertising signs can make a positive contribution to their setting. Equally, poorly designed, located or excessive advertising signs can detract from the visual appeal and safety of an area.

The City's *Strategic Community Plan 2018 - 2028* (SCP) sets out the strategic direction and priorities of the City of Vincent for the short to medium future. Key actions of the SCP include: encouraging business growth; improving design outcomes; responding to the local context and supporting local and small business.

The Signs and Advertising Policy seeks to ensure advertising signs throughout Vincent achieve the objectives of the SCP.

PURPOSE

The purpose of this policy is to provide clear direction on the design and application process for advertising signs within the City of Vincent.

OBJECTIVES

This policy seeks to ensure that advertising signs within the City:

1. Do not present a hazard or obstruction to pedestrians or motorists or the efficiency of a road or traffic control devices;
2. Are suitably designed and located to maintain and enhance the amenity of the surrounding locality;
3. Only relate to services and products available on the site on which the advertising sign is located;
4. Do not result in a proliferation of advertisement;
5. Do not detract from the heritage significance of a building or area;
6. Maintain active frontages and encourages pedestrian interaction;
7. Are incorporated and integrated with the buildings of other structures on the subject lot; and
8. Align with the City's Public Health Plan objective of advocating for reduced exposure to alcohol and tobacco advertising.

SCOPE

The provisions of this policy apply to advertising signs proposed within the City of Vincent, with the exception of:

- Internal advertising signs;
- Advertising signs that advertise a planning proposal for public comment;
- Advertising signs within public thoroughfares including directional street signs, on bus shelters or traffic and safety signs; and
- Election signs.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



PART 2 - POLICY PROVISIONS

1. DEFINITIONS

1.1 GENERAL DEFINITIONS

Advertising sign or Sign means any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing or directing, and includes:

- a) any hoarding or similar structure used, or adapted for use, for the display of advertisements;
- b) any airborne device anchored to any land or building used for the display of advertising; and
- c) any vehicle or trailer or other similar object placed or located so as to serve the purpose of displaying advertising.

Heritage Place means a place listed on the City's Heritage List or State Register of Heritage Places or within a designated Heritage Area.

Signage Strategy means an approved signage and advertising plan to demonstrate the provision of a comprehensive and consistent strategy for signage applied across a given site.

Street frontage means a portion of any lot or building facing a public street or right of way.

Thoroughfare shall have the same meaning as 'Thoroughfare' in the Local Law relating to Local Government Property.

Unhealthy foods shall have the same meaning as 'discretionary foods' in the *Australian Dietary Guidelines* as outlined in the COAG Health Council's publication, *National interim guide to reduce children's exposure to unhealthy food and drink promotion*.

Verandah for the purpose of this Policy includes cantilever awnings, cantilever verandahs and balconies whether in, on or above a street, way, footpath, public place or private property.

1.2 SIGN SPECIFIC DEFINITIONS

Definitions of individual sign specific types are addressed in each relevant clause of this Policy.

2. EXEMPTION FROM DEVELOPMENT APPROVAL

The following signs are exempt from development approval unless otherwise specified as a prohibited sign type:

SIGN TYPE	REQUIREMENTS FOR EXEMPTION
All signs with the exception of: a) free standing signs exceeding 2 metres in height to a maximum of 3 square metres; and b) above awning signs.	a) If the sign is not located on the State Register of Heritage Places; and b) The sign fully complies with the General Standards of Clause 7 and Sign Specific Standards of Clauses 8, 9 and 10.
Construction sign means an advertising sign that is erected at a building site for the duration of the construction or development period.	a) Maintains 70 percent visual permeability to the site; and b) Only be in place for the duration of the construction works/ development period.
Display home sign means a sign advertising the display of a display home.	a) Only be in place for the duration of the display period.
Realestate sign means sign advertising the sale or lease of the property.	a) Only be in place for the duration of the display or transaction period.
Eco sign means a temporary sign that advertises a local community event within the City that is run or sponsored by the City of Vincent.	a) Located on City owned land; and b) Does not include the promotion of smoking, alcohol or unhealthy food and drink.

Table 1. Exempt advertising signs

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING

**Example : Exemption from Development Approval**

1. The signs fully comply with the General Standards of Clause 7 and Sign Specific Standards of Clause 10; and
2. The signs are not located on a State Heritage place.

* a) Window signs are calculated as one (1) sign covering no more than 30% of the combined window area in accordance with Clause 10.10; and
b) Awning fascia sign is calculated as one sign per street frontage in accordance with Clause 10.1.

Exemptions are made pursuant to Clause 61(1)(h) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Where a sign is exempt from the requirement for development approval under this Policy, a Building permit may still be required building permit may still be required in certain circumstances detailing the structural aspects of the sign. Please contact the City's Building Services team for advice regarding the need for a building permit prior to the installation of any new signage.

3. PROHIBITED ADVERTISING SIGNS

Third party advertising (previously known as billboards) means an advertisement on any building, sign or structure so as to be visible from a street, public place, public reserve or other land for the purpose of advertising products or services that are not being offered on a site on which the sign is erected.

Fly posting means advertising by means of posters placed on fences, walls, trees or other structure or objects.

Variable message sign means any portable advertising sign which can be programmed to display electronically generated messages.

Bill posting means the sticking of any bill or painting, stenciling or affixing any advertisement on any building, structure, fence, wall, hoarding, signpost, pole, blind or awning, so as to be visible to any person in a street, public place, public reserve or other land.

Above roof sign means an advertising sign which protrudes above the building line or forms part of a projection above the roof of a building.

- 3.1 New third party advertising, including time limited approvals, is prohibited in all zones.
- 3.2 Existing and previously approved third party advertising subject to a time limited approval ~~beyond the completion of the first review of the Local Planning Scheme No. 2 will not be granted a further extension beyond the approval date lapsing~~. Every effort should be made to cease use of the site for third party advertising and establish land uses in accordance with the vision set out for the site in the City of Vincent's Local Planning Strategy.
- 3.3 Fly posting is prohibited in all zones.
- 3.4 Variable message signs are prohibited in all zones with the exclusion of government agencies for the purpose of providing temporary community advice.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



- 3.5 Bill posting is prohibited in all zones.
- 3.6 Above roof signs are prohibited in all zones.
- 3.7 Any premises where the primary purpose is the sale of tobacco or other smoking products; or the consumption of tobacco and other products to be used for smoking shall be permitted no more than one sign, which shall be used for the purpose of identifying a registered business name, to a maximum of 2 square metres.

4. CALCULATING ADVERTISING SIGNS

- 4.1 To ensure consistency in determining the area of advertising signs, the sign area is to be calculated in accordance with the following:
 - a) If the background colour of the sign matches the colour of the wall on which it is located, the area of the sign shall be determined by measuring around the words of the sign;
 - b) If the background colour of the sign does not match the colour of the wall on which it is located, the area of the sign is to be measured around the borders of the entire sign.
- 4.2 In the case of a building with a corner truncation, the truncation is to be included in the primary street frontage calculation.
- 4.3 Where more than one sign definition is applicable, the provisions for all of the relevant sign types applies. For example an illuminated awning sign on a heritage place will be assessed against the standards for awning signs, illuminated signs and heritage places.

5. DEVELOPMENT APPROVAL REQUIREMENTS

- 5.1 In assessing applications for advertising signs the City will give due regard to all provisions of this policy.
- 5.2 A development application should include a Sign Strategy which incorporates the location, type, size and design of all existing and proposed advertising signs and elevation plans. Justification should be provided as to the need for the number and design of advertising signs proposed, having regard for the relevant policy provisions and objectives.

6. VARIATIONS

- 6.1 Where the General Standards and Sign Specific Standards are not met, the proposed signs will be assessed in accordance with the Objectives of the Policy.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



7. GENERAL STANDARDS

The following General Standards apply to all advertising signs. Where the standards are not met, a development application is required.

- 7.1 Advertising signs only relate to services and products available on the site on which the advertising sign is located.
- 7.2 Advertising signs projecting from walls or under verandahs maintain a pedestrian clearance of 2.75 metres.



Acknowledging the local context produces a uniform and consistent series of advertising sign opportunities.



Consistency of signage location and scale provides continuity to the streetscape at pedestrian level.

- 7.3 A maximum of four (4) different sign types in accordance with Clause 10 for sites in non-residential zones, and a maximum as per Clause 9 for sites in the Residential zone.
- 7.4 Advertising signs do not extend outside the building envelope, obstruct major openings or project above the line of the parapet or building roof top.
- 7.5 Advertising signs do not protrude over Council property, including footpaths unless approval has been granted under the provisions of the *Local Government Property Local Law 2008*.



Adhoc and inconsistent advertising sign additions contribute to sign proliferation and reduce visual amenity.



Advertising signs should maintain active frontages and visual surveillance into and out of the business.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



8. ADVERTISING SIGNS ON HERITAGE PLACES

Where a sign is proposed on a heritage place, due regard is to be given to the Statement of Significance of the Place, the General Standards in Clause 7 and Sign Specific Standards in Clause 10. Where provisions are inconsistent with this clause, this clause prevails.

Deemed to comply:

Historic signs

Historic advertising signs contribute to the significance of a heritage place and should be retained and maintained.

New signs

Advertising signs on heritage places must:

- Not be located where they dominate, obscure or detract from any features which contributes to the significance of the heritage place;
- Not be located on any fabric that contributes to the heritage significance of the place as addressed in the statement of heritage significance;
- Be readily removable, having regard to the method of installation in order to ensure that the original material can be reinstated;
- Be of a scale that does not dominate, obstruct or detract from the heritage significance of a place; and
- Be of a color and style that is respectful to the heritage place, without the need to replicate historic advertising signs. Clearly distinguishable modern design that is respectful to the heritage place is preferred for new signs.



Signage does not detract from or obscure the significant elements of the heritage place.

9. ADVERTISING SIGNS IN THE RESIDENTIAL ZONE

The following provisions apply to advertising signs in Residential zones:

LAND USES	MAXIMUM NO. OF SIGNS	DEEMED TO COMPLY
Home Occupation	One per street frontage	<ul style="list-style-type: none"> Maximum of 0.2 square metres in area; For the purpose of identifying the name of the dwelling or name/nature of the home occupation; Illuminated signs are not permitted.
Home Business	One per street frontage	<ul style="list-style-type: none"> Maximum of 0.5 square metres in area; For the purpose of identifying the name/nature of the home business; Illuminated signs are not permitted.
Commercial	Two per tenancy	In accordance with the sign specific standards.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



10. SIGN SPECIFIC STANDARDS

10.1 AWNING AND VERANDAH SIGNS

Awning Fascia Sign means an advertising sign painted or attached to the fascia of an awning or verandah.

Deemed to comply:

- Maximum of one sign per 15 metres of street frontage containing a maximum of two elements such as a business name, logo or business slogan;
- If attached to an awning fascia, a maximum of 200 millimetres thick; and
- Be contained within the dimensions of the awning face.

Below Awning Sign means an advertising sign attached below an awning or verandah.

Deemed to comply:

- Maximum of one sign per 15 metres of street frontage;
- Maximum of 2.4 metres length and 500 millimetres height;
- Minimum clearance of 2.75 metres from the finished ground level to the lowest part of the sign; and
- Not project beyond the dimensions of the verandah.

Above awning sign means an advertising sign attached above or projecting from an awning or verandah.

Deemed to comply:

- Maximum of one sign per 15 metres of street frontage; and
- Maximum of 2 metres in length or 500 millimetres height.



Awning fascia sign calculation

- | | |
|--|---|
| ■ Sign 1 | ■ Sign 2 |
| ■ Sign 3 | ■ Sign 4 |



Below awning sign



Below awning sign



Above awning sign

10.2 PORTABLE SIGN

Portable sign means an advertising sign not permanently attached to the ground or to a structure, wall, fence or building.

Deemed to comply:

- Maximum of one sign per tenancy on a lot;
- Be located adjacent to the building to which the sign relates;
- Be displayed only during the normal business hours of the business to which the sign relates;
- Have no moving parts once the sign is in place;
- A maximum dimension of 1.2 square metres; and
- Portable signs located within thoroughfares shall meet the requirement of the City's Local Government Property Local Law.



Portable sign

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



10.3 DIGITAL AND ILLUMINATED SIGNS

The following applies to all digital and illuminated signs in addition to the sign specific provisions below.

Deemed to comply:

- Not located within a Residential zone;
- Not cause a nuisance, by way of artificial light being emitted from the sign or light, or natural or artificial light being reflected from the sign or light; and
- Be certified by the installer to comply with all relevant provisions of AS/NZS 4282:2019 – Control of the obtrusive effects of outdoor lighting, prior to installation.

Digital sign means an advertising sign that incorporates images that may move or change, including fading in and out or scrolling, but does not include a variable message sign.

Deemed to comply:

- Not incorporate additional flashing or alternating lighting over and above the digital display;
- If located on a freestanding sign, have a maximum area of 2 square metres; and
- If located in a public facing window, be included in the calculation for window signs in Clause 7.2.12.

Illuminated sign means an advertising sign which is so arranged as to be capable of being lighted either from within or from without the sign by artificial light provided, or mainly provided for that purpose.

Deemed to comply:

- Not comprise flashing, intermittent or running lights that change more than once in any five minute period;
- Be turned off one hour after the close of business;
- Have a minimum clearance of 2.75 metres from finished ground level to the lowest part of the sign when under an awning; and
- Be maintained to operate as an illuminated sign.



Digital window sign



Illuminated below awning sign



Illuminated awning fascia sign

10.4 FENCE SIGNS

Fence sign means an advertising sign which is attached to a fence.

No signage is permitted on fences, walls or other structures which do not form an integral part of the building. Signage may only be permitted on fences if:

- A tenancy is located on a district distributor; or
- A tenancy is located on a Heritage place and the installation of a sign on the building may result in physical damage to any significant fabric.

Deemed to comply:

- Maximum of one sign per tenancy, per street frontage of any one lot;
- Not exceed 20 percent in area of the portion of the fence on which it is located to a maximum of 5 square metres; and
- Maximum of 200 millimeters thick.



Fence sign

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



10.5 FREE STANDING SIGNS

The following applies to the assessment of all freestanding signs in addition to the specific provisions for hoarding, pylon and monolith signs.

Deemed to comply:

Freestanding signs are to:

- Be no taller than 2 metres from finished ground level to the top of the sign; and
- Be the only freestanding sign permitted per lot frontage. Where more than one business tenancy exists within the lot, be designed to accommodate the advertising for all tenancies.

Hoarding sign means a freestanding sign which is affixed to one or more supports with its largest dimension being horizontal.

Deemed to comply:

- Maximum area of 3 square metres.

Monolith sign means a freestanding vertical sign installed in a column or totem. The sign may consist of a number of modules and is generally uniform in shape from ground level to the top of the sign.

Deemed to comply:

- Maximum of 2 metres in width; and
- Maximum of 3 square metres.

Pylon sign means a freestanding sign which is affixed to supports with its largest dimension being vertical.

Deemed to comply:

- Minimum clearance of 2.75 metres from the finished ground level;
- Maximum 2.5 metres vertically or horizontally across the sign face;
- Maximum area of 4 square metres for a single tenancy, or 12 square metres for multiple tenancies; and
- Comprise a maximum of two supports with a total width not exceeding 3 metres.



Hoarding sign



Monolith sign



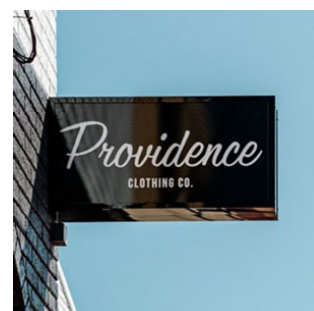
Pylon sign

10.6 PROJECTING SIGNS

Projecting sign means a sign that extends out from the wall of the building that it is attached to, and includes a sign suspended (hanging) from a bracket attached to the wall.

Deemed to comply:

- Maximum of one sign per street frontage;
- Have a minimum clearance of 2.75 metres from the finished ground level to the lowest part of the sign;
- Not project more than 1 metre from the wall and not exceed 4 square metres in area; and
- Not project above the top of the wall to which it is attached.



Projecting sign

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



10.7 ROOF SIGNS

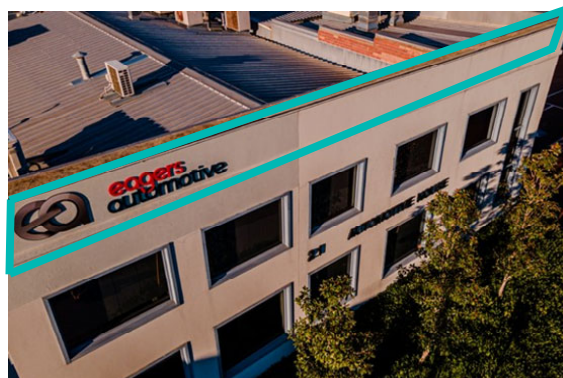
Integrated roof sign means an advertising sign which is integrated into the roof or roof fascia of a building.

Deemed to comply:

- Maximum of one sign per street frontage;
- Be affixed parallel to the fascia or portion of the building to which it is attached;
- Not project more than 300 millimetres from the portion of the building to which it is attached; and
- Not be within 500 millimetres of either end of the fascia, roof or parapet of the building to which it is attached.

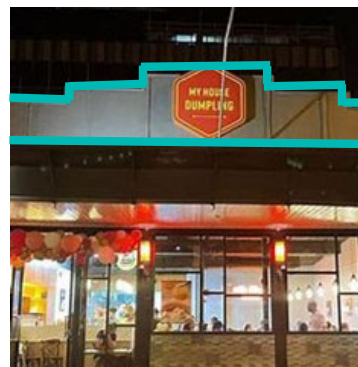
Roof signs are to comply with the following table:

Maximum height of roof	Maximum sign area
Less than 7.5m	3m ²
7.5 to 9m	5m ²
More than 9m	10m ²



Roof signs are affixed parallel to the fascia but do not project above the roof line.

■ Roof area



Roof signs are incorporated into the roof design of the building on which they are attached.

10.8 TETHERED SIGNS

Tethered sign means an advertisement device which is suspended from or tethered to any structure (with or without supporting framework) and made of paper, plastic, fabric or similar materials. The term includes inflatables, bunting, banners, flags and kites.

Deemed to comply:

- Permitted to be displayed for a maximum aggregate of 30 days in any calendar year;
- Have a maximum area of 2 square metres;
- A maximum of 6 metres from the finished ground level to the highest part of the sign; and
- Limited to a maximum of one sign per street frontage on any one lot.



Tethered sign

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



10.9 WALL SIGNS

Wall sign means a sign which is affixed or painted onto the external part of a building wall but does not project more than 300mm from the wall or above the lowest point of the eaves or ceiling of the building.

Deemed to comply:

- a) Maximum of one sign per 15 metres of street frontage, not exceeding 10 percent of the wall area to a maximum of 10 metres square; and
- b) For wall signs on Residential zoned land, not exceeding 1.2 square metres in area.

Additional information:

- The wall area includes the aggregate of walls on each street frontage (per 15 metres), including the portion of the wall from ground level to the top of the building wall, but does not include windows/openings or the roof area.
- In the case of a building with a corner truncation or multiple articulations, the total coverage of signage is to be calculated on the primary facade.



Wall signs can add visual interest when creatively designed or incorporated into the design of the building.

10.10 WINDOW SIGN

Window sign means a sign which is affixed to either the interior or exterior of a glazed area of a window or alternately suspended from the ceiling, or which is located in the interior of a glazed area of a window setback up to 0.4 metres behind a window, with the sole purpose of advertising onto the street.

Deemed to comply:

- a) Window signs do not exceed:
 - i) a maximum of 30% of the glazed area; or
 - ii) a maximum of 10 square metres:
 of the aggregate of a tenancy's ground and first floor level windows which are visible from the street or a public area, whichever is the lesser.



Windows free of excessive signage maintains active frontages and visual surveillance.



Excessive window coverage that reduces active frontages will generally not be permitted.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



10.11 COMMUNITY EVENT SIGNS

Community event sign means a temporary sign that advertises a local community event within the City such as a fete, hawkers market, festival or holiday program.

Deemed to comply:

- a) Maximum of one sign per frontage on a lot;
- b) Advertises a local community event with free admission and open to the general public or a free service that is located or accessible within the City;
- c) Does not exceed 1.5 metres in height and does not exceed an area of 3 square metres;
- d) Is not attached to a tree or any existing street furniture;
- e) Is not illuminated or made of reflective material;
- f) Relates only to the event or service, with the exception that a third party sponsoring the event may include a logo or similar acknowledgment on the sign, provided it does not occupy more than 20% of the sign's face area;
- g) Is not exhibited for more than a period of 30 days; and
- h) Is removed within 24 hours after the date of the event or, if advertising a service, immediately on the conclusion of the 30 day period.

10.12 SPONSORSHIP SIGNS

Sponsorship sign means an advertising sign which incorporates third party advertising for a financial or other benefit to a sporting or community club, but is not directly related to the functions or activities of the club.

Deemed to comply:

- a) Located on land reserved as Public Open Space or identified as sports space in the City's Public Open Space Strategy;
- b) For the purpose of identification and sponsorship associated with the local club;
- c) Sign content must face into the reserve or viewing areas, rather than out onto the street and other public spaces.;
- d) Not be illuminated or digital;
- e) Signage is removed at the conclusion of the sponsorship agreement; and
- f) Complies with the relevant provisions of the club's lease agreement with the City.

OFFICE USE ONLY	
Responsible Officer	Manager Policy and Place
Initial Council Adoption	20 November 2001
Previous Title	
Reviewed /Amended	
Next Review Date	

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



CITY OF VINCENT

Legislation/local law requirements	This Policy has been prepared under the provisions of <i>Schedule 2, Part 2 and 3 of the 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	Policy 7.4.9 – Encroachments over Crown lands Local Planning Policy 7.5.1 – Minor Nature Development

PART 1 - PRELIMINARY

INTRODUCTION

Advertising signs are an important aspect of business identification. They help inform the community and promote goods and services. Well designed advertising signs can make a positive contribution to their setting. Equally, poorly designed, located or excessive advertising signs can detract from the visual appeal and safety of an area.

The City's *Strategic Community Plan 2018 - 2028* (SCP) sets out the strategic direction and priorities of the City of Vincent for the short to medium future. Key actions of the SCP include: encouraging business growth; improving design outcomes; responding to the local context and supporting local and small business.

The Signs and Advertising Policy seeks to ensure advertising signs throughout Vincent achieve the objectives of the SCP.

PURPOSE

The purpose of this policy is to provide clear direction on the design and application process for advertising signs within the City of Vincent.

OBJECTIVES

This policy seeks to ensure that advertising signs within the City:

1. Do not present a hazard or obstruction to pedestrians or motorists or the efficiency of a road or traffic control devices;
2. Are suitably designed and located to maintain and enhance the amenity of the surrounding locality;
3. Only relate to services and products available on the site on which the advertising sign is located;
4. Do not result in a proliferation of advertisement;
5. Do not detract from the heritage significance of a building or area;
6. Maintain active frontages and encourages pedestrian interaction;
7. Are incorporated and integrated with the buildings of other structures on the subject lot; and
8. Align with the City's Public Health Plan objective of advocating for reduced exposure to alcohol and tobacco advertising.

SCOPE

The provisions of this policy apply to advertising signs proposed within the City of Vincent, with the exception of:

- Internal advertising signs;
- Advertising signs that advertise a planning proposal for public comment;
- Advertising signs within public thoroughfares including directional street signs, on bus shelters or traffic and safety signs; and
- Election signs.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



CITY OF VINCENT

PART 2 - POLICY PROVISIONS

1. DEFINITIONS

1.1 GENERAL DEFINITIONS

Advertising sign or Sign means any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing or directing, and includes:

- a) any hoarding or similar structure used, or adapted for use, for the display of advertisements;
- b) any airborne device anchored to any land or building used for the display of advertising; and
- c) any vehicle or trailer or other similar object placed or located so as to serve the purpose of displaying advertising.

Heritage Place means a place listed on the City's Heritage List or State Register of Heritage Places or within a designated Heritage Area.

Signage Strategy means an approved signage and advertising plan to demonstrate the provision of a comprehensive and consistent strategy for signage applied across a given site.

Street frontage means a portion of any lot or building facing a public street or right of way.

Thoroughfare shall have the same meaning as 'Thoroughfare' in the Local Law relating to Local Government Property.

Unhealthy foods shall have the same meaning as 'discretionary foods' in the *Australian Dietary Guidelines* as outlined in the COAG Health Council's publication, *National interim guide to reduce children's exposure to unhealthy food and drink promotion*.

Verandah for the purpose of this Policy includes cantilever awnings, cantilever verandahs and balconies whether in, on or above a street, way, footpath, public place or private property.

1.2 SIGN SPECIFIC DEFINITIONS

Definitions of individual sign specific types are addressed in each relevant clause of this Policy.

2. EXEMPTION FROM DEVELOPMENT APPROVAL

The following signs are exempt from development approval unless otherwise specified as a prohibited sign type:

SIGN TYPE	REQUIREMENTS FOR EXEMPTION
All signs with the exception of: a) free standing signs exceeding 2 metres in height to a maximum of 3 square metres; and b) above awning signs.	a) If the sign is not located on the State Register of Heritage Places; and b) The sign fully complies with the General Standards of Clause 7 and Sign Specific Standards of Clauses 8, 9 and 10.
Construction sign means an advertising sign that is erected at a building site for the duration of the construction or development period.	a) Maintains 70 percent visual permeability to the site; and b) Only be in place for the duration of the construction works/ development period.
Display home sign means a sign advertising the display of a display home.	a) Only be in place for the duration of the display period.
Realestate sign means sign advertising the sale or lease of the property.	a) Only be in place for the duration of the display or transaction period.
Eco sign means a temporary sign that advertises a local community event within the City that is run or sponsored by the City of Vincent.	a) Located on City owned land; and b) Does not include the promotion of smoking, alcohol or unhealthy food and drink.

Table 1. Exempt advertising signs

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



CITY OF VINCENT

**Example : Exemption from Development Approval**

1. The signs fully comply with the General Standards of Clause 7 and Sign Specific Standards of Clause 10; and
2. The signs are not located on a State Heritage place.

* a) Window signs are calculated as one (1) sign covering no more than 30% of the combined window area in accordance with Clause 10.10; and
 b) Awning fascia sign is calculated as one sign per street frontage in accordance with Clause 10.1.

Exemptions are made pursuant to Clause 61(1)(h) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Where a sign is exempt from the requirement for development approval under this Policy, a Building permit may still be required building permit may still be required in certain circumstances detailing the structural aspects of the sign. Please contact the City's Building Services team for advice regarding the need for a building permit prior to the installation of any new signage.

3. PROHIBITED ADVERTISING SIGNS

Third party advertising (previously known as billboards) means an advertisement on any building, sign or structure so as to be visible from a street, public place, public reserve or other land for the purpose of advertising products or services that are not being offered on a site on which the sign is erected.

Fly posting means advertising by means of posters placed on fences, walls, trees or other structure or objects.

Variable message sign means any portable advertising sign which can be programmed to display electronically generated messages.

Bill posting means the sticking of any bill or painting, stenciling or affixing any advertisement on any building, structure, fence, wall, hoarding, signpost, pole, blind or awning, so as to be visible to any person in a street, public place, public reserve or other land.

Above roof sign means an advertising sign which protrudes above the building line or forms part of a projection above the roof of a building.

- 3.1 New third party advertising, including time limited approvals, is prohibited in all zones.
- 3.2 Existing and previously approved third party advertising subject to a time limited approval will not be granted a further extension beyond the approval date lapsing. Every effort should be made to cease use of the site for third party advertising and establish land uses in accordance with the vision set out for the site in the City of Vincent's Local Planning Strategy.
- 3.3 Fly posting is prohibited in all zones.
- 3.4 Variable message signs are prohibited in all zones with the exclusion of government agencies for the purpose of providing temporary community advice.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



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- 3.5 Bill posting is prohibited in all zones.
- 3.6 Above roof signs are prohibited in all zones.
- 3.7 Any premises where the primary purpose is the sale of tobacco or other smoking products; or the consumption of tobacco and other products to be used for smoking shall be permitted no more than one sign, which shall be used for the purpose of identifying a registered business name, to a maximum of 2 square metres.

4. CALCULATING ADVERTISING SIGNS

- 4.1 To ensure consistency in determining the area of advertising signs, the sign area is to be calculated in accordance with the following:
 - a) If the background colour of the sign matches the colour of the wall on which it is located, the area of the sign shall be determined by measuring around the words of the sign; and
 - b) If the background colour of the sign does not match the colour of the wall on which it is located, the area of the sign is to be measured around the borders of the entire sign.
- 4.2 In the case of a building with a corner truncation, the truncation is to be included in the primary street frontage calculation.
- 4.3 Where more than one sign definition is applicable, the provisions for all of the relevant sign types applies. For example an illuminated awning sign on a heritage place will be assessed against the standards for awning signs, illuminated signs and heritage places.

5. DEVELOPMENT APPROVAL REQUIREMENTS

- 5.1 In assessing applications for advertising signs the City will give due regard to all provisions of this policy.
- 5.2 A development application should include a Sign Strategy which incorporates the location, type, size and design of all existing and proposed advertising signs and elevation plans. Justification should be provided as to the need for the number and design of advertising signs proposed, having regard for the relevant policy provisions and objectives.

6. VARIATIONS

- 6.1 Where the General Standards and Sign Specific Standards are not met, the proposed signs will be assessed in accordance with the Objectives of the Policy.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



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7. GENERAL STANDARDS

The following General Standards apply to all advertising signs. Where the standards are not met, a development application is required.

- 7.1 Advertising signs only relate to services and products available on the site on which the advertising sign is located.
- 7.2 Advertising signs projecting from walls or under verandahs maintain a pedestrian clearance of 2.75 metres.



Acknowledging the local context produces a uniform and consistent series of advertising sign opportunities.



Consistency of signage location and scale provides continuity to the streetscape at pedestrian level.

- 7.3 A maximum of four (4) different sign types in accordance with Clause 10 for sites in non-residential zones, and a maximum as per Clause 9 for sites in the Residential zone.

- 7.4 Advertising signs do not extend outside the building envelope, obstruct major openings or project above the line of the parapet or building roof top.

- 7.5 Advertising signs do not protrude over Council property, including footpaths unless approval has been granted under the provisions of the *Local Government Property Local Law 2008*.



Adhoc and inconsistent advertising sign additions contribute to sign proliferation and reduce visual amenity.



Advertising signs should maintain active frontages and visual surveillance into and out of the business.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



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8. ADVERTISING SIGNS ON HERITAGE PLACES

Where a sign is proposed on a heritage place, due regard is to be given to the Statement of Significance of the Place, the General Standards in Clause 7 and Sign Specific Standards in Clause 10. Where provisions are inconsistent with this clause, this clause prevails.

Deemed to comply:Historic signs

Historic advertising signs contribute to the significance of a heritage place and should be retained and maintained.

New signs

Advertising signs on heritage places must:

- Not be located where they dominate, obscure or detract from any features which contributes to the significance of the heritage place;
- Not be located on any fabric that contributes to the heritage significance of the place as addressed in the statement of heritage significance;
- Be readily removable, having regard to the method of installation in order to ensure that the original material can be reinstated;
- Be of a scale that does not dominate, obstruct or detract from the heritage significance of a place; and
- Be of a color and style that is respectful to the heritage place, without the need to replicate historic advertising signs. Clearly distinguishable modern design that is respectful to the heritage place is preferred for new signs.



Signage does not detract from or obscure the significant elements of the heritage place.

9. ADVERTISING SIGNS IN THE RESIDENTIAL ZONE

The following provisions apply to advertising signs in Residential zones:

LAND USES	MAXIMUM NO. OF SIGNS	DEEMED TO COMPLY
Home Occupation	One per street frontage	<ul style="list-style-type: none"> Maximum of 0.2 square metres in area; For the purpose of identifying the name of the dwelling or name/nature of the home occupation; Illuminated signs are not permitted.
Home Business	One per street frontage	<ul style="list-style-type: none"> Maximum of 0.5 square metres in area; For the purpose of identifying the name/nature of the home business; Illuminated signs are not permitted.
Commercial	Two per tenancy	In accordance with the sign specific standards.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



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10. SIGN SPECIFIC STANDARDS

10.1 AWNING AND VERANDAH SIGNS

Awning Fascia Sign means an advertising sign painted or attached to the fascia of an awning or verandah.

Deemed to comply:

- Maximum of one sign per 15 metres of street frontage containing a maximum of two elements such as a business name, logo or business slogan;
- If attached to an awning fascia, a maximum of 200 millimetres thick; and
- Be contained within the dimensions of the awning face.

Below Awning Sign means an advertising sign attached below an awning or verandah.

Deemed to comply:

- Maximum of one sign per 15 metres of street frontage;
- Maximum of 2.4 metres length and 500 millimetres height;
- Minimum clearance of 2.75 metres from the finished ground level to the lowest part of the sign; and
- Not project beyond the dimensions of the verandah.

Above awning sign means an advertising sign attached above or projecting from an awning or verandah.

Deemed to comply:

- Maximum of one sign per 15 metres of street frontage; and
- Maximum of 2 metres in length or 500 millimetres height.



Awning fascia sign calculation

Sign 1	Sign 2
Sign 3	Sign 4



Below awning sign



Below awning sign



Above awning sign

10.2 PORTABLE SIGN

Portable sign means an advertising sign not permanently attached to the ground or to a structure, wall, fence or building.

Deemed to comply:

- Maximum of one sign per tenancy on a lot;
- Be located adjacent to the building to which the sign relates;
- Be displayed only during the normal business hours of the business to which the sign relates;
- Have no moving parts once the sign is in place;
- A maximum dimension of 1.2 square metres; and
- Portable signs located within thoroughfares shall meet the requirement of the City's Local Government Property Local Law.



Portable sign

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



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10.3 DIGITAL AND ILLUMINATED SIGNS

The following applies to all digital and illuminated signs in addition to the sign specific provisions below.

Deemed to comply:

- Not located within a Residential zone;
- Not cause a nuisance, by way of artificial light being emitted from the sign or light, or natural or artificial light being reflected from the sign or light; and
- Be certified by the installer to comply with all relevant provisions of AS/NZS 4282:2019 – Control of the obtrusive effects of outdoor lighting, prior to installation.

Digital sign means an advertising sign that incorporates images that may move or change, including fading in and out or scrolling, but does not include a variable message sign.

Deemed to comply:

- Not incorporate additional flashing or alternating lighting over and above the digital display;
- If located on a freestanding sign, have a maximum area of 2 square metres; and
- If located in a public facing window, be included in the calculation for window signs in Clause 7.2.12.

Illuminated sign means an advertising sign which is so arranged as to be capable of being lighted either from within or from without the sign by artificial light provided, or mainly provided for that purpose.

Deemed to comply:

- Not comprise flashing, intermittent or running lights that change more than once in any five minute period;
- Be turned off one hour after the close of business;
- Have a minimum clearance of 2.75 metres from finished ground level to the lowest part of the sign when under an awning; and
- Be maintained to operate as an illuminated sign.



Digital window sign



Illuminated below awning sign



Illuminated awning fascia sign

10.4 FENCE SIGNS

Fence sign means an advertising sign which is attached to a fence.

No signage is permitted on fences, walls or other structures which do not form an integral part of the building. Signage may only be permitted on fences if:

- A tenancy is located on a district distributor; or
- A tenancy is located on a Heritage place and the installation of a sign on the building may result in physical damage to any significant fabric.

Deemed to comply:

- Maximum of one sign per tenancy, per street frontage of any one lot;
- Not exceed 20 percent in area of the portion of the fence on which it is located to a maximum of 5 square metres; and
- Maximum of 200 millimeters thick.



Fence sign

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



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10.5 FREE STANDING SIGNS

The following applies to the assessment of all freestanding signs in addition to the specific provisions for hoarding, pylon and monolith signs.

Deemed to comply:

Freestanding signs are to:

- Be no taller than 2 metres from finished ground level to the top of the sign; and
- Be the only freestanding sign permitted per lot frontage. Where more than one business tenancy exists within the lot, be designed to accommodate the advertising for all tenancies.

Hoarding sign means a freestanding sign which is affixed to one or more supports with its largest dimension being horizontal.

Deemed to comply:

- Maximum area of 3 square metres.

Monolith sign means a freestanding vertical sign installed in a column or totem. The sign may consist of a number of modules and is generally uniform in shape from ground level to the top of the sign.

Deemed to comply:

- Maximum of 2 metres in width; and
- Maximum of 3 square metres.

Pylon sign means a freestanding sign which is affixed to supports with its largest dimension being vertical.

Deemed to comply:

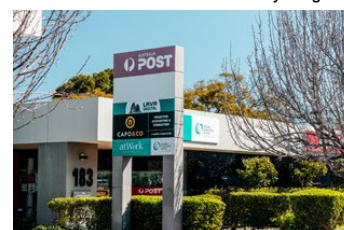
- Minimum clearance of 2.75 metres from the finished ground level;
- Maximum 2.5 metres vertically or horizontally across the sign face;
- Maximum area of 4 square metres for a single tenancy, or 12 square metres for multiple tenancies; and
- Comprise a maximum of two supports with a total width not exceeding 3 metres.



Hoarding sign



Monolith sign



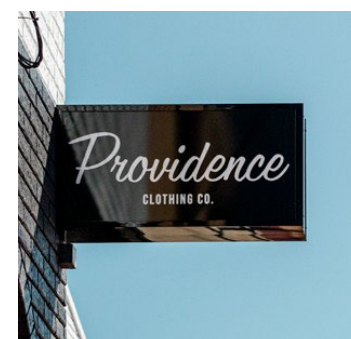
Pylon sign

10.6 PROJECTING SIGNS

Projecting sign means a sign that extends out from the wall of the building that it is attached to, and includes a sign suspended (hanging) from a bracket attached to the wall.

Deemed to comply:

- Maximum of one sign per street frontage;
- Have a minimum clearance of 2.75 metres from the finished ground level to the lowest part of the sign;
- Not project more than 1 metre from the wall and not exceed 4 square metres in area; and
- Not project above the top of the wall to which it is attached.



Projecting sign

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



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10.7 ROOF SIGNS

Integrated roof sign means an advertising sign which is integrated into the roof or roof fascia of a building.

Deemed to comply:

- Maximum of one sign per street frontage;
- Be affixed parallel to the fascia or portion of the building to which it is attached;
- Not project more than 300 millimetres from the portion of the building to which it is attached; and
- Not be within 500 millimetres of either end of the fascia, roof or parapet of the building to which it is attached.

Roof signs are to comply with the following table:

Maximum height of roof	Maximum sign area
Less than 7.5m	3m ²
7.5 to 9m	5m ²
More than 9m	10m ²



Roof signs are affixed parallel to the fascia but do not project above the roof line.

■ Roof area



Roof signs are incorporated into the roof design of the building on which they are attached.

10.8 TETHERED SIGNS

Tethered sign means an advertisement device which is suspended from or tethered to any structure (with or without supporting framework) and made of paper, plastic, fabric or similar materials. The term includes inflatables, bunting, banners, flags and kites.

Deemed to comply:

- Permitted to be displayed for a maximum aggregate of 30 days in any calendar year;
- Have a maximum area of 2 square metres;
- A maximum of 6 metres from the finished ground level to the highest part of the sign; and
- Limited to a maximum of one sign per street frontage on any one lot.



Tethered sign

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



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10.9 WALL SIGNS

Wall sign means a sign which is affixed or painted onto the external part of a building wall but does not project more than 300mm from the wall or above the lowest point of the eaves or ceiling of the building.

Deemed to comply:

- a) Maximum of one sign per 15 metres of street frontage, not exceeding 10 percent of the wall area to a maximum of 10 metres square; and
- b) For wall signs on Residential zoned land, not exceeding 1.2 square metres in area.

Additional information:

- The wall area includes the aggregate of walls on each street frontage (per 15 metres), including the portion of the wall from ground level to the top of the building wall, but does not include windows/openings or the roof area.
- In the case of a building with a corner truncation or multiple articulations, the total coverage of signage is to be calculated on the primary facade.



Wall signs can add visual interest when creatively designed or incorporated into the design of the building.

10.10 WINDOW SIGN

Window sign means a sign which is affixed to either the interior or exterior of a glazed area of a window or alternately suspended from the ceiling, or which is located in the interior of a glazed area of a window setback up to 0.4 metres behind a window, with the sole purpose of advertising onto the street.

Deemed to comply:

- a) Window signs do not exceed:
 - i) a maximum of 30% of the glazed area; or
 - ii) a maximum of 10 square metres:
 of the aggregate of a tenancy's ground and first floor level windows which are visible from the street or a public area, whichever is the lesser.



Windows free of excessive signage maintains active frontages and visual surveillance.



Excessive window coverage that reduces active frontages will generally not be permitted.

LOCAL PLANNING POLICY : SIGNS AND ADVERTISING



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10.11 COMMUNITY EVENT SIGNS

Community event sign means a temporary sign that advertises a local community event within the City such as a fete, hawkers market, festival or holiday program.

Deemed to comply:

- a) Maximum of one sign per frontage on a lot;
- b) Advertises a local community event with free admission and open to the general public or a free service that is located or accessible within the City;
- c) Does not exceed 1.5 metres in height and does not exceed an area of 3 square metres;
- d) Is not attached to a tree or any existing street furniture;
- e) Is not illuminated or made of reflective material;
- f) Relates only to the event or service, with the exception that a third party sponsoring the event may include a logo or similar acknowledgment on the sign, provided it does not occupy more than 20% of the sign's face area;
- g) Is not exhibited for more than a period of 30 days; and
- h) Is removed within 24 hours after the date of the event or, if advertising a service, immediately on the conclusion of the 30 day period.

10.12 SPONSORSHIP SIGNS

Sponsorship sign means an advertising sign which incorporates third party advertising for a financial or other benefit to a sporting or community club, but is not directly related to the functions or activities of the club.

Deemed to comply:

- a) Located on land reserved as Public Open Space or identified as sports space in the City's Public Open Space Strategy;
- b) For the purpose of identification and sponsorship associated with the local club;
- c) Sign content must face into the reserve or viewing areas, rather than out onto the street and other public spaces.;
- d) Not be illuminated or digital;
- e) Signage is removed at the conclusion of the sponsorship agreement; and
- f) Complies with the relevant provisions of the club's lease agreement with the City.

OFFICE USE ONLY	
Responsible Officer	Manager Policy and Place
Initial Council Adoption	20 November 2001
Previous Title	
Reviewed /Amended	
Next Review Date	

9.5 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO LOCAL PLANNING POLICY NO. 7.5.3 - EDUCATION AND CARE SERVICES

- Attachments:
1. Local Planning Policy: Child Care and Family Day Care [↓](#) 
 2. Response to Submission [↓](#) 

RECOMMENDATION:

That Council **PROCEEDS** with Amendment 2 to Local Planning Policy: Child Care and Family Day Care, pursuant to Clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as at Attachment 1.

PURPOSE OF REPORT:

To consider the outcomes of community consultation on Amendment No. 2 to Local Planning Policy: Child Care and Family Day Care and to determine whether to proceed with the amended policy.

BACKGROUND:

At its [8 March 2022 Meeting](#), Council approved conducting community consultation of its intention to amend the Education and Care Services Policy (Policy).

The advertised draft Policy included the following changes:

1. Retitled policy to Child Care and Family Day Care Policy.
2. Improved objectives.
3. Updated definitions to distinguish between 'Centre-Based Child Care Services' and 'Family Day Care Services'.
4. Deleted provisions relating to other legislation or those that are not planning considerations.
5. New provisions relating to:
 - Building design (Clause 1.1)
 - Suitable locations for Centre-Based Child Care Services (Clause 3.1 and 3.2)
 - Car parking and vehicle access (Clause 3.4)
6. Amended existing provisions relating to:
 - Fencing and security (Clause 1.2)
 - Hours of operation (Clause 1.5)
 - External playing space (Clause 3.3)
 - Submission requirements (Clause 4).

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken between 16 March and 9 May 2022, which is in excess of the 21 days required.

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

- Perth Voice – 26 March 2022; and
- notice exhibited at the City's Administration and Library and Local History Centre.

An email was sent to the group of stakeholders whose feedback was sought as part of the review process. These stakeholders included 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.

DETAILS:

Administration received one submission during the community consultation period, included at **Attachment 2**. This submission related to a previous development where Main Roads WA did not allow access to be granted from Charles Street. The Policy position is that access should be split over multiple frontages if possible, noting that advice from Main Roads WA or the Department of Planning, Lands and Heritage may prevail, as it did in this case.

No substantive modifications to the advertised Policy are recommended. Clause 4e includes a minor modification to clarify that the noise impact assessment will be “as determined by the City”. The final version of the Policy is included at **Attachment 1**.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

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

RISK MANAGEMENT IMPLICATIONS:

Low: Adopting the proposed policy is low risk.

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:

There are no financial implications of adopting this Policy.

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 and the child care premise 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 non-residential land uses.

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) At least 30 percentage of the external playing space is to be provided as canopy coverage.
- 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, as determined by the City;
- 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

No.	Submitter Comment	Administration comment
1.	<p>I have just been through the experience of a childcare centre being placed on the corner of Paddington and Charles Street North Perth. I'm a little amused by the way this child Centre has been managed and approved.</p> <p>I protested at the meeting in saying that the traffic in entry and exit to this centre would be horrendous on our local street. I suggested an exit into Charles Street with a Paddington St entry which would create a better flow through. This was not allowed and according to main roads department they will not allow such an exit to exist on a development in Charles Street.</p> <p>This is absurd when all up and down Charles Street we have entries and exits into apartments community centres etc and yet a childcare centre cannot have an exit into Charles Street!</p> <p>I was given the Angove Street example and said there were objections initially with that child Centre. Yet the entry and exit is a flow through which is completely different to what will be proposed and built in the Charles Paddington complex. In this instance residents have not been considered when there should be a workable solution To the traffic congestion that will emanate once the Child Centre is active. I am not against the development other than hoping that common sense would prevail but in this instance we are blocked with bureaucracy.</p>	<p>The City investigated alternate access routes to and from the site during the assessment process. However, the subject site abuts Charles Street which is proclaimed as a highway pursuant to Section 13 of the <i>Main Roads Act 1930</i> and is under the care, control and management of MRWA.</p> <p>Clause 3.4 d of the Policy requires dual vehicle access where possible to distribute the traffic volume over multiple streets, noting advice from other governing bodies may prevail.</p>

9.6 OUTCOMES OF ADVERTISING - VIBRANT PUBLIC SPACES POLICY

- Attachments:**
1. **Vibrant Public Spaces Policy - Summary of Submissions** [↓](#) 
 2. **Vibrant Public Spaces Policy (Amendments Highlighted)** [↓](#) 
 3. **Vibrant Public Spaces Policy (Final)** [↓](#) 

RECOMMENDATION:**That Council:**

1. **RESCINDS Policy No. 2.2.13 – Parklets;**
2. **ADOPTS the Vibrant Public Spaces Policy at Attachment 3; and**
3. **NOTES the proposed fees and charges to be included in the 2022/23 Fees and Charges.**

PURPOSE OF REPORT:

For Council to consider rescinding Policy No. 2.2.13 - Parklets and adopting the Vibrant Public Spaces Policy.

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 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](#) to facilitate and guide the implementation of parklets in town centres and commercial areas.

At its 15 December 2020 Ordinary Meeting (Item 9.7), Council adopted amended [Policy No. 2.2.13 – Parklets](#) (Parklets Policy) to allow Administration discretion to support an application for a liquor licence to apply in a parklet.

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 had 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.

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"*.

The City does not have an overarching policy 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.

To achieve the Thriving Places priority and manage ongoing request, the City began the process of developing the draft Vibrant Public Spaces Policy and its Policy Guidelines (draft Vibrant Public Spaces Policy). The draft Vibrant Public Spaces Policy was informed by a series of investigations, inclusive of community and key stakeholder engagement, to identify what types of spaces the community would like to see facilitated within the public realm.

At its 8 March 2022 Ordinary Meeting (Item 9.9), Council resolved to approve an amended [draft Vibrant Public Spaces Policy](#) for the purpose of advertising.

DETAILS:

The draft Vibrant Public Spaces Policy was advertised from 18 March 2022 to 1 May 2022 via the following methods:

- notice published on the City's website;
- notice posted to the City's social media;
- notice published in a local newspaper;
- notice posted in the City's e-newsletter and business e-newsletters;
- Dedicated project page on Imagine Vincent, providing opportunity to comment generally or fill out a survey;
- notices at the City's Administration Centre and Library;
- two pop-up engagement sessions adjacent:
 - No. 130 Oxford Street, Leederville: 31 March 2022 4:00pm – 7:00pm;
 - Nos. 35/602-610 Beaufort Street (Modus Coffee), Mount Lawley: 7 April 2022 7:30am – 10:30am;
- distribution of flyers at City sponsored events; and
- presentation at the 27 April 2022 Rebound Roundtable.

The results of the public consultation period are as follows:

- Unique page views – 108;
- Document downloads – 15; and
- Survey participants – 32.

Response via the survey was generally supportive of the intent of the draft Vibrant Public Spaces Policy, with many suggestions on elements that should be included or further enhanced to ensure the public benefit being provided by vibrant public spaces is sufficient.

A summary of submissions is included as **Attachment 1**. The report details the comments received in relation to policy objectives, design objectives, vibrant public space types, design requirements, location requirements, applicant responsibilities and fees and charges. The report also documents Administration's response to the submitter comments, and any recommended modifications to the draft Vibrant Public Spaces Policy in response to these comments. Key modifications to the draft Vibrant Public Spaces Policy include:

- Additional information and applicant responsibilities to clarify that vibrant public spaces are dog friendly and smoke free.

- The requirement for the provision of lighting in parklets and eatlets where a canopy is proposed.
- The prohibition of reserved signage.
- The inclusion of how the City would deal with non-compliance.
- Changes to the proposed fees and charges to incentivise parklets in preference of eatlets.

All recommended modifications, referenced in **Attachment 1**, have been included as highlighted amendments in the Vibrant Public Spaces Policy, included as **Attachment 2**.

The final version of the Vibrant Public Spaces Policy is included as **Attachment 3**.

Submissions detailed various opinions on the proposed fees and charges. The fees and charges below are proposed with consideration to the submissions received.

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	\$1,000	N/A
Parklet – built on new paving	\$2,500	\$1,250	N/A
Eatlet – built on existing ground surface or decked platform	N/A	\$1,500	\$500
Eatlet – built on new paving	\$2,500	\$1,750	\$500
Other Proposal	\$500	To be determined as part of Council endorsed Licence.	

The proposed fees were determined as a way of encouraging vibrant public space proposals. Based on these fees, the City would not return a monetary profit but would have received 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 a 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, a minimum approval fee of \$1,000 and \$1,500 are 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.

Submissions detailed a mixed response in relation to the fees. A high number of responses believed that there should be no fees as a way of supporting businesses. Other responses outlined a preference for eatlets to have a higher fee and be charged an annual fee due to the periods of exclusive use permitted.

Based on these comments and to incentivise parklets in preference of eatlets, reduced approval fees for parklets and the addition of an annual renewal fee for eatlets is proposed. The \$500 eatlet renewal fee directly correlates with the reduced parklet approval fees.

Fees and charges have not been waived as suggested. The fees do not return a monetary profit to the City, they have been created to cover the administrative costs associated with the assessment of vibrant public space proposals. As the fees and charges are reviewed annually, consideration would be given to the economic climate when determining the fees for vibrant public space types, and changes can be made accordingly.

CONSULTATION/ADVERTISING:

The draft Vibrant Public Spaces Policy was reviewed by the Department of Planning, Lands and Heritage (DPLH) Land Management and Policy teams who confirmed support for the policy, stating that the DPLH supports the development of vibrant, innovative spaces.

The City has notified all submitters of this item being presented to Council for approval. The City will further notify all submitters of the outcomes of the Ordinary Meeting of Council.

If adopted, further consultation would take place as outlined in Table 1 of the Policy for each vibrant public space type.

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.

The Vibrant Public Spaces Policy has been developed in accordance with the City's Policy Development and Review Policy. It is intended to respond to the City's existing strategies and policies and aligns with the:

- Strategic Community Plan 2018-2028;
- Accessible City Strategy 2020-2030; and
- Public Health Plan 2020-2025.

The Vibrant Public Spaces Policy considers parklets and has been developed to incorporate updated parklet policy provisions. It is proposed that Policy No. 2.2.13 – Parklets be rescinded and that the Vibrant Public Spaces Policy provides guidelines for parklets moving forward.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to rescind and adopt a new 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 implementation of the policy is to be met through the City's operational budget utilising existing resources.

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. Vibrant public spaces increase pedestrian amenity, support businesses, improve the public realm and provide space for community connection in a location otherwise underutilised.

Attachment 1

Vibrant Public Spaces Policy - Summary of Submissions

Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 1: Do you have any thoughts or comments about the draft Policy Objectives?		
<i>Submitter 2.</i> Looks good and makes sense.	Submitter support noted.	No modification required.
<i>Submitter 4.</i> N/A – Though some objection is to be had to the sensitivity objective.	Submitter comment noted.	No modification required.
<i>Submitter 7.</i> Very comprehensive and align with the SCP priorities, particularly thriving places and sensitive design. It is a much needed policy, and these policy objectives should facilitate the consistent assessment of these types of proposals to the benefit of the community.	Submitter support noted.	No modification required.
<i>Submitter 8, 9, 10, 12, 14 and 19.</i> No	Submitter comment noted.	No modification required.
<i>Submitter 11.</i> Looks good.	Submitter support noted.	No modification required.
<i>Submitter 13.</i> Agree	Submitter support noted.	No modification required.
<i>Submitter 15.</i> Seems like a beneficial plan to the community.	Submitter support noted.	No modification required.
<i>Submitter 17.</i> How will you determine community expectations and will these be expressly qualified during community consultation for future projects? It seems difficult to measure. I am supportive of encouraging pedestrian activity but I think environmentally sustainable alternatives like public transport and cycling should be included in the Policy Objectives as they are in the Design Objectives (#5.)	Community expectations relating to vibrant public space types have been assessed and determined in response to the 79 submissions received during the initial vibrant public spaces engagement (12 May 2021 to 7 June 2021) and in response to the advertising of the draft Policy and Guidelines (18 March 2022 to 1 May 2022). Undertaking the required engagement associated with each vibrant public space type will further assist to clarify and respond to these expectations. If the draft Vibrant Public Spaces Policy and its Guidelines (draft Vibrant Public Spaces Policy) are adopted, community expectations will be reassessed as part of any future policy review process.	No modification required.
<i>Submitter 29.</i> Achieving design outcomes that meet "community" expectations maybe more complex than stating it as an objective. Community does not have uniform expectations and a camel is said to be a horse designed by committee	The purpose of the draft Vibrant Public Spaces Policy <i>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.</i> The City supports the provision of active transport modes through its Accessible City Strategy and associated plans and programs.	
<i>Submitter 18.</i> Sounds good.	Submitter support noted.	No modification required.

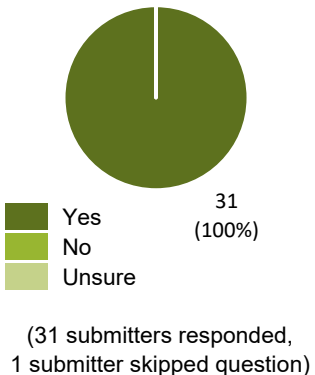
Attachment 1

Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 1: Do you have any thoughts or comments about the draft Policy Objectives?		
<i>Submitter 20.</i> Sounds like a good plan.	Submitter support noted.	No modification required.
<i>Submitter 32.</i> Very supportive of facilitating investment to enhance the public realm, and of ensuring things sensitively responding to the local character and context. I chose to live in Vincent because of the walkability/connectivity, community/vibe and character.	Submitter support noted.	No modification required.

DESIGN OBJECTIVES		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 2: Do you have any thoughts or comments about the draft Design Objectives?		
<i>Submitter 4.</i> N/A – Objectives appear to be unachievable.	The Design Objectives have been developed taking into consideration Design WA's <i>Ten Principles of Good Design</i> which look to establish a definition of good design. The objectives are considered to be high level, rather than unachievable. The objectives have been reviewed by the Department of Planning, Lands and Heritage, responsible for State land use planning and policy development. The Design Objectives are further articulated through the Design Requirements for each vibrant public space type.	No modification required.
<i>Submitter 5.</i> Looks good.	Submitter comment noted.	No modification required.
<i>Submitter 7.</i> Inclusion of sustainability objective is great. Would like to see more conversion of car bays/on street parking to pedestrian friendly areas.	Submitter comment noted.	No modification required.
<i>Submitter 8, 9, 10, 12, 13, 15 and 19.</i> No	Submitter comment noted.	No modification required.
<i>Submitter 11.</i> Good outcome	Submitter support noted.	No modification required.
<i>Submitter 14.</i> Good.	Submitter support noted.	No modification required.
<i>Submitter 18.</i> Looks good!	Submitter support noted.	No modification required.
<i>Submitter 20.</i> Optimising safety is always a plus	Submitter support noted.	No modification required.
<i>Submitter 29.</i> Provide places that are legible, with good lines of sight to key	Transport connections and road design are addressed through the City's Accessible City Strategy and associated plans and programs. The Design	No modification required.

Attachment 1

DESIGN OBJECTIVES		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 2: Do you have any thoughts or comments about the draft Design Objectives?		
locations, clear connections and easily identifiable elements to help (people) find their way around. While walking is a great way of getting around the reality of public transport means that cars are a necessity for east to west journeys and return within Vincent to visit library, gym, Beatty Park and supermarket and speciality stores. Road design and traffic flow on roads and into and out of parking areas should also be a design objective.	and Location Requirements of the draft Vibrant Public Spaces Policy ensure that current road design and traffic flow is not impeded. Vibrant public spaces, such as parklets and eatlets, are only permitted when car parking demand in the precinct (400m walkable catchment area) does not exceed 85% occupancy, ensuring that adequate car parking supply is available. Design Objective 7. Legibility, relates to all lines of sight, including those from vehicles. Given the detailed Design and Location Requirements and Design Objectives, an additional objective relating to road design would be considered surplus to requirements.	
<i>Submitter 32.</i> Like the objectives particularly the Context and Character and Landscape objectives. It's always important to consider context to ensure new things enhance or at least respond to existing context/character/environment. Also very supportive of adding greenery throughout Vincent where possible.	Submitter support noted.	No modification required.

VIBRANT PUBLIC SPACE TYPES – STREET FURNITURE			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 3: Do you support the City facilitating the installation of street furniture?	QUESTION 4: Do you have any thoughts or comments about street furniture?		
 <p>31 (100%)</p> <p>Yes No Unsure</p> <p>(31 submitters responded, 1 submitter skipped question)</p>	<i>Submitter 1.</i> Make it match. Don't just add bits here and there. Do it properly or not at all.	Each vibrant public space type is required to meet a set of Design Objectives as well as the relevant Design and Location Requirements, and Applicant Responsibilities. The street furniture Design Objective O1.2.1 states: <i>Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.</i> This design objective will ensure that consideration is given to the surrounds and existing street furniture and infrastructure so that there is a cohesive look to the area.	No modification required.
	<i>Submitter 2.</i> Good but need to allow for traffic	There are a number of Location Requirements which must be considered when determining the location of proposed street furniture. These requirements take into consideration pedestrian, cyclist and vehicle traffic and ensure that a sufficient clearway and road carriageway offset distances are maintained at all times.	No modification required.
	<i>Submitter 3.</i> Put thought into the direction	Safety is an important consideration and Design Objective 8 states that vibrant public spaces should: <i>Optimise safety and security, supporting</i>	Modify to include additional Design Objective under Street

Attachment 1

VIBRANT PUBLIC SPACE TYPES – STREET FURNITURE			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 3: Do you support the City facilitating the installation of street furniture?	QUESTION 4: Do you have any thoughts or comments about street furniture?		
	the seats face, for feeling of security.	<p><i>safe behaviour and use, by maximising opportunities for passive surveillance, integrating safety requirements, and following Crime Prevention through Environmental Design (CPTED) design principles.</i></p> <p>This Design Objective is to be added to the street furniture Design Objectives as a direct point of reference for applicants.</p>	<p>Furniture.</p> <p>Recommended modification: <u><i>O1.2.6 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.</i></u></p>

VIBRANT PUBLIC SPACE TYPES – STREET FURNITURE			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 4: Do you have any thoughts or comments about street furniture?			
	<p><i>Submitter 5.</i> beautify the space add interest to the landscape feels welcoming</p>	<p>Both the Policy and Design Objectives require vibrant public space proposals to respond to their surrounds and be of a high quality.</p> <p>The Design and Location Requirements for each infrastructure type are a way of meeting these objectives. If a proposal is considered to be compliant with the relevant Design and Location Requirements, it's anticipated it would beautify the space, add interest to the streetscape, and ensure users feel welcomed.</p>	No modification required.
	<p><i>Submitter 7.</i> Must ensure that street furniture is well maintained, either by the city or adjacent business.</p> <p><i>Submitter 8.</i> Needs to be well maintained otherwise it looks awful.</p> <p><i>Submitter 9.</i> They need some flowers and need to be well maintained.</p> <p><i>Submitter 10.</i> They need to be vibrant and well maintained</p> <p><i>Submitter 13.</i> Plants need to be maintained.</p>	<p>For each vibrant public space type there are specified Applicant Responsibilities which are reinforced in the vibrant public space agreement between the host and the City. Street furniture Applicant Responsibility A1.6.8 states: <i>Furniture is maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.</i></p> <p>A1.6.9 states: <i>Applicant must ensure any plants associated with the street furniture are maintained in a healthy, neat and tidy condition at all times.</i></p> <p>As these responsibilities are included as part of the draft Vibrant Public Spaces Policy and agreement, the City is able to ensure these requirements are met through compliance.</p>	No modification required.

Attachment 1

VIBRANT PUBLIC SPACE TYPES – STREET FURNITURE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 4: Do you have any thoughts or comments about street furniture?		
<p><i>Submitter 14.</i> As long as they are maintained e.g. Leederville planter boxes.</p> <p><i>Submitter 17.</i> Addition of street furniture should also include commensurate budget for maintenance and surveillance. Poorly kept/surveilled street furniture may detract from an area by drawing anti-social behaviour.</p> <p><i>Submitter 26.</i> More seasonal plantings and should be better maintained. Use colour and natives that don't need to be maintained.</p>	<p>Maintenance is an Applicant Responsibility, at the applicant's expense.</p> <p>The Applicant determines the preferred planting species and the City provides guidance during the approvals process.</p> <p>Refer compliance comments included below, in response to Question 47.</p>	
<p><i>Submitter 11.</i> Look good</p>	Submitter support noted.	No modification required.
<p><i>Submitter 12.</i> Need more of this to attract people. More interesting things with different things to see and do.</p>	Submitter comment noted.	No modification required.
<p><i>Submitter 16.</i> Love it.</p>	Submitter support noted.	No modification required.
<p><i>Submitter 18.</i> Needs to benefit businesses and pedestrians alike.</p>	Submitter comment noted.	No modification required.
<p><i>Submitter 19.</i> No</p>	Submitter comment noted.	No modification required.
<p><i>Submitter 24.</i> Bins need to be strategically placed.</p>	The City provides street bins at strategic locations. Should the location or number of bins not be considered sufficient, this can be raised through customer service and the City will investigate the request.	No modification required.
<p><i>Submitter 27.</i> Positive.</p>	Submitter support noted.	No modification required.
<p><i>Submitter 30.</i> Must make sure there is enough space for pedestrians. The current designs sometimes make it difficult for pedestrians to get through.</p>	<p>Street furniture Location Requirement L1.4.5 requires: <i>Street furniture shall be located to provide a minimum 2000mm width clear pedestrian zone, unless:</i></p> <ul style="list-style-type: none"> • <i>the width cannot be provided due to the design of the existing streetscape;</i> • <i>no alternative location for street furniture exists in close proximity to the applicant's business or tenancy; and</i> • <i>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.</i> 	No modification required.
<p><i>Submitter 31.</i> As long as pedestrian access is not impeded in any way, particularly for people with mobility issues. It should be rule numero uno.</p>	This Location Requirement will ensure that the spaces and pedestrian	

Attachment 1

VIBRANT PUBLIC SPACE TYPES – STREET FURNITURE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 4: Do you have any thoughts or comments about street furniture?		
	path are accessible to vulnerable users at all times.	
Submitter 32. I like a consistent looking streetscape. Matching planter boxes/benches etc. is good.	Each vibrant public space type is required to meet a set of Design Objectives as well as the relevant Design and Location Requirements and Applicant Responsibilities. Street furniture Design Objective O1.2.1 states: <i>Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.</i> This Design Objective will ensure that consideration is given to the surrounds, including existing street furniture and infrastructure, so that there is a cohesive look to the streetscape.	No modification required.

VIBRANT PUBLIC SPACE TYPES – AFFIXED EATING AREA FURNITURE			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 5: Do you support the City facilitating the installation of affixed eating area furniture?	QUESTION 6: Do you have any thoughts or comments about affixed eating area furniture?		
<p>32 (100%)</p> <p>Yes No Unsure</p>	Submitter 2. Enables Dogs	In late 2017, the City amended its Dogs Local Law to allow dogs to enter public spaces. With the exception of indoor areas of cafes, bars and restaurants, dogs are also now permitted in private businesses when granted permission by the business owner. To support this amendment, Applicant Responsibilities stipulating dogs are to be permitted in outdoor eating areas, pop-up parklets, pop-up eatlets, parklets and eatlets are to be added.	Modify to clarify and ensure applicants are aware that vibrant public spaces are dog friendly. Recommended modification: <i>Introduction</i> <i>What is a vibrant public space?</i> <i>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.</i> <u><i>Vibrant public spaces are dog friendly, and smoke free at all times.</i></u>

Attachment 1

VIBRANT PUBLIC SPACE TYPES – AFFIXED EATING AREA FURNITURE			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 5: Do you support the City facilitating the installation of affixed eating area furniture?	QUESTION 6: Do you have any thoughts or comments about affixed eating area furniture?		
			<p>A2.6.9 <u>Applicant must permit dogs in the Outdoor Eating Area associated with the affixed eating area furniture.</u></p> <p>A3.6.8 <u>Applicant must permit dogs in the pop-up parklet or pop-up eatlet.</u></p> <p>A4.6.11 <u>Applicant must permit dogs in the parklet or eatlet.</u></p> <p>A5.4.9 <u>Applicant must permit dogs in the vibrant public space.</u></p> <p>The subsequent Applicant Responsibilities are to be renumbered to accommodate these modifications.</p>

VIBRANT PUBLIC SPACE TYPES – AFFIXED EATING AREA FURNITURE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 6: Do you have any thoughts or comments about affixed eating area furniture?		
<i>Submitter 4.</i> Potential litter increase, but offset by previously mentioned additional garbage bins.	The City will continue to ensure that the supply of litter bins is sufficient and that they are strategically located to ensure they are accessible to all.	No modification required.
<i>Submitter 5.</i> Nice to have choice/options.	Submitter support noted.	No modification required.
<i>Submitter 7.</i> Great for the amenity of the area and should be allowed in all areas of Vincent.	Submitter support noted.	No modification required.
<i>Submitter 8.</i>	The Design Objectives of each vibrant public space type are to be	No modification required.

Attachment 1

VIBRANT PUBLIC SPACE TYPES – AFFIXED EATING AREA FURNITURE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 6: Do you have any thoughts or comments about affixed eating area furniture?		
Has to suit the area.	considered and met when proposing a vibrant public space. The following affixed eating area Design Objective is intended to ensure the furniture responds to and suits the area: <i>O2.2.1 Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.</i>	
<i>Submitter 9.</i> They're good for the area. All outdoor alfresco furniture should be permanent.	Submitter support noted.	No modification required.
<i>Submitter 10.</i> The furniture provides amenity for the area. All alfresco furniture should be permanent.	Submitter support noted.	No modification required.
<i>Submitter 11.</i> like to eat outside, would choose a place like this to sit.	Submitter support noted.	No modification required.
<i>Submitter 12.</i> More outside the better, we've got the weather for it. Need shade!	Submitter support noted. Design Requirement D2.3.4 allows for umbrellas or the like to be utilised as affixed eating area furniture.	No modification required.
<i>Submitter 13.</i> no smoking needs to be enforced.	The vibrant public space signage references 'no smoking'. Additional information to confirm that vibrant public spaces are smoke free at all times is to be included.	<p>Modify to clarify and ensure applicants are aware that vibrant public spaces are smoke free.</p> <p>Recommended modification:</p> <p><i>Introduction</i> <i>What is a vibrant public space?</i> <u><i>Vibrant public spaces are dog friendly, and smoke free at all times.</i></u></p> <p>A2.6.10 <u><i>Applicant must not permit or encourage smoking in the Outdoor Eating Area associated with the affixed eating area furniture.</i></u></p> <p>A3.6.9 <u><i>Applicant must not permit or encourage smoking in the pop-up parklet or pop-up</i></u></p>

Attachment 1

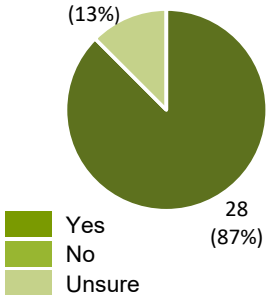
VIBRANT PUBLIC SPACE TYPES – AFFIXED EATING AREA FURNITURE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 6: Do you have any thoughts or comments about affixed eating area furniture?		
		<p><u>eatlet.</u></p> <p>A4.6.12 <u>Applicant must not permit or encourage smoking in the parklet or eatlet.</u></p> <p>A5.4.10 <u>Applicant must not permit or encourage smoking in the vibrant public space.</u></p>
Submitter 14. Mix with street furniture.	Applicants are able to install more than one vibrant public space type, including street furniture and affixed eating area furniture.	No modification required.
Submitter 15. Always useful to have a place to pause, sit or eat! Especially for those with disabilities or kids.	Submitter support noted.	No modification required.
Submitter 16. Nil.	Submitter comment noted.	No modification required.
Submitter 17. I think that the use of affixed eating areas should also encourage active transportation to that venue and include tree canopy/shelter as part of the design requirements.	<p>Applicants are able to incorporate bike parking into affixed eating area designs. This it to complement the City's extensive network of bike racks, should there be done available in the immediate area.</p> <p>Affixed eating area furniture and seating would provide rest points for pedestrians, improving the pedestrian environment and walkability. In line with the City's Accessible City Strategy, the City has a number of strategies, plans and programs which look to facilitate and promote active transport. The City actively greens the streets in line with the City's Greening Plan and Place Plans. The provision of canopy/shelter is not a design requirement as affixed eating area furniture is often located under awnings. Design Requirement D2.3.4 allows for: <i>Umbrellas or the like to be utilised as affixed eating area furniture.</i></p>	No modification required.
Submitter 18. needs to be clean/attractive needs to benefit/be of use outside of business hours.	The Design Objectives, Design and Location Requirements, and Application Responsibilities relevant to affixed eating area furniture have been developed to ensure spaces are clean/attractive and of benefit/use outside of business hours.	No modification required.
Submitter 19. Brings more culture with spaces like this.	Submitter support noted.	No modification required.
Submitter 20. As long as they are safe	The Design Objectives, Design and Location Requirements, and Applicant Responsibilities have been developed to ensure that these spaces are safe. Design Objective O2.2.6 requires affixed eating area furniture to: <i>Optimise safety and security, supporting safe behaviour</i>	No modification required.

Attachment 1

VIBRANT PUBLIC SPACE TYPES – AFFIXED EATING AREA FURNITURE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 6: Do you have any thoughts or comments about affixed eating area furniture?		
	<i>and use, by maximising opportunities for passive surveillance, integrating safety requirements, and following Crime Prevention through Environmental Design (CPTED) design principles.</i>	
Submitter 22. Positive - communal street seating good idea.	Submitter support noted.	No modification required.
Submitter 24. People are using these spaces even when the businesses are shut.	Submitter comment noted.	No modification required.
Submitter 26. There's nowhere for people to put their prams. Need to ensure a sufficient clearway is provided.	Affixed eating area furniture Location Requirement L2.4.6 states: <i>Affixed eating area furniture shall be located to provide a minimum 2000mm width clear pedestrian zone, unless:</i> • <i>the width cannot be provided due to the design of the existing streetscape; and</i> • <i>a reduced width can be demonstrated to meet Design Objectives O2.2.4 and O2.2.5.</i> <i>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.</i> This Location Requirement will ensure that the spaces and pedestrian path are accessible to vulnerable users at all times.	No modification required.
Submitter 27. Handy	Submitter comment noted.	No modification required.
Submitter 29. 1."Affixed" eating area furniture should be at the business's expense. 2.It should not in any way impede pedestrian traffic in including mobility chairs, pram, bicycles and dogs on leads. 3. It should adjacent to the street leaving the "footpath" adjacent to the building and providing a safer environment for pedestrians to use. 4. Given the portability of the seating in the above illustration it is unlikely the business would leave the seats out overnight so there would be far less public utility out of business hours. NB the bench appears it could be nearly a meter closer to the kerb leaving greater "footpath" width.	It is proposed that all vibrant public spaces are at the expense of the applicant. Location Requirement L2.4.6 requires that: <i>Affixed eating area furniture shall be located to provide a minimum 2000mm width clear pedestrian zone, unless:</i> • <i>the width cannot be provided due to the design of the existing streetscape; and</i> • <i>a reduced width can be demonstrated to meet Design Objectives O2.2.4 and O2.2.5.</i> <i>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.</i>	No modification required.
Submitter 30. again - look after pedestrians	This Location Requirement ensures pedestrian traffic is not impeded and that the spaces and pedestrian path are accessible to vulnerable users at all times.	
Submitter 31. Again: As long as pedestrian access is not impeded in any way, particularly for people with mobility issues. It should be rule numero	Location Requirement L2.4.7 states: <i>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</i>	

Attachment 1

VIBRANT PUBLIC SPACE TYPES – AFFIXED EATING AREA FURNITURE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 6: Do you have any thoughts or comments about affixed eating area furniture?		
uno.	<i>pedestrians with a clear and uninterrupted passage along any footpath.</i> Whilst it may be preferential for affixed eating area furniture to be located in the kerbside zone, this is not always possible due to footpath widths, design, and existing infrastructure. It is important that a consistent pedestrian path is always maintained. Though the seating in the image is portable, the bench in the image is considered to provide pedestrian amenity by providing users the opportunity to stop and rest, lean on, and place goods on top of the structure.	
Submitter 32. Big fan.	Submitter support noted.	No modification required.

VIBRANT PUBLIC SPACE TYPES – POP-UP PARKLET			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 7: Do you support the City facilitating pop-up parklets?	QUESTION 8: Do you have any thoughts or comments about pop-up parklets?		
 <p>4 (13%)</p> <p>28 (87%)</p> <p>Yes No Unsure</p>	Submitter 1. If you've got other public spaces, don't take away parking spaces for parklets.	Pop-up parklets repurpose part of the street into a small public park through the provision of seating, shade and greenery during a City approved or acknowledged event. This means that the spaces are only in place for a short period of time and will not remove parking spaces for longer term periods. In line with Location Requirement L4.4.12, parklet and eatlets, which are in operation longer than pop-up parklets and eatlets, are only permitted where car parking demand in a precinct (400m walkable catchment area) does not exceed 85% occupancy.	No modification required.
	Submitter 2. Good change	Submitter support noted.	No modification required.
	Submitter 5. Builds community slow life down through removing cars	Submitter support noted.	No modification required.

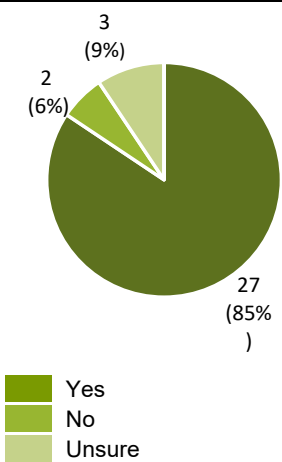
VIBRANT PUBLIC SPACE TYPES – POP-UP PARKLET		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 8: Do you have any thoughts or comments about pop-up parklets?		
Submitter 7. Would like to see most on street parking spaces converted to parklet/ eating/pedestrian friendly areas. This aligns with SCP priorities.	Submitter support noted.	No modification required.

Attachment 1

VIBRANT PUBLIC SPACE TYPES – POP-UP PARKLET		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 8: Do you have any thoughts or comments about pop-up parklets?		
<i>Submitter 8.</i> As long as it brings people	Pop-up parklets are the repurposing of part of the street during a City approved or acknowledged event. Most events are designed to attract and bring people together.	No modification required.
<i>Submitter 9.</i> appropriate for short periods.	Submitter comment noted. This is consistent with the intent of pop-up parklets.	No modification required.
<i>Submitter 10.</i> These are appropriate for short periods.	Submitter comment noted. This is consistent with the intent of pop-up parklets.	No modification required.
<i>Submitter 11.</i> I Like it, I am from deep suburbia and this is what makes the inner city appealing and attracts people.	Submitter support noted.	No modification required.
<i>Submitter 12.</i> like to be able to bring pets. Be more like Fremantle, don't want to be to fancy.	Pop-up parklets are dog friendly. Refer comments included above, in response to Question 6 – Submitter 2.	Refer recommended modifications included above, in response to Question 6 – Submitter 2.
<i>Submitter 14 and 19</i> No	Submitter comment noted.	No modification required.
<i>Submitter 15.</i> Love them.	Submitter support noted.	No modification required.
<i>Submitter 16.</i> Great idea.	Submitter support noted.	No modification required.
<i>Submitter 18.</i> Need to have approval from businesses close by as it will affect their parking need to be maintained/ cleaned by council.	Pop-up parklet/eatlet applicants are required to engage with adjacent businesses/ tenants as part of their application for these spaces. Applicants are responsible for the maintenance of pop-up parklets.	No modification required.
<i>Submitter 20.</i> Good place to relax.	Submitter comment noted.	No modification required.
<i>Submitter 26.</i> If the space is there and the need for it. It enables social activity.	Submitter comment noted.	No modification required.
<i>Submitter 27.</i> Cool – adds to the street.	Submitter support noted.	No modification required.
<i>Submitter 29.</i> The illustration provides no evidence of shade or greenery but more public seating would be a boon during a during a City approved or acknowledged event especially with shade.	The illustration included as part of the survey is an example of what these spaces may look like. The Design Requirements image in the Policy shows a pop-up parklet/eatlet with umbrellas. Pop-up parklet/eatlet Design Requirement D3.3.3 states: <i>Umbrellas and the like shall have a minimum clearance of 2400mm from the finished ground level to the lowest part of the umbrella canopy.</i> This demonstrates that shading structures may be included, as per the Design Requirement, where deemed appropriate by the applicant.	No modification required.
<i>Submitter 31.</i>	The 'pop-up' terminology is preferred to avoid confusion between the	No modification required.

Attachment 1

VIBRANT PUBLIC SPACE TYPES – POP-UP PARKLET		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 8: Do you have any thoughts or comments about pop-up parklets?		
Call them 'Event Parklets' to make it very clear that they are temporary and associated with an event. As it is, some people think it is like a parklet, but one that is rolled out in the morning and rolled up at night (i.e. the poor person's parklet)	various types of events that exist within the City. Approval of a pop-up parklet would not be required where a City approved festival or event road closure was in place. This is because the street, including car parking bays, would already be defined as the event area. The City is proposing to facilitate pop-up parklets to create a more agile environment for businesses in a variety of scenarios where approval timing is a limiting factor. Therefore, pop-up parklets can be associated with non-traditional City acknowledged events, such as the COVID-19 pandemic.	

VIBRANT PUBLIC SPACE TYPES – POP-UP EATLET			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 9: Do you support the City facilitating pop-up eatlets?	QUESTION 10: Do you have any thoughts or comments about pop-up eatlets?		
 <p>3 (9%)</p> <p>2 (6%)</p> <p>27 (85%)</p> <p>Yes No Unsure</p>	<i>Submitter 4.</i> In particular, beer gardens.	Where the applicant business has a liquor licence, the eatlet is able to be licensed. As such a beer garden is possible.	No modification required.
	<i>Submitter 5.</i> Removing traffic is good for people.	Submitter support noted.	No modification required.
	<i>Submitter 7.</i> Would like to see most on street parking spaces converted to parklet/eating/pedestrian friendly areas. This aligns with SCP priorities.	Submitter support noted.	No modification required.
	<i>Submitter 8, 11 and 12.</i> No.	Submitter comment noted.	No modification required.
	<i>Submitter 9.</i> Appropriate for short periods	Submitter comment noted. This is consistent with the intent of pop-up eatlets.	No modification required.
	<i>Submitter 10.</i> These are appropriate for short periods.	Submitter comment noted. This is consistent with the intent of pop-up eatlets.	No modification required.

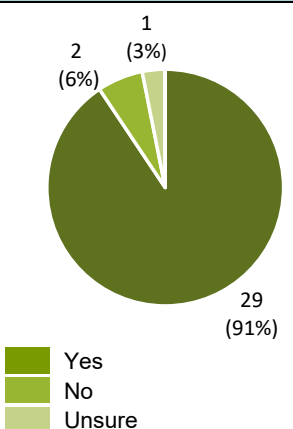
VIBRANT PUBLIC SPACE TYPES – POP-UP EATLET		
Submitter Comment Verbatim	Administration Comment	Recommended Modification

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QUESTION 10: Do you have any thoughts or comments about pop-up eatlets?		
<i>Submitter 14 and 19.</i> No	Submitter comment noted.	No modification required.
<i>Submitter 15.</i> Love trying new places.	Submitter comment noted.	No modification required.
<i>Submitter 16.</i> I enjoy more outdoor outings/eating now due to covid	Submitter comment noted.	No modification required.
<i>Submitter 17.</i> I do not support the creation of pop-up eatlets as per the definition provided. I am concerned about the creation of unsanitary spaces and litter. I would support pop-up eatlets if there are rules for vendors to maintain these spaces and City to enforce additional waste management practices to cope with the increased litter and cleaning requirements.	For each vibrant public space type there are specified Applicant Responsibilities which are reinforced in the vibrant public space agreement between the applicant and the City. Pop-up parklet/eatlet Applicant Responsibility A3.6.8 states: <i>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.</i> As this is included as part of the Policy and agreement, the City is able to ensure this requirement is met.	No modification required.
<i>Submitter 18.</i> Need to have approval from businesses close by as it will affect their parking need to be maintained/cleaned by council.	Pop-up parklet/eatlet applicants are required to engage with adjacent businesses/ tenants as part of their application for these spaces. Applicants are responsible for the maintenance of pop-up parklets.	No modification required.
<i>Submitter 20.</i> Looks peaceful.	Submitter comment noted.	No modification required.
<i>Submitter 26.</i> If there is a need and its not upsetting anyone ok. The more you can facilitate activity the better.	Submitter support noted.	No modification required.
<i>Submitter 29.</i> 1. Illustration provides no evidence of shade. 2. The furniture displayed would appear to be a security risk. 3. Any support of a pop-up eatlet would be limited to during a City approved or acknowledged event.	The illustration included as part of the survey is an example of what these spaces may look like. The Design Requirements image in the Policy shows a pop-up parklet/eatlet with umbrellas. Pop-up parklet/eatlet Design Requirement D3.3.3 states: <i>Umbrellas and the like shall have a minimum clearance of 2400mm from the finished ground level to the lowest part of the umbrella canopy.</i> This demonstrates that shading structures may be included, as per the Design Requirement, where deemed appropriate by the applicant. The furniture shown in the image is an example of what could be facilitated in a pop-up eatlet. As these are only to be for the prescribed event period, the applicant may elect to remove any non-affixed elements when the associated business is closed. In line with Design Requirement D3.3.13 <i>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.</i> Approval of pop-up parklets/eatlets is limited to during City approved or acknowledged events.	No modification required.
<i>Submitter 30.</i> Do not privatise public space	Pop-up eatlets are a pop-up eating area during business operating hours and small public park out of business operating hours. They are reserve for	No modification required.

Attachment 1

VIBRANT PUBLIC SPACE TYPES – POP-UP EATLET		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 10: Do you have any thoughts or comments about pop-up eatlets?		
	customers during business operating hours and available for anyone to use out of business operating hours. Out of business operating hours they provide public amenity and do not privatise public space.	
<i>Submitter 31.</i> I do not support privatising public space for free. Also, call them 'Event Eatlets' for the above reasons	Refer naming comments included above, in response to Question 8 – Submitter 31, and fees and charges comments included below, in response to Question 48.	Refer recommended modifications included below, in response to Question 48.
<i>Submitter 32.</i> It's better to have people using the space than one car.	Submitter support noted. The City's Accessible City Strategy (ACS) prioritised the use of active and sustainable transport modes, and people who are walking over people who are choosing to drive.	No modification required.

VIBRANT PUBLIC SPACE TYPES – PARKLET			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 11: Do you support the City facilitating parklets?	QUESTION 12: Do you have any thoughts or comments about parklets?		
 <p>1 (3%) 2 (6%) 29 (91%)</p> <p>Yes No Unsure</p>	<i>Submitter 1.</i> Again, don't remove parking spaces.	Location Requirement L4.4.12 states: <i>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.</i> This occupancy limit ensures that an appropriate level of available parking is maintained.	No modification required.
	<i>Submitter 5.</i> Should be spaces for kids especially near train station.	The Design Objectives of each vibrant public space type are to be considered and met when proposing a vibrant public space. Parklet/Eatlet Design Objective O4.2.9 requires that applicants: <i>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.</i> This Design Objective encourages applicants to consider who they are providing for and what is surrounding them. For a parklet to be successful, it would need to cater for the surrounding users.	No modification required.
	<i>Submitter 7.</i> Happy for parklets to be partially enclosed structures, subject to parklet not detracting from streetscape.	Parklet/eatlet Design Requirement D4.3.4 prescribes: <i>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.</i> Parklet/eatlet Design Requirement D4.3.5 prescribes: <i>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:</i> <ul style="list-style-type: none"> walls are not permitted above 900mm in height from the footpath finished 	No modification required.

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VIBRANT PUBLIC SPACE TYPES – PARKLET			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
		<p><i>floor level, unless additional height is required due to the slope of the site and the proposal can be demonstrated to meet Design Objectives O4.2.1, O4.2.2, O4.2.7 and O4.2.8;</i></p> <ul style="list-style-type: none"> <i>alfresco blinds are not permitted;</i> <i>clear glazing is permitted to a maximum of 1200mm in height from the footpath finished floor level; and</i> <i>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.</i> <p>These Design Requirements are based on the feedback received during initial community consultation and input from the Department Planning, Lands and Heritage. The provision of 25% enclosure is considered to be sufficient as it allows for plantings to establish and provides an element of weather protection if placed strategically.</p>	

VIBRANT PUBLIC SPACE TYPES – PARKLET			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 12: Do you have any thoughts or comments about parklets?			
	<i>Submitter 8 and 14.</i> No.	Submitter comment noted.	No modification required.
	<i>Submitter 9 and 10.</i> Full support.	Submitter support noted.	No modification required.
	<i>Submitter 11.</i> Looks good Gives character to the area boutique instead of franchise feel stools are not good for back support	Submitter support noted.	No modification required.
	<i>Submitter 12.</i> Sign needs to be higher spec anyone should be able to sit and this should be clear.	Design Requirement D4.3.21 states that: <i>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.</i> The City supplying the signage would ensure that it is consistent across all spaces. The City would ensure that signage is of a high quality and all required information is available to the user.	No modification required.
	<i>Submitter 13.</i> There's no free parking. you shouldn't be paying to park in Leederville after 5pm.	Parking fees are not considered as part of the draft Policy.	No modification required.
	<i>Submitter 15.</i> So cute and useful	Submitter support noted.	No modification required.
	<i>Submitter 17.</i> Guidelines for parklets should be expanded to include waste	For each vibrant public space type there are specified Applicant Responsibilities which are reinforced in the vibrant public space agreement	No modification required.

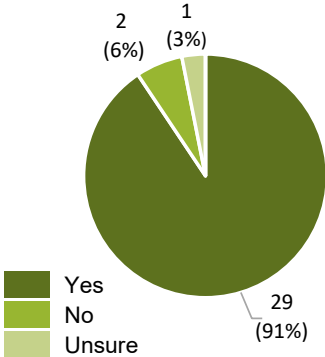

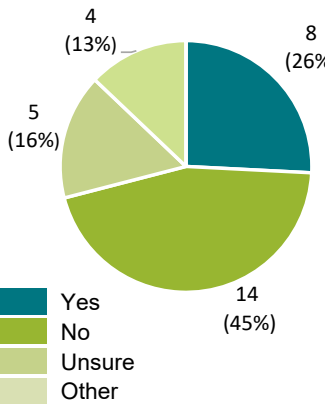
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VIBRANT PUBLIC SPACE TYPES – PARKLET		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 12: Do you have any thoughts or comments about parklets?		
management as part of the scope.	between the applicant and the City. Parklet/eatlet Applicant Responsibility A4.6.11 states that an: <i>Applicant must ensure parklets and eatlets are maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.</i> This is considered to be a sufficient control in the management of waste.	
<i>Submitter 19.</i> Only patrons of the business should be able to sit and use.	Parklets can be located on City owned and managed land with no lease or rental fee associated with the use of the space. 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. Business applicants have the opportunity to apply to host an eatlet should they want the space to only be used by their business patrons during business operating hours.	No modification required.
<i>Submitter 26.</i> With the climate we have why wouldn't you?	Submitter comment noted.	No modification required.
<i>Submitter 27.</i> Looks good.	Submitter support noted.	No modification required.
<i>Submitter 29.</i> 1. Who will fund the parklet infrastructure. 2. Who will pay for parking revenue forgone? 3. How is the loss of parking amenity measured?	Parklets are to be funded by the applicant. Key aspirations of the City's Strategic Community Plan (SCP) include: <ul style="list-style-type: none"> • 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 implementation of the Policy is a way of achieving these key aspirations. The City's Accessible City Strategy (ACS) prioritised the use of active and sustainable transport modes, and people who are walking over people who are choosing to drive. As the ACS prioritises pedestrians over vehicles, the opportunity cost of the space in lieu of parking revenue is considered to be nil as this is not a preferred use. Parklet/eatlet Location Requirement L4.4.12 states: <i>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.</i> This occupancy limit ensures that an appropriate level of available parking is maintained.	No modification required.

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VIBRANT PUBLIC SPACE TYPES – PARKLET		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 12: Do you have any thoughts or comments about parklets?		
<i>Submitter 31.</i> I've supported them from the beginning.	Submitter support noted.	No modification is required.
<i>Submitter 32.</i> Again, would much prefer there are places for people to sit than for one car to sit.	Submitter support noted. The City's ACS prioritised the use of active and sustainable transport modes, and people who are walking over people who are choosing to drive.	No modification required.

Attachment 1

VIBRANT PUBLIC SPACE TYPES – EATLET			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 13: Do you support the City facilitating eatlets?	QUESTION 14: Do you have any thoughts or comments about eatlets? or the 20% cap?		
 <p>29 (91%) 2 (6%) 1 (3%)</p> <p>Yes No Unsure</p>	<p>Submitter 2. Keep clear pathway. Conflict between cars and these spaces have one of the other.</p>	The 20% cap applies to the number of permitted eatlets as opposed to parklets. A car parking occupancy requirement has been included as part of the Location Requirements to ensure that there is sufficient parking available, and potential conflict is mitigated.	No modification required.
	<p>Submitter 4. None, other than 20% being an oddly arbitrary figure.</p>	Due to eatlets being for customers of a particular businesses during business hours, an upper limit of 20 percent to the number of eatlets has been established as part of the Location Requirements in the Policy. At present the 400 metre catchment which surrounds Leederville Town Centre, measured from the intersection of Oxford Street and Newcastle Street, contains one parklet and six would be eatlets. The six eatlets currently occupy approximately 63m of the total 569m of eligible frontage. This equates to 11% of the public realm (of eligible areas) being occupied by eatlets (refer explanatory diagram below).	No modification required.
	<p>Submitter 7. Not sure why a cap is necessary. We should be supportive of repurposing car spaces for pedestrian friendly areas at all times. We should be encouraging people not to drive. Reducing car bays or removing roads will do this.</p>		
Do you support the 20% cap to ensure there is a limit on the number of eatlets permitted in one area?	<p>Submitter 9. The cap sounds unfair. The business who pays to install these spaces and maintain them should benefit first.</p>		
 <p>14 (45%) 8 (26%) 5 (16%) 4 (13%)</p> <p>Yes No Unsure Other</p>	<p>Submitter 10. The cap does not seem fair to all businesses. The business should benefit from their investment. Their patrons should come first.</p>		
	<p>Submitter 17. I would support an increase to the cap of up to 40% for the use of eatlets. Otherwise I am supportive of the measure.</p>		
	<p>Submitter 28. Why should there be a 20% cap on eateries, is there a cap on parking spaces?</p>		
	<p>Submitter 32. The more spaces for people the better. A 20% cap isn't necessary. Keen to support businesses invest in seating, shade and greenery. I think these are the most important ingredients missing in our main streets. Incorporating lighting would also be good.</p>		

Attachment 1

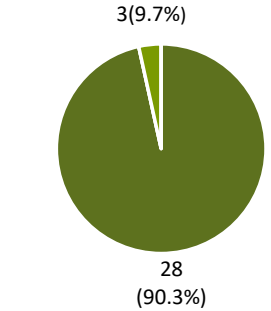
VIBRANT PUBLIC SPACE TYPES – EATLET			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
		<p>The cap is not associated with car parking capacity. However, permitting the use of only 20 percent of the public realm within this 400 metre catchment would allow for the introduction of a limited number of eatlets, which the City could then monitor and review through the 2026 policy review.</p> <p>The parklet/eatlet Design Requirements provide guidance on the incorporation of elements such as seating, shade and greenery into the design.</p>	
	<p>Submitter 29. "It is proposed that within a 400 metre radius catchment, no more than 20% of the public realm (of eligible areas) may be occupied by eatlets." Given public realm is not defined it is not possible to make an informed assessment of this proposal. However the illustration is the best yet relating to the proposals put forward. A quiet street may be able to lose a parking bay or two provided the parking revenue lost is recouped by Eatlet fees charged by the City of Vincent.</p>	<p>The draft Vibrant Public Spaces Policy provides the following definition for public realm: <i>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.</i> 'Eligible areas' are defined by the Location Requirements set out in section 4.4 Location Requirements. Eligible areas in the public realm relating to eatlets, means any area where an eatlet is permitted to be located, in line with the 4.4 Location Requirements, within the public realm. An explanatory diagram and information to demonstrate how the 20 percent cap is calculated has been included above for reference.</p>	No modification required.
	<p>Submitter 30. Again, DO NOT privatise public space. If you do, charge market rates. Do not allow alcohol licences. You bang on about public health yet accept more alcohol even though it is shown to be a major health issue. The 20% cap is surely to protect parking supply, not limit competition.</p>	<p>The cap is not associated with car parking capacity. Due to eatlets being for customers of a particular businesses during business hours, an upper limit of eatlets has been set to ensure there is capacity to accommodate parklets in the future.</p>	Refer recommended modifications included below, in response to Question 48.
	<p>Submitter 31 I do NOT support privatising public land for free. I do not support Eatlets as some sort of Parklet equivalent. They are simply an expansion of a business and should be paying market rates for the privilege, plus they should compensate the community for lost revenue from parking. Parklets provide a community facility, Eatlets just expand the business. The argument that the facilities are available after business hours is rubbish - who would use them. The main purpose for Eatlets is to provide a mechanism for obtaining a liquor licence and I do not think we need to be able to drink everywhere. If the City wants to pursue this they should charge market rates and not the token amounts as recommended by the staff for 404-406 Oxford Street (Briefing 8 December 2020) of \$1,600 per annum, or the \$3,500 for 188m2 (i.e. \$30/m2/annum!) at 639 Beaufort Street (OMC 20 October 2020).</p>	<p>The City's Public Health Plan supports healthy behaviour and seeks to reduce risky behaviours such as <i>smoking, and consuming alcohol at harmful levels.</i> Moderated alcohol consumption in a social setting is not considered harmful alcohol use. Submitter comment noted.</p> <p>Refer fees and charges comments included below, in response to Question 48.</p>	

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VIBRANT PUBLIC SPACE TYPES – EATLET		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 16: Do you have any thoughts or comments about eatlets? Or the 20% cap?		
<i>Submitter 5.</i> Limits flow of pedestrians should be limited to 20% wheel chair access always	Eatlets are proposed to be located in car bays as such not obstructing the flow of pedestrians and accessibility on pedestrian paths. Design Requirement D4.3.8 states: <i>Parklets and eatlets should be designed as an extension of the footpath and must be 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</i> , ensures that the spaces are accessible to all. Pedestrian flow between the pedestrian path and the road is ensured by Location Requirement L4.4.6 <i>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.</i>	
<i>Submitter 8.</i> Love them, brings people to the area. Dogs need to be allowed	Submitter comment noted. Parklets/eatlets are dog friendly. Refer comments included above, in response to Question 6 – Submitter 2.	Refer recommended modifications included above, in response to Question 6 – Submitter 2.
<i>Submitter 11.</i> Take up footpath yes, Take up parking no. Would choose to visit a venue with an eatlet over one without.	Location Requirement L4.4.12 states: <i>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.</i> This occupancy limit ensures that an appropriate level of available parking is maintained.	No modification required.
<i>Submitter 12.</i> Lets use weather to our advantage.	Submitter comment noted.	No modification required.
<i>Submitter 13.</i> you want to be able to get a seat at the business you are visiting	Submitter comment noted.	No modification required.
<i>Submitter 14.</i> The eatlets are busy so also need indoor seating.	The indoor seating provision of businesses is at the discretion of the business owner, in accordance with relevant legislation, and is not considered as part of the Vibrant Public Spaces Policy.	No modification required.
<i>Submitter 16.</i> Unfair on small businesses	Submitter comment noted.	No modification required.
<i>Submitter 19.</i> No	Submitter comment noted.	No modification required.
<i>Submitter 22.</i> Good idea	Submitter support noted.	No modification required.
<i>Submitter 24</i> The more you have the more people are going to use them.	Submitter comment noted.	No modification required.

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VIBRANT PUBLIC SPACE TYPES – EATLET		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 16: Do you have any thoughts or comments about eatlets? Or the 20% cap?		
Create a precinct!		
<i>Submitter 26.</i> Needs to be a balance with available parking. needs to have an even feel	The 20% cap applies to the total number of eatlets permitted within a 400m catchment. The availability of parking is managed through parklet/eatlet Location Requirement L4.4.12 which state: <i>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.</i> This will ensure an appropriate balance between parking and these spaces is achieved.	No modification required.
<i>Submitter 27.</i> Everyone is scootering anyway. Less people would expect a car bay in the centre of Leederville.	Submitter comment noted.	No modification required.

VIBRANT PUBLIC SPACE TYPES – OTHER PROPOSAL			
	Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 17: Do you support the City facilitating other proposals?	QUESTION 18: Do you have any thoughts or comments about other proposals?		
 <p>3(9.7%)</p> <p>28 (90.3%)</p> <p>Yes Maybe No</p> <p>(31 submitters responded, 1 submitter skipped question)</p>	<i>Submitter 2.</i> New things to consider but not necessarily approve.	Submitter comment noted.	No modification required.
	<i>Submitter 4.</i> Kill city of Vincent smoking restrictions.	Smoking is prohibited in outdoor eating areas in Western Australia. All vibrant public space signage would reference 'no smoking' or similar. The City's Public Health Plan supports healthy behaviour and seeks to reduce risky behaviours such as <i>smoking</i> .	No modification required.
	<i>Submitter 5.</i> More opportunity to gather the better - It is a human need to connect	Submitter support noted.	No modification required.
	<i>Submitter 6.</i> The ABN Group/Fini development has drastically improved the feel of Leederville for the better very happy for more of this.	Submitter comment noted.	No modification required.
	<i>Submitter 7.</i> Supporting initiative structures in public spaces is a great idea. This policy will let this happen in controlled and consistent manner. Great concept!	Submitter support noted.	No modification required.

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VIBRANT PUBLIC SPACE TYPES – OTHER PROPOSAL		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 18: Do you have any thoughts or comments about other proposals?		
<i>Submitter 8.</i> Melbourne vibe which is good.	Submitter support noted.	No modification required.
<i>Submitter 9.</i> Definitely support this type of development.	Submitter support noted.	No modification required.
<i>Submitter 10.</i> definitely support	Submitter support noted.	No modification required.
<i>Submitter 11.</i> Street art incorporated is good. Gives character.	The application of the design objectives will ensure that the design of an other proposal is interesting and suited to the space. There will always be an opportunity to incorporate art as a part of this. In line with the City's Arts Development Action Plan, this will be encouraged.	No modification required.
<i>Submitter 12.</i> Always good to have different things.	Submitter support noted.	No modification required.
<i>Submitter 13.</i> Laneways are fantastic.	Submitter support noted.	No modification required.
<i>Submitter 14.</i> Good little spaces. Vibe created	Submitter support noted.	No modification required.
<i>Submitter 17.</i> I believe more should be done to encourage footpath investment and increased tree canopy/shade in the City, so I am supportive of measures be they public or private that achieve these objectives.	Submitter support noted.	No modification required.
<i>Submitter 19.</i> Good.	Submitter support noted.	No modification required.
<i>Submitter 20.</i> More footpaths are a great idea.	Submitter comment noted.	No modification required.
<i>Submitter 22.</i> Good initiative.	Submitter support noted.	No modification required.
<i>Submitter 24.</i> Brightens up the place.	Submitter support noted.	No modification required.
<i>Submitter 26.</i> Yes, anywhere that they're appropriate.	Submitter comment noted.	No modification required.
<i>Submitter 27.</i> Electric Lane upgrade of cafe and garden - definitely supportive.	Submitter support noted.	No modification required.
<i>Submitter 29.</i> Very dependent on the proposal and the "ownership" of the public space the private investment buys.	Other proposals are required to demonstrate they achieve the Policy Objectives and Design Objectives. The approvals process involves community consultation, Administration assessment and Council	No modification required.

Attachment 1

VIBRANT PUBLIC SPACE TYPES – OTHER PROPOSAL		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 18: Do you have any thoughts or comments about other proposals?		
	endorsement, to ensure these objectives are achieved.	
<i>Submitter 32.</i> Very supportive of enabling private investment to facilitate upgrades and good improvement outcomes guided by the City.	Submitter support noted.	No modification required.

DESIGN AND LOCATION PERMISSIBILITY AND APPROVAL REQUIREMENTS		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 19: Do you have any thoughts or comments on the design and location permissibility and approval requirements?		
<i>Submitter 4.</i> Nicely Structured - looks like a SIMOPS/ SOOB/ MOPO matrix	Submitter support noted.	No modification required.
<i>Submitter 7.</i> This table has a lot of content but is pretty easy to follow, so good summary of requirements.	Submitter support noted.	No modification required.
<i>Submitter 17.</i> None	Submitter comments noted.	No modification required.
<i>Submitter 19.</i> No	Submitter comments noted.	No modification required.
<i>Submitter 22.</i> Furniture in reserves is a good idea. Should be permitted, shouldn't block footpaths in reserves or parks.	The advertised draft Vibrant Public Spaces Policy did not permit vibrant public space proposals to be located in the Reserve Built Form Area, as the City is not seeking to encourage private investment in reserves and public open spaces.	No modification required.
<i>Submitter 23.</i> Anywhere is fine		
<i>Submitter 25.</i> No issue in parks		
<i>Submitter 24.</i> Agree - in town centre precincts	Submitter comments noted.	No modification required.
<i>Submitter 26.</i> No need for them to be located in residential if you have parks.	Submitter comments noted.	No modification required.
<i>Submitter 29.</i> Table is not easily read.	The table has been broken down into each individual vibrant public space type to ensure that it can be easily read and relevant information is easily available. The Guidelines have been prepared to provide additional clarity.	No modification required.
<i>Submitter 31.</i> If facilities can't be placed on Reserves this should be reflected in the Scope section of the policy. I initially thought that the staff were proposing that that these facilities could appear in reserves. When I saw this table I realised otherwise... UNTIL I	Reserve is a Built Form Area identified in the City's Built Form Policy (refer Figure 1 – Built Form Areas page 20). The advertised draft Vibrant Public Spaces Policy did not permit vibrant public space proposals to be located in the Reserve Built Form Area. No	No modification required.

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DESIGN AND LOCATION PERMISSIBILITY AND APPROVAL REQUIREMENTS		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 19: Do you have any thoughts or comments on the design and location permissibility and approval requirements?		
noticed that 'Reserves' are not identified in the Built Form Policy -at all. This policy should refer to the Local Planning Scheme with regards to Reserves.	change to this is proposed.	
<i>Submitter 32.</i> Engagement requirements look good. Notices in business windows are always helpful.	Submitter comments noted.	No modification required.

DESIGN REQUIREMENTS		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 20: Do you have any thoughts or comments on the unique design requirements?		
<i>Submitter 7.</i> Very important, provided fits in with street scape	The design objectives ensure that each proposal considers it wider context and its user.	No modification required.
<i>Submitter 17.</i> None.	Submitter comments noted.	No modification required.
<i>Submitter 28.</i> When walking past as a pedestrian it is often very difficult to squeeze past alfresco dining areas, especially when having to also manoeuvre between street light signals, parking signage poles and ticket machines, bins and trees. It is frustrating when vergeside parking bays are provided for a couple of cars and take up so much room leaving the rest of the space to be contested by all of the above. There are definitely busy alfresco spaces that also function as busy footpaths that need more space. Parking needs to be removed to provide this space.	The Design Requirements specify accessibility requirements and minimum clearances to ensure a clear pedestrian zone is available for pedestrians to utilise at all times.	No modification required.
<i>Submitter 29.</i> Vibrant public space structures are required to enhance under-utilised verge, footpath or road space.	Submitter comments noted.	No modification required.
<i>Submitter 32.</i> Complementing the existing streetscape is important. A level of consistency is good.	Each vibrant public space type is required to meet a set of Design Objectives as well as the relevant Design and Location Requirements and Applicant Responsibilities. Design Objective 1 Context and Character requires vibrant public spaces to: <i>Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.</i> This Design Objective is to ensure consideration is given to the surrounds and existing street furniture and infrastructure so that there is a cohesive look to the streetscape.	No modification required.

DESIGN REQUIREMENTS – NEW PAVING

Attachment 1

Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 21: Do you have any thoughts or comments on the opportunity to incorporate new paving?		
<i>Submitter 7.</i> Perhaps new paving can be with permeable pavers that allow infiltration of rainwater, so the runoff of water into the drainage system is reduced. Could also consider swales and other road designs that reduce runoff.	New paving is required to be designed by the City. As such, adequate drainage provisions will be made to ensure the system is not overloaded. Design Requirement D4.3.3 is to be amended to clarify this.	Modify to reflect the process outlined in the 8 March 2022 Ordinary Council Meeting report.
<i>Submitter 17.</i> I would be supportive of public consultation and funding application/rounds for new paving submissions from applicants. I am also supportive of the City undertaking these works in order to ensure consistent application, however if the City undertakes the works then it also needs to commit to an achievable schedule and publicly report the completion time for projects.	A new parklet/eatlet with or without new paving is required to be advertised for a period of 21 days to owners and occupiers within a 100m radius of the space. The City is not proposing to provide funding assistance and instead provides in kind support to design and compliance check new paving. Design Requirement D4.3.3 is to be amended to clarify this. The State Government currently provides Alfresco Rebate Grants which could be utilised to implement new paving.	Recommended modification: <i>D4.3.3 Where new paving is proposed, the City will consult with the applicant, and design the paving enhancements, and The paving works will then be undertaken by the applicant, at the applicant's cost and as prescribed in the City's annual fees and charges, and compliance checked by the City.</i>
<i>Submitter 29.</i> 1. Use of the existing ground surface should be the first and preferred option. 2. A decked platform should be the second option as it allows for an easier removal. 3. Constructing new paving over existing subject car bays does NOT create a wider path/area. The footpath remains the same width. 4. While the City will consult on design etc with the applicant it will undertake the paving works at the applicants cost as prescribed in the City's annual fees and charges. This section is silent as to the what the City proposes to charge the applicant for parklets and eatlets by way of rent and the periods for which the car bays will be leased wether on the existing ground surface, a decked and removeable platform or purpose paved area.	The use of the existing ground surface for parklets/eatlets (excluding pop-up) is not supported as this creates accessibility issues for users, with the level difference between pedestrian path and carriageway difficult to manoeuvre for wheelchairs, prams and the like. The construction of new paving is considered to improve the pedestrian amenity of the space and provide increased pedestrian area should the parklet/eatlet be removed in the future. This is an improvement that is being made to the road carriageway, funded through private investment. The fees and charges have not been included in the draft Policy as they are reviewed and updated on an annual basis. If approved, this information will be included on the City's website with the Vibrant Public Spaces Policy. The proposed fees and charges were referenced in the survey and 8 March 2022 Ordinary Council Meeting report. Refer fees and charges comments included below, in response to Question 48.	Refer recommended modifications included below, in response to Question 48.
<i>Submitter 32.</i> Any widening of the footpath is welcome. Extending the footpath will help to slow traffic. Parklets/eatlets on Bulwer Street would be great. Cars are always speeding along the street and it makes it hard for pedestrians to cross.	Submitter support noted.	No modification required.

DESIGN REQUIREMENTS – VISUAL PERMEABILITY AND OPENNESS

Submitter Comment Verbatim	Administration Comment	Recommended Modification
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Attachment 1

QUESTION 22: Do you have any thoughts or comments on visual permeability and openness? Do you think any additional requirements should be included?		
<p><i>Submitter 17.</i> Encouraging increased tree canopy should be included in the requirements so that trees can be encouraged over bushes/ shrubs/screens.</p>	<p>Whilst it is desirable to increase tree canopy, the temporary nature of the spaces means tree planting is not always suitable. Shade canopy is incentivised through a reduction in the required minimum percentage of living green planting, where trees or climbing plants are incorporated into the design to provide shade.</p>	<p>No modification required.</p>
<p><i>Submitter 7.</i> Don't necessarily agree. Depending on the location, alfresco blinds or screening may be appropriate - ie if lots of noise or cars. But if we can reduce cars on roads than open structures would be great!</p>	<p>Parklet/eatlet Design Requirement D4.3.4 prescribes: <i>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.</i></p> <p>D4.3.5 prescribes: <i>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:</i></p> <ul style="list-style-type: none"><i>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 O4.2.1, O4.2.2, O4.2.7 and O4.2.8;</i><i>alfresco blinds are not permitted;</i><i>clear glazing is permitted to a maximum of 1200mm in height from the footpath finished floor level; and</i><i>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.</i> <p>These Design Requirements are based on the feedback received during initial community consultation and input from the Department Planning, Lands and Heritage. The provision of 25% enclosure is considered to be sufficient as it allows for plantings to establish, provides an element of weather protection if placed strategically, and will not impede the line of sight.</p>	<p>No modification required.</p>
<p><i>Submitter 29.</i> 1.Each side that does not directly abut the footpath may need to solid to prevent wind and weather blowing in on the occupants.</p>		
<p><i>Submitter 32.</i> Agree that structures should not negatively impact visual permeability. Don't mind alfresco blinds if they're only used when raining but understand that's often not the case. The chicken shop up the road looks like an enclosed sauna when the blinds are down.</p>		

DESIGN REQUIREMENTS – OVERHEAD STRUCTURES		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 23: Do you have any thoughts or comments on overhead structures?		
<p>Submitter 7. Very supportive.</p>	<p>Submitter support noted.</p>	<p>No modification required.</p>
<p>Submitter 17. Encouraging increased tree canopy should be included in the requirements so that trees can be encouraged over bushes/shrubs/screens.</p>	<p>Whilst it is desirable to increase tree canopy, the temporary nature of the spaces means tree planting is not always suitable. Shade canopy is incentivised through a reduction in the required minimum percentage of living green planting, where trees or climbing plants are incorporated into the design to provide shade.</p>	<p>No modification required.</p>
<p>Submitter 29.</p>	<p>As part of the approvals process, each vibrant public space type (dependent</p>	<p>No modification required.</p>

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DESIGN REQUIREMENTS – OVERHEAD STRUCTURES		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 23: Do you have any thoughts or comments on overhead structures?		
Any canopy, umbrella, arbour or shade sail will need to sturdy enough to remain in place what ever the weather. A real issue with umbrellas and shade sails which handle wild rain and wind poorly.	on the proposed space) must provide product certification and/or structural certification. This is to ensure they are constructed properly, do not pose a safety risk, and remain in place.	
<i>Submitter 32.</i> Love them. With the Perth sun, it's important to provide shade. The heater umbrellas on William Street in Perth are great. Provide shade/weather protection and heating.	Submitter support noted.	No modification required.

DESIGN REQUIREMENTS – ACCESSIBILITY		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 24: Do you have any thoughts or comments on accessibility?		
<i>Submitter 7.</i> Good.	Submitter support noted.	No modification required.
<i>Submitter 17.</i> None.	Submitter comment noted.	No modification required.
<i>Submitter 29.</i> "Various technical measures have been proposed to ensure this requirement is met." What are the technical measures and why have they NOT been included to allow thoughts and comments on accessibility?	Technical measures are proposed to ensure that the various vibrant public space use types are accessible to all. These measures consider access and use on flat and sloping sites and are outlined as Design Requirements in the draft Vibrant Public Spaces Policy. The Design Requirements were not all individually included in the survey as it was anticipated submitters would review the draft Vibrant Public Spaces Policy.	No modification required.
<i>Submitter 32.</i> The 1500mm referenced for a sloping site looks good. Wouldn't want any narrower than this. Also support the complete open shown on flat sites.	Submitter support noted.	No modification required.

DESIGN REQUIREMENTS – REMOVAL		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 25: Do you have any thoughts or comments on the structures where required being modular and/or their removal?		
<i>Submitter 7.</i> Good idea, means we could have a decked structure in a park, which could be a good outcome for some parks	The advertised draft Vibrant Public Spaces Policy did not permit vibrant public space proposals to be located in the Reserve Built Form Area, as the City is not seeking to encourage private investment in reserves and public open spaces. Whilst not addressed in the Vibrant Public Spaces Policy, there are other avenues to consider similar forms of development, including through lease agreements or temporary permits.	No modification required.

Attachment 1

DESIGN REQUIREMENTS – REMOVAL		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 25: Do you have any thoughts or comments on the structures where required being modular and/or their removal?		
<p><i>Submitter 17.</i> I am supportive of the use of modular platforms but not of the cost of permanent removal being at applicants expense. The City should help cover some or all of the removal cost if they have directed the permanent removal of the structure.</p>	<p>Modular platforms are proposed to reduce the costs associated with installation and removal. Applicants are required to enter into vibrant public space agreements prior to the installation of any platforms. This is to ensure the applicant is fully aware of the potential need to remove the platform for maintained or planned works. The City facilitates the implementation of vibrant public spaces through operational resources and budget. The City provides significant in kind support in this capacity and it would not be considered financially sustainable for the City to bear removal costs. Reduced approval fees for parklets and annual renewal fees for eatlets are proposed. The \$500 eatlet renewal fee directly correlates with the reduced parklet fee.</p>	No modification required.
<p><i>Submitter 29.</i> How will the 24 hour removal clause be conveyed to applicants for parklets and eatlets?</p>	<p>The requirement for 24 hour removal has been explicitly outlined in each vibrant public space types specific Design Requirements. This will also be detailed in the vibrant public space agreement between the applicant and the City.</p>	No modification required.
<p><i>Submitter 32.</i> Support being modular if that makes it easier for maintenance.</p>	<p>Noted. The modular design of the spaces means that they are able to be easily moved when maintenance or works to the carriageway are required.</p>	No modification required.

DESIGN REQUIREMENTS – GREENERY		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 26: Do you have any thoughts or comments on the greenery requirements?		
<p><i>Submitter 7.</i> Would like to see more greenery, and requirement for large trees that can provide shade over footpath. This requirement would depend on existing street trees though.</p>	<p>At present, the Design Requirements prescribe that 15% of the total space must be living green planting. With the provision for this to be reduced to 10% where climbing plants are to be incorporated into the design to provide shade canopy. The City supports this approach as the increase in greenery is considered to be significant as opposed to what would be there otherwise (car bay). Applicant have the opportunity to go beyond the 15% requirement and where practicable, this will be encouraged through the application process.</p>	No modification required.
<p><i>Submitter 17.</i> I am supportive of this measure - particularly the rules relating to artificial alternatives being unacceptable. I would also be supportive of an increase to up to 20% or a mandate to include tree canopy in parklet or eatlet.</p>	<p>Due to the temporary nature of vibrant public spaces tree planting can be unrealistic due to the required root systems. Whilst it is desirable to increase tree canopy the nature of these spaces means this is not always possible. Administration will encourage additional greenery, the use of trees and an increase in canopy coverage where appropriate through the design process.</p>	No modification required.
<p><i>Submitter 29.</i> Greenery is great but trees and climbing plant area reduced to 10% on design to provide a shade canopy. How long will it take the plants to grow to actually provide meaningful shade?</p>	<p>Planting and tree species grow at different rates. Based on existing parklets in Western Australia, more established trees are generally planted in large pots when the parklet is established so that shade is provided in the short term. Parklets/eatlets are intended to improve amenity and enhance the</p>	Modify to clarify that the 15% reduction of greenery to 10% is only applicable where trees or climbing plants

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DESIGN REQUIREMENTS – GREENERY		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 26: Do you have any thoughts or comments on the greenery requirements?		
	<p>pedestrian environment. Providing shade from the onset provides more amenity for the community and businesses customers.</p> <p>Design Requirement modification proposed to clarify that shade canopy provision is required from the onset of the parklet/eatlet establishment.</p>	<p>provide shade canopy.</p> <p>Recommended modification: <i>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 and provide shade canopy.</i></p>
<p><i>Submitter 32.</i> Very supportive of 10-15% greenery and that it's required to be living. Think the percentage is about right to ensure there's greenery but also enough space for seating.</p>	Submitter support noted.	No modification required.

DESIGN REQUIREMENTS – PERMANENT SEATING		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 27: Do you have any thoughts or comments on permanent seating?		
<p><i>Submitter 7.</i> Do not think this is essential, provided space is inviting and open at all times.</p>	Whilst the City agrees that the space should always be inviting, the availability of permanent seating ensures additional pedestrian amenity is provided at all times.	No modification required.
<p><i>Submitter 17.</i> If permanent seating is to be provided, it needs to also include provisions for maintenance and surveillance to prevent antisocial behaviour.</p>	<p>For each infrastructure type there are specified Applicant Responsibilities which are reinforced in the vibrant public space agreement between the host and the City. The Applicant Responsibility states that an: <i>Applicant must ensure the space is maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.</i> This will ensure the seating is well maintained.</p> <p>Design Objective 8 of the draft Policy states: <i>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.</i></p> <p>It is considered that vibrant public spaces will encourage an increased level</p>	No modification required.

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DESIGN REQUIREMENTS – PERMANENT SEATING		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 27: Do you have any thoughts or comments on permanent seating?		
	of pedestrian movement and as such an increased number of people on the streets providing an increased level of passive surveillance. It is at the discretion of the vibrant public space host to add additional surveillance measures. To date, the City has not received complaints relating to antisocial behaviour in parklets. Damage to parklets is primarily caused by vehicles.	
<i>Submitter 29.</i> Necessary if the furniture is and can be put away outside business hours.	Submitter support noted.	No modification required.
<i>Submitter 32.</i> Yes, this is necessary so that people have places to sit when the business is closed.	Submitter support noted.	No modification required.

DESIGN REQUIREMENTS – LIGHTING		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 28: Do you have any thoughts or comments on lighting?		
<i>Submitter 7.</i> Good idea, as long as solar lights	The draft Vibrant Public Spaces Policy strongly encourages solar lighting to be used as a preference. There is the opportunity to investigate the use of an electrical connection to the building which may be required for heating elements or the like. This will require electrical certification and need to be assessed by the City to ensure that the connection is appropriate and required.	No modification required.
<i>Submitter 17.</i> I think that lighting provisions should be expended to be a mandatory requirement for all vibrant public spaces regardless of whether they are solar or electrical. Adequate lighting is important to making these spaces safe.	The provision of lighting is important, particularly where a canopy is incorporated into the design. The Design Requirements are to be modified to state that lighting will be required where a canopy is proposed.	Modify to require the provision of lighting in parklets and eatlets where a canopy is proposed.
<i>Submitter 29.</i> Lighting, whatever it's source, is need for safety. Electric lighting WILL be permitted subject to regulatory approval. The City should NOT view grid power as not being part of a VIBRANT city especially while it "fillies about" with underground power plans.		Recommended modification: <i>D4.3.18 Solar-powered lighting elements are strongly encouraged on parklets and eatlets. Where the parklet or eatlet has a canopy, the provision of lighting is mandatory.</i>
<i>Submitter 32.</i> Support this although it would be good if solar lighting was required if there's a canopy. Electric lighting also good.		

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DESIGN REQUIREMENTS – BICYCLE PARKING		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 29: Do you have any thoughts or comments on bicycle parking?		
<i>Submitter 7.</i> Yes great idea, need to provide more bike parking	Submitter support noted.	No modification required.
<i>Submitter 17.</i> I am supportive of integrated bicycle parking (even the provision of just one space) being mandatory for all vibrant public spaces.	The parklet/eatlet Design Requirements include D4.3.19 <i>Integrated bicycle parking is strongly encouraged.</i> Integrating bike parking may not always be possible. The City locates bicycle parking throughout Vincent and will monitor areas where it is required and action additional bicycle parking accordingly. Opportunities to co-locate bike parking with other street furniture, such as litter bins, are explored where possible in order to reduce the impact on the footpath.	No modification required.
<i>Submitter 29.</i> Secure bicycle parking is needed. E bicycle theft seems to be a growth industry Perth wide.		No modification required.
<i>Submitter 31.</i> Strongly support this. Bike parking should be taken off the footpath and put at the end of Parklets. Current bike parking is in inconvenient places, particularly in Leederville and Mt Lawley/Highgate. get them off the footpaths. And I say this as a cyclist.		
<i>Submitter 32.</i> Support this. As a cyclist, I agree it should be encouraged but not a requirement. Takes up a lot of space and there's plenty of bike parking around.	Submitter support noted.	No modification required.

DESIGN REQUIREMENTS – LOGOS AND ADVERTISING		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 30: Do you have any thoughts or comments on logos and advertising?		
<i>Submitter 7.</i> Ok	Whilst it may be considered that logos and advertising are ok. The City believes that in order to demonstrate that these are public spaces, no business names or advertisements should be associated with the structure. Where the structures materials or manufacture has been sponsored, it is deemed appropriate to show a small recognition of this. The City believes that in order to demonstrate that these are public spaces, no business names or advertisements should be associated with the structure. Where the structures materials or manufacture has been sponsored, it is deemed appropriate to show a small recognition of this. Vibrant public space signage is a requirement, to ensure it's clear that the spaces are available to the public. This signage is to be provided by the City to ensure its size, scale and content is appropriate.	No modification required.
<i>Submitter 17.</i> I am supportive of expanding this to include some form of branding so long as the revenue generated is sufficient to cover at least 50% of the maintenance/surveillance cost. I am also supportive of branding/logos being incorporated into eatlets and pop-up eatlets to make it clear that the area is reserved for patrons of those vendors.		
<i>Submitter 29.</i> Logos and advertising should be minimal.		
<i>Submitter 31.</i> Only allow the City provided signs to reduce privatisation.		

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DESIGN REQUIREMENTS – LOGOS AND ADVERTISING		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 30: Do you have any thoughts or comments on logos and advertising?		
<p><i>Submitter 32.</i> Don't mind some logos and advertising as long as it's not as bad as the chicken shop or local chemists. I guess less is more.</p>		

DESIGN REQUIREMENTS – PERMANENT SEATING		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 31. Do you have any thoughts or comments about signage?		
<p><i>Submitter 7.</i> Looks good</p>	Submitter support noted.	No modification required.
<p><i>Submitter 17.</i> I support the use of these signs. I am interested to know how the City plans to enforce these rules for eatlets.</p>	For each infrastructure type there are specified applicant responsibilities which are reinforced in the vibrant public space agreement between the applicant and the City. If the agreement is not adhered to there is the opportunity to take compliance action with appropriate and reasonable measures being undertaken to ensure the space is functioning as it was intended to.	No modification required.
<p><i>Submitter 29.</i> 1. Proof reading is still a skill City staff need to acquire. (two signs). 2. Useful information missing is the size of the signs business card or A4 for example. 3. A4 appears about right. 4. 2 signs maximum.</p>	<p>The misspelled word in the survey is noted. The vibrant public space signage is to be supplied by the City to ensure its size, scale and content is appropriate.</p>	No modification required.
<p><i>Submitter 32.</i> I think the signs are very important to ensure you know when the space is public.</p>	Submitter support noted.	No modification required.

DESIGN REQUIREMENTS		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 32. Do you have any further thoughts or comments on the design requirements?		
<p><i>Submitter 7.</i> Great guidelines, very comprehensive and well written</p>	Submitter support noted.	No modification required.
<p><i>Submitter 17.</i> I am largely supportive of these measures but remain slightly concerned about the enforcement of these measures, the safety of these spaces and the cost of maintenance.</p>	For each infrastructure type there are specified Applicant Responsibilities which are reinforced in the vibrant public space agreement between the applicant and the City. If the agreement is not adhered to there is the opportunity to take compliance action with appropriate and reasonable measures being undertaken to ensure the space is functioning as it was	No modification required.

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DESIGN REQUIREMENTS		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 32. Do you have any further thoughts or comments on the design requirements?		
	intended to. These spaces are a way of increasing pedestrian activity and 'eyes on the street'. Design Requirements that limit the opportunity for concealment and the like have been included to limit antisocial behaviour. The City manages the maintenance of its own parklets/eatlets. Maintenance of hosted parklets/eatlets is at the applicants cost.	
<i>Submitter 29.</i> PLEASE focus on function. There is limit on how clever and different eatlets and parklets can be.	The Design Requirements have been included as a minimum to ensure vibrant public spaces provide a public benefit and increase pedestrian amenity. Applicants have the opportunity to go above and beyond these requirements as they see fit.	No modification required.
<i>Submitter 32.</i> Look good to me.	Submitter support noted.	No modification required.

LOCATION REQUIREMENTS – STRUCTURE LOCATION		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 33. Do you have any thoughts or comments about the structure location?		
<i>Submitter 7.</i> Would like to see City proactively replace on street parking with pedestrian areas (paving) and allow street furniture to be affixed on these areas	Submitter comment noted. This is consistent with the intent of the draft Vibrant Public Spaces Policy.	No modification required.
<i>Submitter 17.</i> None.	Submitter comment noted.	No modification required.
<i>Submitter 29.</i> The illustration here does not cause concern in respect of positioning but nor roof / shade cover does.	Submitter comment noted. Canopies and shade cover are permitted under the relevant vibrant public space Design Requirements.	No modification required.
<i>Submitter 31.</i> How are wheel stops meant to work if they are not firmly fixed to the road? Should specify that they must be fixed.	Submitter comment noted. This is the intent of the requirement. The Design Requirements are to be modified to clarify this.	Modify to clarify requirements to affix wheel stops. Recommended modification: <i>D4.3.15 Parklets and eatlets located in the carriageway must include the following safety materials:</i> • soft hit posts (roadside); • wheel stops affixed at each end unless the car bay is embayed or adjacent a tree well; and • rated barriers at

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LOCATION REQUIREMENTS – STRUCTURE LOCATION		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 33. Do you have any thoughts or comments about the structure location?		
		<i>each end as specified by the City.</i>
<p>Submitter 32. A new cafe is going in at Stuart Street Reserve up the road and it would be great if the park/Reserve could be improved. We refer to this park as 'needle park' because of the antisocial behaviour and needles - even though there's a sharps disposal. If the new cafe wanted to invest in improvements to the park eg. benches and lighting etc. I'd welcome this. It would help deter the antisocial behaviour.</p>	<p>The advertised draft Vibrant Public Spaces Policy did not permit vibrant public space proposals to be located in the Reserve Built Form Area, as the City is not seeking to encourage private investment in reserves and public open spaces.</p> <p>Whilst not addressed in the draft Vibrant Public Spaces Policy, there are other avenues to consider similar forms of development, including through lease agreements. Where the potential café applicant sought to undertake such development, the draft Vibrant Public Spaces Policy, including the Other Proposal Design Objectives and Applicant Requirements, would not apply.</p>	No modification required.

LOCATION REQUIREMENTS – CLEAR PEDESTRIAN ZONE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 34. Do you have any thoughts or comments on the clear pedestrian zone?		
<p>Submitter 7. Good.</p>	Submitter support noted.	No modification required.
<p>Submitter 17. None.</p>	Noted.	No modification required.
<p>Submitter 29. The clear pedestrian zone should be moved to the frontage zone against the shop fronts to provide greater safety to pedestrians and the frontage zone moved to be included in the kerbside zone.</p>	The relevant Location Requirement for each applicable vibrant public space type states: <i>vibrant public spaces 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.</i> Whilst it would be the City's preference for the space to be located on the road edge this is not always possible due to path design and existing infrastructure. It is important that a consistent pedestrian path is always maintained.	No modification required.
<p>Submitter 31. They should have primacy and should be clearly legible (i.e. in a straight line). Change the image (above) so that the dog is walking in front of the person, as a seeing eye dog, and you will appreciate how important it is to reduce hazards.</p>	For each relevant vibrant space a Location Requirement is included stating, The vibrant public space must be: <i>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.</i> The image included is an example of the space.	No modification required.
<p>Submitter 32. Very important to maintain clear pedestrian areas, particularly for those with disabilities.</p>	Noted. The Location Requirements for each vibrant public space type will ensure that this is provided.	No modification required.

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LOCATION REQUIREMENTS – PEDESTRIAN GAP		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 35. Do you have any thoughts or comments on the pedestrian gaps?		
<i>Submitter 7.</i> Good idea.	Submitter support noted.	No modification required.
<i>Submitter 17.</i> None.	Submitter support noted.	No modification required.
<i>Submitter 31.</i> The gaps need to be wider if there is an established crossing point.	The gap is a minimum of 1500mm. It is not considered to be a formalised crossing point but will provide a clear entry and exit point for pedestrians as required.	No modification required.
<i>Submitter 32.</i> 1500mm is appropriate.	Submitter support noted.	No modification required.

LOCATION REQUIREMENTS – ROAD PERMISSIBILITY		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 36. Do you have any thoughts or comments on the road permissibility?		
<i>Submitter 7.</i> Should reduce more road speeds to 40 so pedestrians can safely enjoy outdoors	Submitter comment noted. The reduction of speeds to 40kmph is not considered as part of the draft Vibrant Public Spaces Policy. The City is advocating for this change through its Accessible City Strategy and Advocacy Agenda.	No modification required.
<i>Submitter 17.</i> I would be supportive of the City requesting more traffic calming measures for primary distributor roads.	Traffic calming is not considered as part of the draft Vibrant Public Spaces Policy. This is considered by a number of the City's strategies, plans and programs including the Accessible City Strategy.	No modification required.
<i>Submitter 29.</i> Pedestrian should NOT be traversing streets just any where but should be using pedestrian crossings and traffic lights where installed.	Submitter comment noted. The City's Accessible City Strategy (ACS) prioritised the use of active and sustainable transport modes, and people who are walking over people who are choosing to drive. As the ACS prioritises pedestrians over vehicles, free pedestrian movement is prioritised over vehicle movement. The pedestrian gaps providing an exit and entry point for pedestrians to move freely in the 40km/h or traffic calmed environments in which parklets/eatlets are permitted.	No modification required.
<i>Submitter 32.</i> Sounds good.	Submitter support noted.	No modification required.

LOCATION REQUIREMENTS – CAR PARKING OCCUPANCY		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 37. Do you have any thoughts or comments on car parking occupancy?		

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LOCATION REQUIREMENTS – CAR PARKING OCCUPANCY		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 37. Do you have any thoughts or comments on car parking occupancy?		
<p><i>Submitter 7.</i> Strongly disagree, we need to remove car bays so that people use alternative forms of transport, and we create more liveable, safe streets and town centres. This aligns with SCP priorities and declaration of climate emergency.</p> <p><i>Submitter 17.</i> I would be supportive of reducing the occupancy limitation to 70% in order to further discourage car use and promote active transportation.</p> <p><i>Submitter 29.</i> 1. Car parking occupancy as provided by the cities contractors are a farce. 2. 400m catchment too wide. 3. Average occupancy figures distort ie early morning figures at 8am almost zero while 10am onwards 100% may result in a less than 85% figure 4. 85% is a figure that is far too high. 5. Occupancy should be moderated on the time period for parking ie 15min parking compared with 4hr parking.</p> <p><i>Submitter 32.</i> Don't see the need for a parking occupancy cap. There's lots of parking available that's not directly on the main streets where parklets/eatlets are likely to be located. Supporting walkability over cars is my preference.</p>	<p>The draft Vibrant Public Spaces Policy requires car parking demand in the precinct (400m walkable catchment area) to not exceed 85% occupancy. This is to ensure that there is available parking for those who need it. The 85% occupancy limit proposed is a standard rate applied in measuring the capacity of car parking availability and ensures a level of turnover which allows people to come and go at ease.</p> <p>The City's Accessible City Strategy (ACS) prioritised the use of active and sustainable transport modes, and people who are walking over people who are choosing to drive. There may be opportunity to change the 85% occupancy rate provision in future reviews of the policy and as mode shift increases.</p>	No modification required.

LOCATION REQUIREMENTS – TWO CAR BAY MAXIMUM		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 38. Do you have any thoughts or comments on the two car bay maximum?		
<p><i>Submitter 7.</i> Not sure why we need a maximum - vibrant public spaces instead of busy, unsafe loud carriage ways seems like a better idea.</p> <p><i>Submitter 17.</i> I would be supportive of increasing this to three car bays.</p> <p><i>Submitter 32.</i> Like that there's opportunity for more than two bays to be considered if supported by neighbouring businesses.</p>	<p>Parklet/eatlet Location Requirement L4.4.15 states: <i>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.</i> This Location Requirement allows for the two car bay maximum to be exceeded where considered appropriate.</p>	No modification required.

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LOCATION REQUIREMENTS – TWO CAR BAY MAXIMUM		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 38. Do you have any thoughts or comments on the two car bay maximum?		
<i>Submitter 29.</i> Are Vincent residents to have any input into these considerations.	Parklets/eatlets are required to be advertised to all owners/occupiers within a 100metre radius for a period of 21 days. The information will be available on the City's website and in the business window. This will provide Vincent residents the opportunity to comment on new spaces.	No modification required.

LOCATION REQUIREMENTS – CYCLE, PEDESTRIAN AND VEHICLE MOVEMENT		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 39: Do you have any thoughts or comments on cycle, pedestrian and vehicular movement?		
<i>Submitter 7.</i> Agree, but should not use this as a reason to remove car bays and make our streets more pedestrian friendly.	Submitter comment noted.	
<i>Submitter 17.</i> I would be supportive of measures that restrict or impede vehicle movement and encourage pedestrian and cyclist movement.	The introduction of these spaces will add to pedestrian amenity and create rest spots and points of interest for active transport users. Parklets/eatlets occupy a portion of the carriage way, acting as passive traffic calming through the change they create to the streetscape.	No modification required.
<i>Submitter 29.</i> Oxford St vehicular movement has already been negatively impacted by pedestrians crossing at will with no regard for traffic movement or personal safety.	The City's Accessible City Strategy (ACS) user hierarchy prioritised the use of active and sustainable transport modes, and people who are walking over people who are choosing to drive. As the ACS prioritises pedestrians over vehicles, free pedestrian movement is prioritised over vehicle movement.	No modification required.
<i>Submitter 32.</i> Prioritise the pedestrian over the private vehicle.	In line with City's Strategic Community Plan and ACS user hierarchy, the draft Vibrant Public Spaces Policy prioritise pedestrians over private vehicles.	

LOCATION REQUIREMENTS – EXISTING GREENERY		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 40. Do you have any thoughts or comments on existing greenery?		
<i>Submitter 7.</i> Agree, need to increase canopy cover. This is a requirement of the sustainable environment strategy.	Submitter support noted.	No modification required.
<i>Submitter 17.</i> I am supportive of this measure.	Submitter support noted.	No modification required.
<i>Submitter 29.</i> The City should be more vigorous protecting existing street trees. Too many established street trees are lost during new	The Location Requirements for relevant vibrant public space types state existing street trees shall not be removed or relocated to accommodate a vibrant public space proposal. This requirement ensures that street trees are	No modification required.

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LOCATION REQUIREMENTS – EXISTING GREENERY		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 40. Do you have any thoughts or comments on existing greenery?		
building and extension to front end loader. "relevant Design Objectives" should be subservient to existing street trees.	not removed to accommodate vibrant public spaces.	
Submitter 32. Agree that street trees should not be removed. Structures could be designed around them.		

LOCATION REQUIREMENTS – EXISTING STREET FURNITURE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 41. Do you have any thoughts or comments on existing street furniture?		
Submitter 7. Agree.	Submitter support noted.	No modification required.
Submitter 17. I support this measure.	Submitter support noted.	No modification required.
Submitter 29. Existing should not be removed because of design or policy objectives. If this becomes the case it should be at the expense of the applicant. It should not be scheduled through the City's streetscape maintenance program and no contingency budget should be made for this purpose.	The Location Requirements for relevant vibrant public space types state: <i>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.</i> This will ensure that the removal of existing street furniture is thoroughly assessed and if approved at the expense of the applicant.	No modification required.
Submitter 32. Supportive of this and of permitting removal if at the applicants cost or already scheduled.		

APPLICANT RESPONSIBILITIES – MAINTENANCE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 42. Do you have any thoughts or comments on the maintenance of the vibrant public space?		
Submitter 7. Agree.	Submitter support noted.	No modification required.
Submitter 17. I support this measure.	Submitter support noted.	No modification required.
Submitter 29. Applicants should also be responsible for the business's garbage removal. Shoving it in the nearest street rubbish bin as happens in Beaufort St is not acceptable.	The waste management of businesses is not considered by the draft Vibrant Public Spaces Policy. This is subject to relevant legislation and approvals.	No modification required.

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APPLICANT RESPONSIBILITIES – MAINTENANCE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 42. Do you have any thoughts or comments on the maintenance of the vibrant public space?		
Submitter 32. Very supportive of these being maintained well by the applicant, particularly the greenery. Perhaps the City could help with maintenance if/when a business fails so that the street continues to look good?	The City is ultimately responsible for a vibrant public space if a business is no longer in operation and the agreement has been terminated. In this instance, the City would either remove or maintain the space.	No modification required.

APPLICANT RESPONSIBILITIES – REMOVAL		
Submitter verbatim	Administration Comment	Recommended Modification
QUESTION 43. Do you have any thoughts or comments on the removal of the vibrant public space?		
Submitter 7. Agree.	Submitter support noted.	No modification required.
Submitter 17. If movement is permanent or temporary and is made at the request of the City, then the City should pay some or all of these costs, including the reinstatement.	The requirement for 24 hour removal has been explicitly outlined in each vibrant public space types specific Design Requirements. This will also be detailed in the vibrant public space agreement between the applicant and the City. Applicants are required to enter into vibrant public space agreements to ensure they are fully aware of the potential need to remove the vibrant public space for maintained or planned works. The City facilitates the implementation of vibrant public spaces through operational resources and budget. The City provides significant in kind support in this capacity and it would not be considered financially sustainable for the City to bear removal costs.	No modification required.
Submitter 29. Temporary is fine provided this is made abundantly clear to applicants. Recent experience shows the distress a misconception can cause.		
Submitter 32. Sounds good as long as the business is made very aware of these requirements.		

APPLICANT RESPONSIBILITIES – CHANGE IN OWNERSHIP		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 44. Do you have any thoughts or comments on the change in ownership?		
Submitter 7. Agree, but could become administrative. Has this been resourced? Is the extra admin cost covered by fees charged?	The onus is on the Applicant to report the change to the City and would not require additional City resources.	No modification required.
Submitter 17. Agreed.	Submitter support noted.	No modification required.
Submitter 29. Some work needs to be done on this clause. Applicants who rent or lease premises and have a parklet or eatlet - do they need to inform the city as to the ownership is the leased/rented premises from which they carry on business. does the City see a temporary lease issued on a 12 month lease as ownership?	Parklet/eatlet applicant responsibility A4.6.15 states: <i>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.</i> The terms of the agreement will be agreed upon between the applicant and the City.	No modification required.

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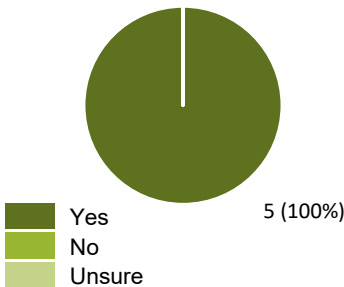
APPLICANT RESPONSIBILITIES – CHANGE IN OWNERSHIP		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 44. Do you have any thoughts or comments on the change in ownership?		
<p><i>Submitter 31.</i> You should be consistent - I got the feeling that notification was only required for some types of facility.</p>	<p>It is the responsibility of applicant to report the change of ownership for affixed eating area furniture, parklets, eatlets and other proposals. Street furniture and pop-up parklets/eatlets have been omitted from this requirement. Pop-up parklets/eatlets have not been included due to the associated timeframes and removal of these spaces based on the event they are associated with. Street furniture is not included as it would not require relocation of removal in the event the business ownership details changed.</p>	<p>No modification required.</p>

APPLICANT RESPONSIBILITIES – SIGNAGE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 45. Do you have any thoughts or comments on signage?		
<p><i>Submitter 7.</i> Agree.</p>	<p>Submitter support noted.</p>	<p>No modification required.</p>
<p><i>Submitter 17.</i> Agreed.</p>	<p>Submitter support noted.</p>	<p>No modification required.</p>
<p><i>Submitter 29.</i> 1. Suggest signed be installed ON COMPLETION. Prior to completion the respective walls may not be finished. 2. Size and durability of the signs is not yet determined.</p>	<p>The relevant vibrant public space Applicant responsibility states: <i>Applicant must install a minimum of two City provided Vibrant Public Space signs prior to installation completion.</i> This is permitted to be the last step before completion. As the signs are to be provided by the City, the size and durability will be determined by the City.</p>	<p>No modification required.</p>
<p><i>Submitter 31.</i> Only the Vincent provided signs to reinforce that it is public property.</p>	<p>Vibrant public space signage is a requirement, to ensure it's clear that the spaces are available to the public. This signage is to be provided by the City to ensure its size, scale and content is appropriate.</p>	<p>Modify to clarify that reserved signs are not permitted.</p>
<p><i>Submitter 32.</i> Yes, the signage is important.</p>	<p>To clarify that the spaces are public, the Design Requirements have been modified to ensure reserved signage is not permitted.</p>	<p><i>Recommended modification:</i> <i>D.1.3.7 D4.3.20 Business logos, advertising, or other branding, <u>and reserved signs is are prohibited.</u></i> <i>D2.3.7 D4.3.20 Business logos, advertising, or other branding, <u>and reserved signs is are prohibited.</u></i> <i>D3.3.14 D4.3.20 Business logos, advertising, or other branding, <u>and reserved signs</u></i></p>

Attachment 1

APPLICANT RESPONSIBILITIES – SIGNAGE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 45: Do you have any thoughts or comments on signage?		
		<p>is <u>are</u> prohibited.</p> <p>D4.3.20 Business logos, advertising, or other branding, <u>and reserved signs</u> is <u>are</u> prohibited.</p>

APPLICANT RESPONSIBILITIES – AGREEMENT		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 46: Do you have any thoughts or comments on the agreement?		
<p><i>Submitter 7.</i> Agree, but may be administrative. Need to ensure agreement is legally sound.</p>	A standard agreement applicable to each of the different infrastructure types would be developed, ensuring these are legally sound. The agreement would be easily modified, to address varying site requirements site, to limit the administrative work required.	No modification required.
<p><i>Submitter 17.</i> Agreed.</p>	Submitter support noted.	No modification required.
<p><i>Submitter 29.</i> Unable to provide thoughts or comments on agreements for each vibrant public space type in the absence of draft agreements.</p>	Submitter comment noted.	No modification required.

NON-COMPLIANCE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 47: Do you think information should be included in the draft Policy outlining how the City will deal with non-compliance?		
 <p>5 (100%)</p> <p>Yes No Unsure</p>	<p>Non-compliance with approved plans and executed agreements occurs from time to time. The City's position on compliance action could be clearer.</p> <p>Additional information to confirm the process should non-compliance occur has been added to each approvals process section, excluding the 'other proposals' section. Other proposals require Council approval and a licence. Non-compliance will be considered as part of the licence.</p>	<p>Modify to clarify the City's process should non-compliance occur.</p> <p>Recommended modification:</p> <p>1.7 Approvals Process <u>and Compliance</u></p> <p><u>Non-compliance with the executed vibrant public space agreement will result in:</u></p> <ul style="list-style-type: none"> <u>an onsite inspection to confirm any departures from the agreement;</u> <u>written notification to confirm the departures which require remediation; and</u>

Attachment 1

NON-COMPLIANCE		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 47: Do you think information should be included in the draft Policy outlining how the City will deal with non-compliance?		
		<ul style="list-style-type: none"> • <u>removal of the street furniture, should the departures not be addressed within 21 days of the written notification being issued.</u> <p>2.7 Approvals Process <u>and Compliance</u></p> <p><u>Non-compliance with the executed vibrant public space agreement will result in:</u></p> <ul style="list-style-type: none"> • <u>an onsite inspection to confirm any departures from the agreement;</u> • <u>written notification to confirm the departures which require remediation; and</u> • <u>removal of the affixed eating area furniture, should the departures not be addressed within 21 days of the written notification being issued.</u> <p>3.7 Approvals Process <u>and Compliance</u></p> <p><u>Non-compliance with the executed vibrant public space agreement will result in:</u></p> <ul style="list-style-type: none"> • <u>an onsite inspection to confirm any departures from the agreement;</u> • <u>written notification to confirm the departures which require remediation; and</u> • <u>removal of the pop-up parklet or pop-up eatlet, should the departures not be addressed within 21 days of the written notification being issued.</u> <p>4.7 Approvals Process <u>and Compliance</u></p> <p><u>Non-compliance with the executed vibrant public space agreement will result in:</u></p> <ul style="list-style-type: none"> • <u>an onsite inspection to confirm any departures from the agreement;</u> • <u>written notification to confirm the departures which require remediation; and</u> • <u>removal of the parklet or eatlet, should the departures not be addressed within 21 days of the written notification being issued.</u>

Attachment 1

APPLICABLE FEES		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 48: Do you have any thoughts or comments on the fees or charges?		
<i>Submitter 2.</i> Yes, fees above are reasonable.	Submitter support noted.	No modification required.
<i>Submitter 3.</i> The fee for eatlets and parklets seems steep	The fees and charges have been created to cover the cost associated with the assessment of vibrant public spaces. As the fees and charges are reviewed annually, consideration is able to be given to the current economic climate and changes can be made accordingly.	No modification required.
<i>Submitter 4.</i> reduce barriers to new/permanent liquor licenses.	Liquor licensing is not managed by the City. The City continually advocates to the Department of Local Government, Sport and Cultural Industries for the liquor licensing process to be simplified to support small businesses.	No modification required.
<i>Submitter 5.</i> Should charge but be flexible on a case by case basis. Not a flat fee based on profit of business/.	The fees and charges are updated annually. As such these are able to take into consideration the current climate and hardships which may be impacting businesses. An example of this is during the Covid-19 pandemic, where parklet fees were waived to support businesses in extending their tradeable area whilst also activating the street. The City will continue to monitor the economic climate and adjust fees accordingly.	No modification required.
<i>Submitter 7.</i> Fees seem reasonable, need to ensure they cover admin costs associated with this policy/these proposals	The fees and charges have been created to cover the cost associated with the assessment of vibrant public spaces. The fees and charges are reviewed annually. As such, consideration can be given to administrative work required as part of the annual review of fees and charges. Consideration is also able to be given to the current economic climate and changes to the annual fees and charges can be made accordingly. Parking fees are not considered under the draft Vibrant Public Spaces Policy.	No modification required.
<i>Submitter 8.</i> No fees for any businesses or types. Should be free!		
<i>Submitter 11.</i> Should be free for all businesses otherwise people wont do it. Support small businesses over big.		
<i>Submitter 12.</i> Should be free for all businesses including parklets and eatlets.		
<i>Submitter 13.</i> They should all be free. Parking prices also need to be more reasonable.		
<i>Submitter 14.</i> Depends on the market. better to have a tenant than nobody. reasonable fee for eatlets, only eatlets should have a fee.		
<i>Submitter 24.</i> You want to get people here. Don't worry about the fees.		
<i>Submitter 26.</i> It comes down to the business that's there. Hospitality sector only - anything you take off the street affects everyone around them.		

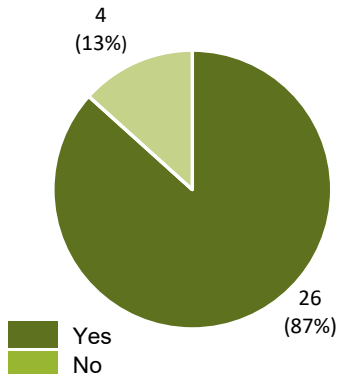
Attachment 1

APPLICABLE FEES		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 48: Do you have any thoughts or comments on the fees or charges?		
Submitter 16. No	Submitter comment noted.	No modification required.
Submitter 19. Seems reasonable.	Submitter support noted.	No modification required.
Submitter 20. A lot less expensive than I though	Submitter comment noted.	No modification required.
Submitter 27. Not important.	Submitter comment noted.	No modification required.
Submitter 9. There should be higher fees where there is private use.	The proposed fees and charges have been amended to reflect an annual fee for eatlets as they are less available for public use. Proposed fees and charges modification referenced in Council report as follows:	
Submitter 10. Those who benefit from private use should pay more.		
Submitter 17. Parklets provide little to no commercial benefit to applicants (or at the least, the commercial benefit is difficult to define). As such, and to encourage the use of parklets, application fees should not be levied on the creation of parklets. I am supportive of application and approval fees for eatlets and eating furniture.		
Submitter 18. Eatlets should cost more.		
Submitter 22. Eatlets to pay more than parklet.		
Submitter 23. Progressive fee structure makes sense		
Submitter 25. Eatlets to pay more because they're not always communal. Communal shared space should be cheaper.		
Submitter 29. Annual renewal fees should be in place for parklets and eatlets. The fees should be commercially realistic. In some existing cases it provides business's with all the customer seating it has or doubles it's seating capacity given there is currently no charge. It is in fact the cheapest coffee shop rent in Vincent and is on public land. Residential rates should not besubsidising commercial rents charged by Vincent.		
Submitter 30. Parklets may be justifiable as fee free as there genuinely is a		

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 <u>\$1,000</u>	N/A
Parklet – built on new paving	\$2,500	\$1,750 <u>\$1,250</u>	N/A
Eatlet – built on existing ground surface or decked platform	N/A	\$1,500	N/A <u>\$500</u>
Eatlet – built on new paving	\$2,500	\$1,750	N/A <u>\$500</u>
Other Proposal	\$500	To be determined as part of Council endorsed Licence.	

Attachment 1

APPLICABLE FEES		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 48: Do you have any thoughts or comments on the fees or charges?		
possibility that the public can use them. Eatlets should be charged market rates, plus be made to compensate for a reduction of parking revenue. It will then be up to the business to decide if it makes business sense to do it. Why should my business, which cant establish an eatlet, subsidise my competitors who can?		
<i>Submitter 31.</i> Already stated. Eatlets should pay market rates on an annual basis. They are simply leasing land and should pay for it - they aren't doing the community a favour. Parklets yes, Eatlets no. Perhaps they should be called Drinklets.		
<i>Submitter 32.</i> Perhaps eatlets should have an annual fee because they're not always available to the public? or perhaps a sliding annual fee scale could be determined based on the number of days or hours an eatlet is public eg. an eatlet operating from 1pm-10pm 4 or 5 days a week could have a cheaper annual fee than an eatlet operating 6am-3pm 7 days a week because the latter is less available for public use.		

GENERAL COMMENTS - FINAL THOUGHTS AND COMMENTS		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 49: Do you have any final thoughts or comments?		
Overall so you support the draft Vibrant Public Spaces Policy?		
 <p>4 (13%)</p> <p>26 (87%)</p> <p>Yes No</p>		

Attachment 1

GENERAL COMMENTS - FINAL THOUGHTS AND COMMENTS		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 49: Do you have any final thoughts or comments?		
<p>Unsure</p> <p>(30 submitters responded, 2 submitters skipped question)</p>		
<i>Submitter 2.</i> Support businesses to fill empty tenancies bus should be rerouted.	Vacant tenancies are not considered under this policy. Facilitating vibrant public spaces is a way of supporting small businesses to activate the street and diversify their business.	No modification required.
<i>Submitter 3.</i> Best of luck.	Submitter support noted.	No modification required.
<i>Submitter 4.</i> None other than the aforementioned.	Submitter comment noted.	No modification required.
<i>Submitter 7.</i> It is a great policy. So good to see it finally has council support. Looking forward to some good outcomes for the community.	Submitter support noted.	No modification required.
<i>Submitter 8, 19 and 24.</i> No	Submitter comment noted.	No modification required.
<i>Submitter 11.</i> This would keep unique businesses in the area rather than franchises.	Submitter support noted.	No modification required.
<i>Submitter 12.</i> It attracts people.	Submitter support noted.	No modification required.
<i>Submitter 14.</i> Better signage so that people know you can use parklets. I had no idea!	All vibrant public space types are to be required to have signage outlining their intended use as per the relevant Design Requirements. This signage is to be provided by the City to ensure consistency.	No modification required.
<i>Submitter 15.</i> Great way to make the community more accessible.	Submitter support noted.	No modification required.
<i>Submitter 20.</i> Amazing ideas to make the area more vibrant.	Submitter support noted.	No modification required.
<i>Submitter 22.</i> Good idea to grow the street community and improve the street community.	Submitter support noted.	No modification required.
<i>Submitter 26.</i> Beaufort Street is dirty. The frontage of 2 Fat Indians is dirty.	Submitter comment noted. The draft Vibrant Public Spaces Policy requires applicants to adequately maintain their spaces, with this reinforced through	No modification required.

Attachment 1

GENERAL COMMENTS - FINAL THOUGHTS AND COMMENTS		
Submitter Comment Verbatim	Administration Comment	Recommended Modification
QUESTION 49: Do you have any final thoughts or comments?		
The quality of maintenance is poor. Don't paint the paving, it looks messy.	the agreement between the applicant and the City. Additional feedback regarding the maintenance of Beaufort Street has been provided to the relevant City staff.	
<i>Submitter 27.</i> Really like them - we love parklets.	Submitter support noted.	No modification required.
<i>Submitter 29.</i> Please provide Vibrant Public Spaces team's estimate of the time it takes to read all the material referenced in this survey and to actually complete the survey. This information should be included as part of the outcomes of this survey.	Submitter comment noted. As the survey consists mostly of open-ended questions it is not possible to outline the exact amount of time the subject survey took to complete. The survey was split into a short and long survey to accommodate submitters time. Future surveys will be prepared with additional consideration given to completion length.	No modification required.
<i>Submitter 30.</i> DON'T PRIVATISE PUBLIC SPACE to the detriment of smaller businesses who may not be able to afford to do the same. The parklets work fine as they are.	At the time of advertising the proposed fees and charges were to be the same for parklets and eatlets. These charges did not prioritise one business over another and were put in place to support all businesses. Based on the feedback received in the consultation period, eatlets are to now have an annual fee which will assist subsidise parklets. Parklets and eatlets both provide additional seating area for businesses and a public benefit. Refer fees and charges comments included below, in response to Question 48.	No modification required.
<i>Submitter 32.</i> Looking forward to seeing more parklets/eatlets and streetscape enhancements!	Submitter support noted.	No modification required.

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 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



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Table 1.

	DESIGN & LOCATION PERMISSIBILITY												APPROVAL REQUIREMENT												
✓ 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 ¹	Base		Location		Built Form Area ²				Engagement ³				Approval				Fee								
STREET FURNITURE	✓			✓	✓		✓	✓	✓	•	•		✓				✓	✓							
AFFIXED EATING AREA FURNITURE	✓			✓	✓		✓	✓	✓	•	•		✓	○	○		✓	✓						✓	
POP-UP PARKLET / POP-UP EATLET	✓					✓	✓	✓	✓	•	•		✓				✓	✓							
PARKLET / EATLET	✓	✓	✓	✓	✓	✓	✓	✓	✓	•	•		✓	✓	✓		✓	*	✓			△	✓		
OTHER PROPOSAL	+	+	+	+	+	+	+	+	+	+	+		✓		✓	✓	✓	*		✓	✓	✓	✓	✓	

1 The listed vibrant public space types are not permitted in the Reserve Built Form Area. Where vibrant public space proposals are proposed in the Reserve Built Form Area, they shall not be progressed through the approvals process and shall not be approved.

2 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.

3 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 enhancement of the green network.

VIBRANT PUBLIC SPACES POLICY



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- 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	21 June 2022
Previous Title	
Reviewed / Amended	
Next Review Date	June 2026



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VIBRANT PUBLIC SPACES POLICY GUIDELINES

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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.

Vibrant public spaces are dog friendly, and smoke free at all times.

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.
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:

To assist in determining which type to host, refer to the flowchart on page 6.

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



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

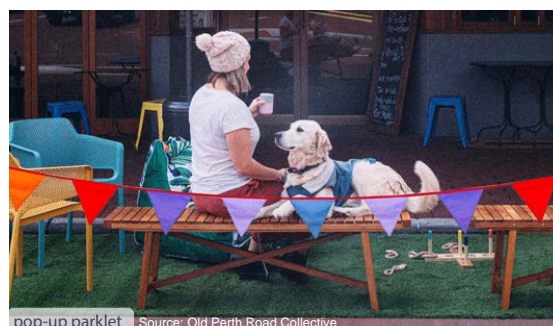


eating area furniture

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

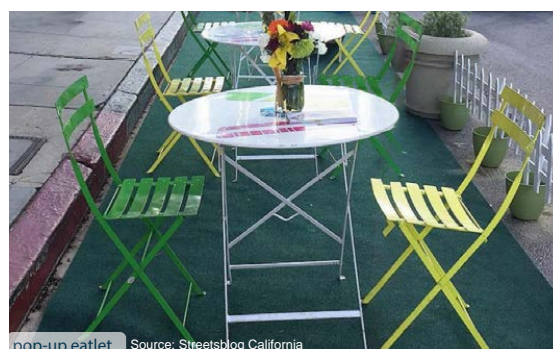


pop-up parklet Source: Old Perth Road Collective

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

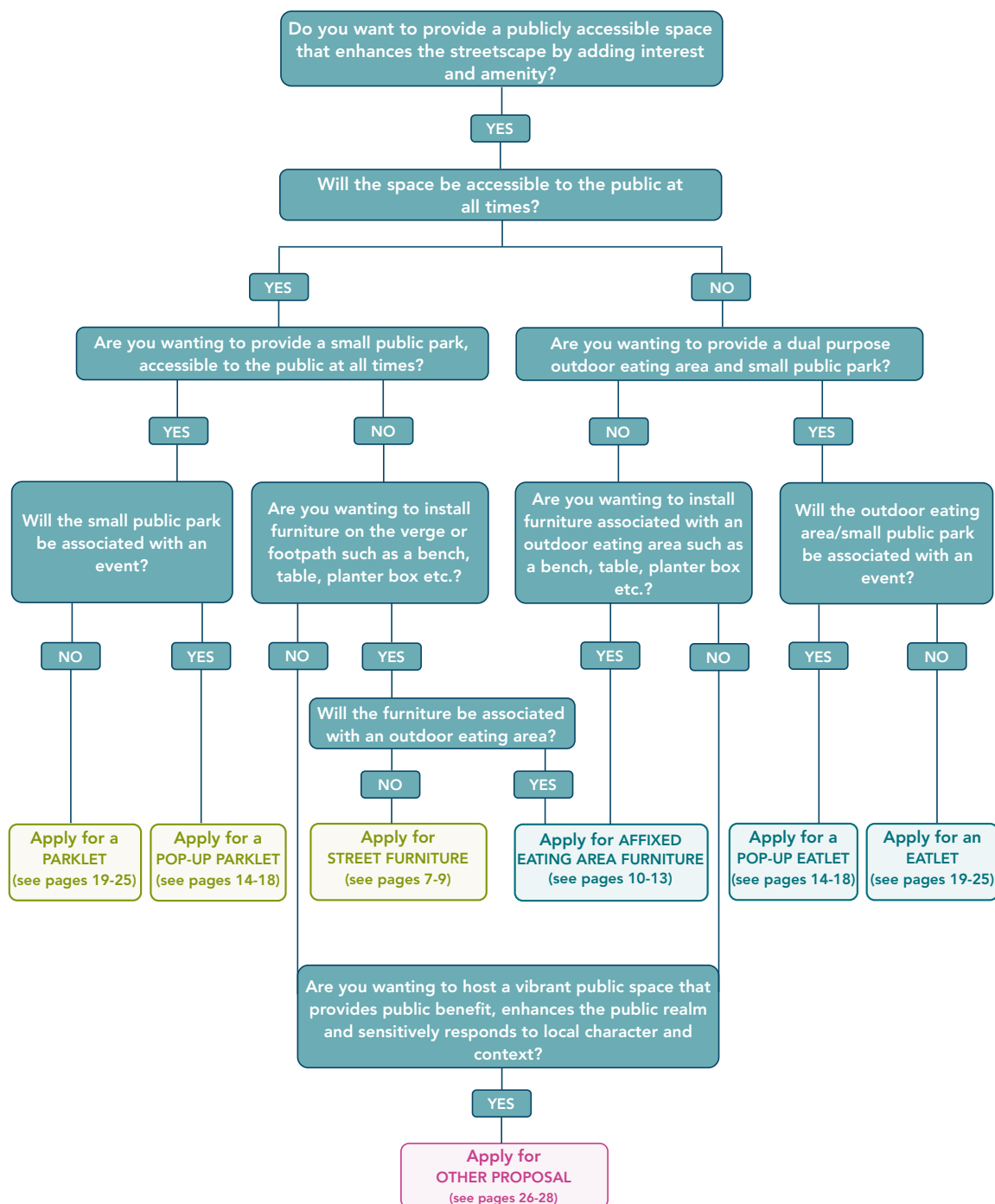
An other proposal is:

- 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	Decked Platform	New Paving	Verge	Footpath	Carriageway	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential	Reserve
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.

O1.2.6 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.

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, other branding, and reserved signs are 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.

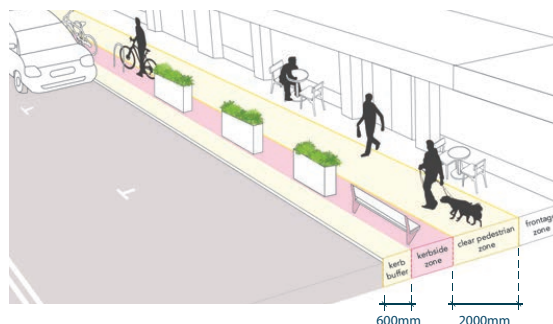
L1.4.6 Street furniture must be located to ensure the clear pedestrian zone aligns with the clear pedestrian zone in front of neighbouring properties to provide pedestrians with a clear and uninterrupted passage along any footpath.

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 24 hours prior to the installation of any approved street furniture, to confirm the installation date and time, and within 24 hours 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 and Compliance

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 <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	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 proposal application assessment report <i>Proposal recommended for approval or refusal</i>
10	City prepares 24 month vibrant public space agreement <i>Only if proposal application approved</i>
11	Review and sign vibrant public space agreement
12	Vibrant public space agreement executed and issued <i>Requires renewal by specified date</i>
13	Notify City 24 hours prior to installing street furniture and within 24 hours of completing installation
14	Enjoy and maintain the vibrant public space!

Applicant responsibility

City of Vincent responsibility

Non-compliance with the executed vibrant public space agreement will result in:

- an onsite inspection to confirm any departures from the agreement;
- written notification to confirm the departures which require remediation; and
- removal of the street furniture, should the departures not be addressed within 21 days of the written notification being issued.



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	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential	Reserve
Base											
✓			✓	✓		✓	✓	✓	•	•	

✓ 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, other branding, and reserved signs are 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

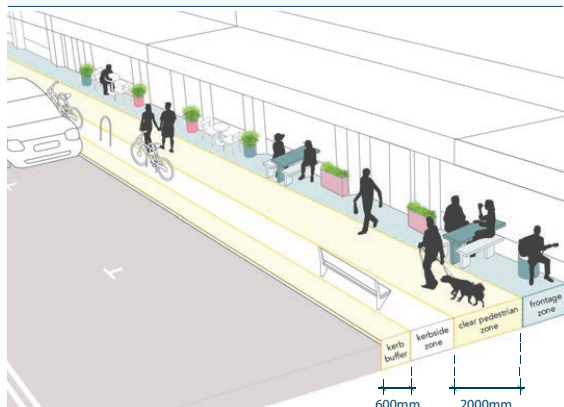
2.4 Location Requirements

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	Annual Renewal
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 24 hours prior to the installation of any approved affixed eating area furniture, to confirm the installation date and time, and within 24 hours 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.
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.

APPLICANT RESPONSIBILITIES

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 permit dogs in the Outdoor Eating Area associated with the affixed eating area furniture.

A2.6.10 Applicant must not permit or encourage smoking in the Outdoor Eating Area associated with the affixed eating area furniture.

A2.6.11 Applicant must ensure affixed eating area furniture is maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.

A2.6.12 Applicant must ensure any plants associated with the affixed eating area furniture are maintained in a healthy, neat and tidy condition at all times.

A2.6.13 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.

A2.6.14 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the affixed eating area furniture.

A2.6.15 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 the affixed eating area furniture or transfer the agreement to the new owner in consultation with the City.

A2.6.16 Applicant to renew vibrant public spaces agreement.

A2.5.17 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 and Compliance

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 24 month 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 24 hours prior to installing affixed eating area furniture and within 24 hours of completing installation
15	Enjoy and maintain the vibrant public space!

Applicant responsibility
City of Vincent responsibility

Non-compliance with the executed vibrant public space agreement will result in:

- an onsite inspection to confirm any departures from the agreement;
- written notification to confirm the departures which require remediation; and
- removal of the affixed eating area furniture, should the departures not be addressed within 21 days of the written notification being issued.



O3 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	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential	Reserve
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.

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

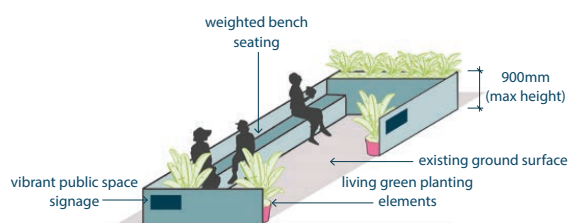
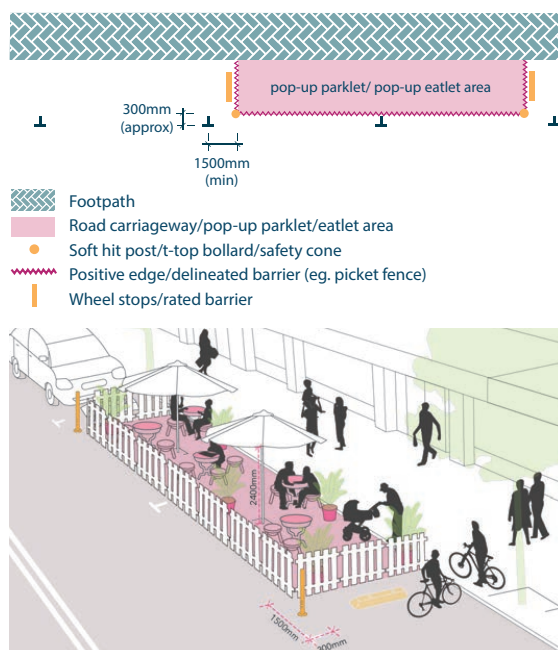
DESIGN REQUIREMENTS

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, other branding, and reserved signs are 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.

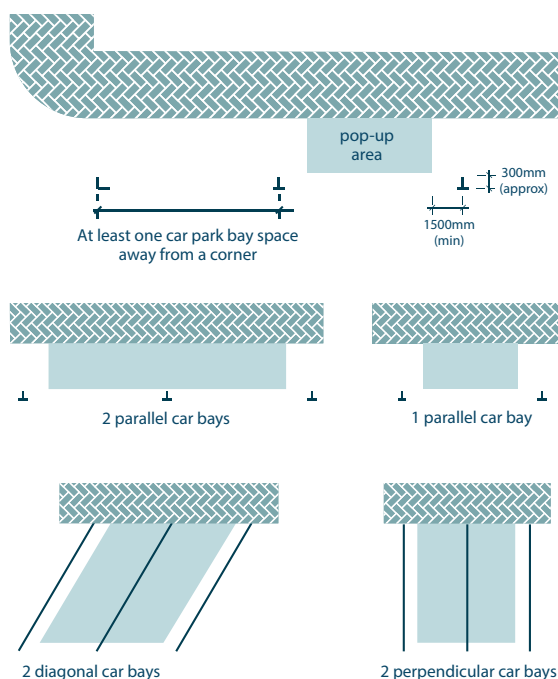
L3.4.2 Pop-up parklets and pop-up eatlets shall only be permitted on roads where the speed limit does not exceed 40km/h, or on roads where traffic calming is in place and the speed limit does not exceed 50km/h.

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-up area.



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										Fee
✓				✓		✓				

✓ required

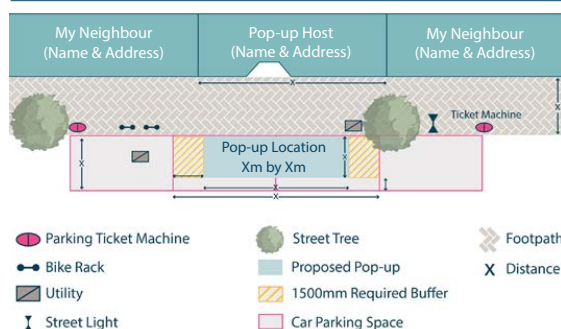
3.6 Applicant Responsibilities

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 24 hours prior to the installation to confirm the installation date and time, and within 24 hours 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 permit dogs in the pop-up parklet or pop-up eatlet.

A3.6.9 Applicant must not permit or encourage smoking in the pop-up parklet or pop-up eatlet.

A3.6.10 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.

A3.6.11 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.

A3.6.12 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.

A3.6.13 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.

A3.6.14 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.

A3.6.15 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 and Compliance

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>24 hours prior to installation and within 24 hours of completing installation</i>
14	Enjoy and maintain the vibrant public space!

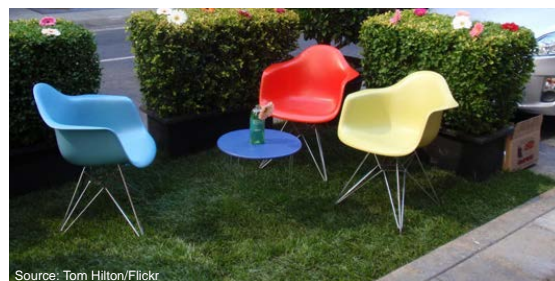
Applicant responsibility
City of Vincent responsibility

Non-compliance with the executed vibrant public space agreement will result in:

- an onsite inspection to confirm any departures from the agreement;
- written notification to confirm the departures which require remediation; and
- removal of the pop-up parklet or pop-up eatlet, should the departures not be addressed within 21 days of the written notification being issued.



Source: Old Perth Road Collective



Source: Tom Hilton/Flickr



Source: Facebook/TrinityWoodworkingNY

04 PARKLET/ EATLET

4.1 Design and Location Permissibility

Parklet and 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	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential	Reserve
Base	Location			Built Form Area							
✓	✓	✓	✓	✓	✓	✓	✓	✓	•	•	

- ✓ permitted
- permitted where located adjacent an existing approved business, excluding a home business

LIQUOR LICENSING

Parklets are public at all times and **are** 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.

4.2 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.
- 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.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

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 and design the paving enhancements.

The paving works will then be undertaken by the applicant, at the applicant's cost and as prescribed in the City's annual fees and charges, and compliance checked by the City.

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.

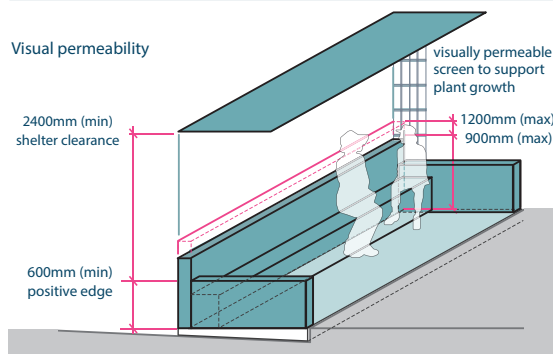
DESIGN REQUIREMENTS

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.

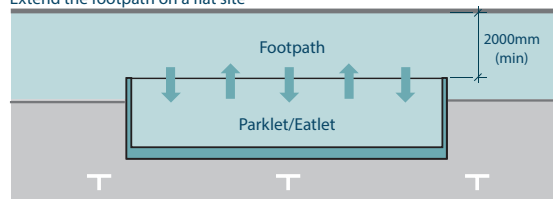
D4.3.8 Parklets and eatlets should be designed as an extension of the footpath and must be open and accessible from the adjoining footpath via an unobstructed flush or ramped section. Where the parklet or eatlet is located on a sloping site, a minimum 1500mm wide unobstructed flush section must be provided.

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.

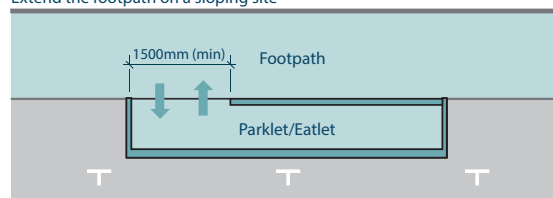
D4.3.10 Decked platforms located in the carriageway should be freestanding and not require anchoring into the City's road infrastructure. If a safety issue presents itself and anchoring is required, this will be assessed on a case by case basis and will be at the expense of the applicant and will require 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 and 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 **affixed** 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 on parklets and eatlets. Where the parklet or eatlet has a canopy, the provision of lighting is mandatory.

Electric lighting may be permitted but will require an electrical connection to a building and a separate electrical certification and approval.

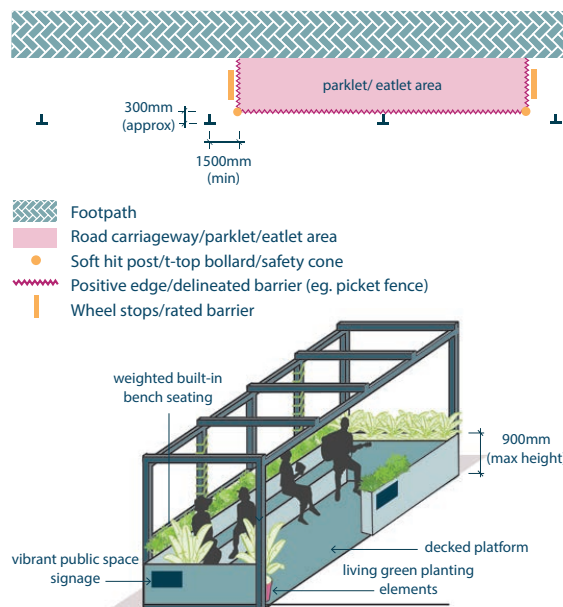
D4.3.19 Integrated bicycle parking is strongly encouraged.

D4.3.20 Business logos, advertising, other branding, and reserved signs are 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:

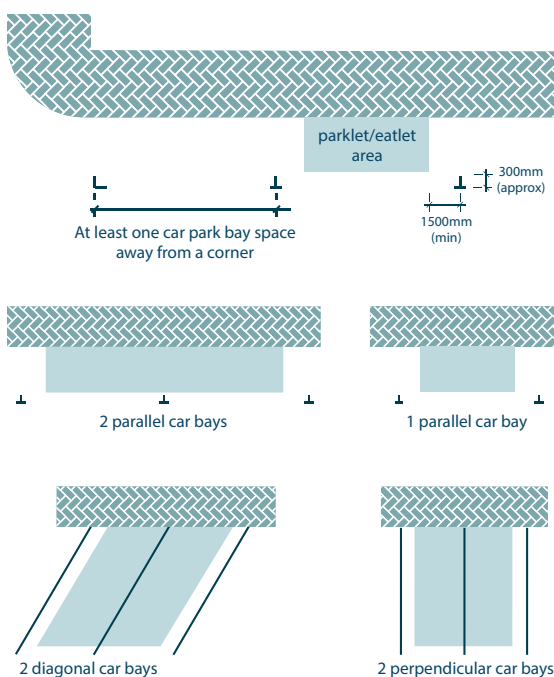
- verge;
- kerb buffer and/or kerbside zone of a footpath; or
- road carriageway.

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.

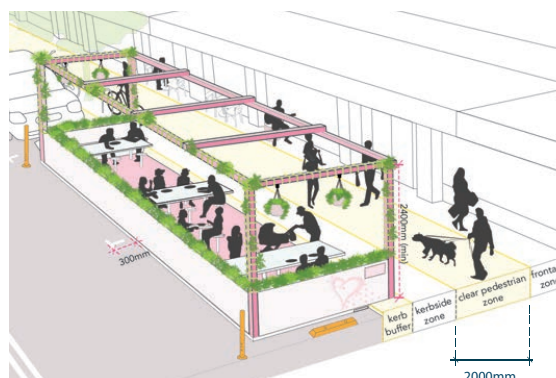
L4.4.8 Where located in a carriageway, parklets and eatlets must not be located on roads classified as Primary Distributor or four lane District Distributor roads, including those with timed clearways in place.

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.

L4.4.22 Within a 400 metre catchment, no more than 20% of the public realm (of eligible areas) may be occupied by eatlets.

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

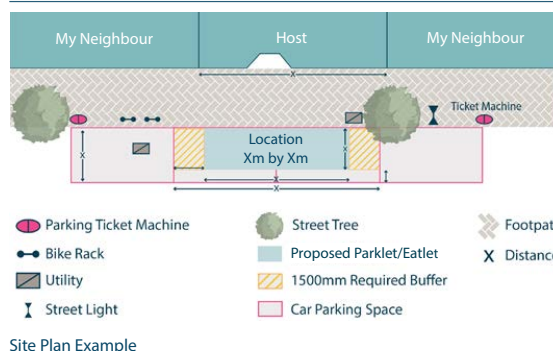
APPLICANT RESPONSIBILITIES

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.



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 24 hours prior to the installation to confirm the installation date and time, and within 24 hours 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 permit dogs in the parklet or eatlet.

A4.6.12 Applicant must not permit or encourage smoking in the parklet or eatlet.

A4.6.13 Applicant must ensure parklets and eatlets are maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.

A4.6.14 Applicant must ensure any plants associated with the parklet or eatlet are maintained in a healthy, neat and tidy condition at all times.

A4.6.15 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.

A4.6.16 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the parklet or eatlet.

APPLICANT RESPONSIBILITIES

A4.6.17 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.

A4.6.18 Applicant must install a minimum of two City provided Vibrant Public Space signs prior to installation completion.

A4.6.19 Applicant to renew vibrant public spaces agreement.



01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

4.7 Approval Process and Compliance

Parklet and eatlet proposals which achieve the applicable 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 24 hours prior to installation and within 24 hours of completing installation
19	Enjoy and maintain the vibrant public space!

Applicant responsibility
City of Vincent responsibility



Non-compliance with the executed vibrant public space agreement will result in:

- an onsite inspection to confirm any departures from the agreement;
- written notification to confirm the departures which require remediation; and
- removal of the parklet or eatlet, should the departures not be addressed within 21 days of the written notification being issued.

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.

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
A5.4.1 Applicant must engage with adjacent businesses and tenants to inform them of the proposal.
A5.4.2 Applicant must complete vibrant public space proposal application form inclusive of scaled site plan, proposal precedent imagery and demonstrated neighbour support.
A5.4.3 Applicant must pay application/design and approval fees, as prescribed in the City's annual fees and charges.
A5.4.4 Applicant must provide structural or product certification as determined by the City.
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.
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.
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.
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.
A5.4.9 Applicant must permit dogs in the vibrant public space.
A5.4.10 Applicant must not permit or encourage smoking in the vibrant public space.
A5.4.11 Applicant must ensure the vibrant public space is maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.
A5.4.12 Applicant must ensure any plants associated with the vibrant public space are maintained in a healthy, neat and tidy condition at all times.

APPLICANT RESPONSIBILITIES
A5.4.13 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.
A5.4.14 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the vibrant public space.
A5.4.15 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 affixed structures or transfer the licence to the new owner in consultation with the City.
A5.4.16 Applicant to renew vibrant public spaces agreement and pay renewal fee as prescribed in the City's annual fees and charges.
A5.4.17 Applicant must install City provided and prescribed Vibrant Public Space signs prior to installation completion.

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> <i>no (refusal - cease approvals process)</i> <i>yes (recommended for approval - progress to 12)</i>
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? <i>no (cease approvals process)</i> <i>yes (progress to 16)</i>
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 24 hours prior to installation and within 24 hours 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

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 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																									
✓ permitted or required	<div>Existing Ground Surface</div> <div>Decked Platform</div> <div>New Paving</div> <div>Verge</div> <div>Footpath</div> <div>Carriageway</div> <div>Town Centre</div> <div>Activity Corridor</div> <div>Mixed Use</div> <div>Transit Corridor</div> <div>Residential</div> <div>Reserve</div> <div>Adjacent Businesses/ Tenants</div> <div>21 Days/ Owners/ Occupiers 100m Radius</div> <div>Website/ Notice in Business Window</div> <div>28 Days/ Owners/ Occupiers 200m Radius</div> <div>Sign on Site/ Local Newspaper</div> <div>Structural/ Product Certification</div> <div>Building Approval</div> <div>Delegated Authority/ Agreement</div> <div>Development Application/ Planning Approval</div> <div>Council Decision/ Licence</div> <div>Application/ Design</div> <div>Approval</div> <div>Annual Renewal</div>																																					
+ 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 ¹													Base	Location	Built Form Area ²			Engagement ³			Approval			Fee														
STREET FURNITURE													✓			✓	✓		✓	✓	✓	●	●	✓			✓											
AFFIXED EATING AREA FURNITURE													✓			✓	✓		✓	✓	✓	●	●	✓	○	○	✓		✓				✓					
POP-UP PARKLET / POP-UP EATLET													✓					✓	✓	✓	✓	●	●	✓			✓		✓									
PARKLET / EATLET													✓	✓	✓	✓	✓	✓	✓	✓	✓	●	●	✓	✓	✓		✓	*	✓			^	✓				
OTHER PROPOSAL													+	+	+	+	+	+	+	+	+	+	+	✓		✓	✓	✓	✓	*		✓	✓	✓	✓	✓		

1 The listed vibrant public space types are not permitted in the Reserve Built Form Area. Where vibrant public space proposals are proposed in the Reserve Built Form Area, they shall not be progressed through the approvals process and shall not be approved.

2 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.

3 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 enhancement of the green network.

VIBRANT PUBLIC SPACES POLICY



- 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	21 June 2022
Previous Title	
Reviewed / Amended	
Next Review Date	June 2026



CITY OF VINCENT

VIBRANT PUBLIC SPACES POLICY GUIDELINES

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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.

Vibrant public spaces are dog friendly, and smoke free at all times.

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.
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

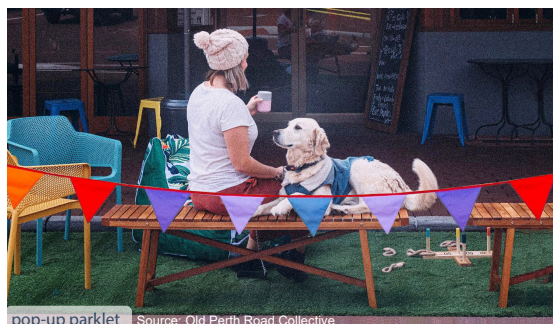


eating area furniture

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

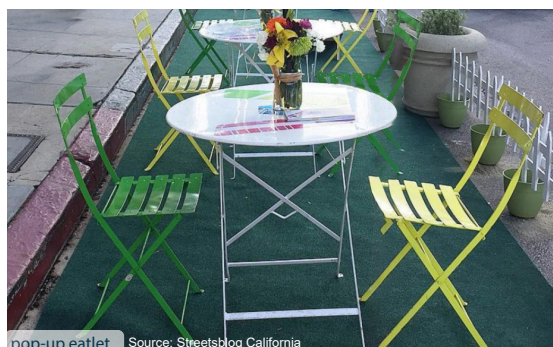


pop-up parklet Source: Old Perth Road Collective

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

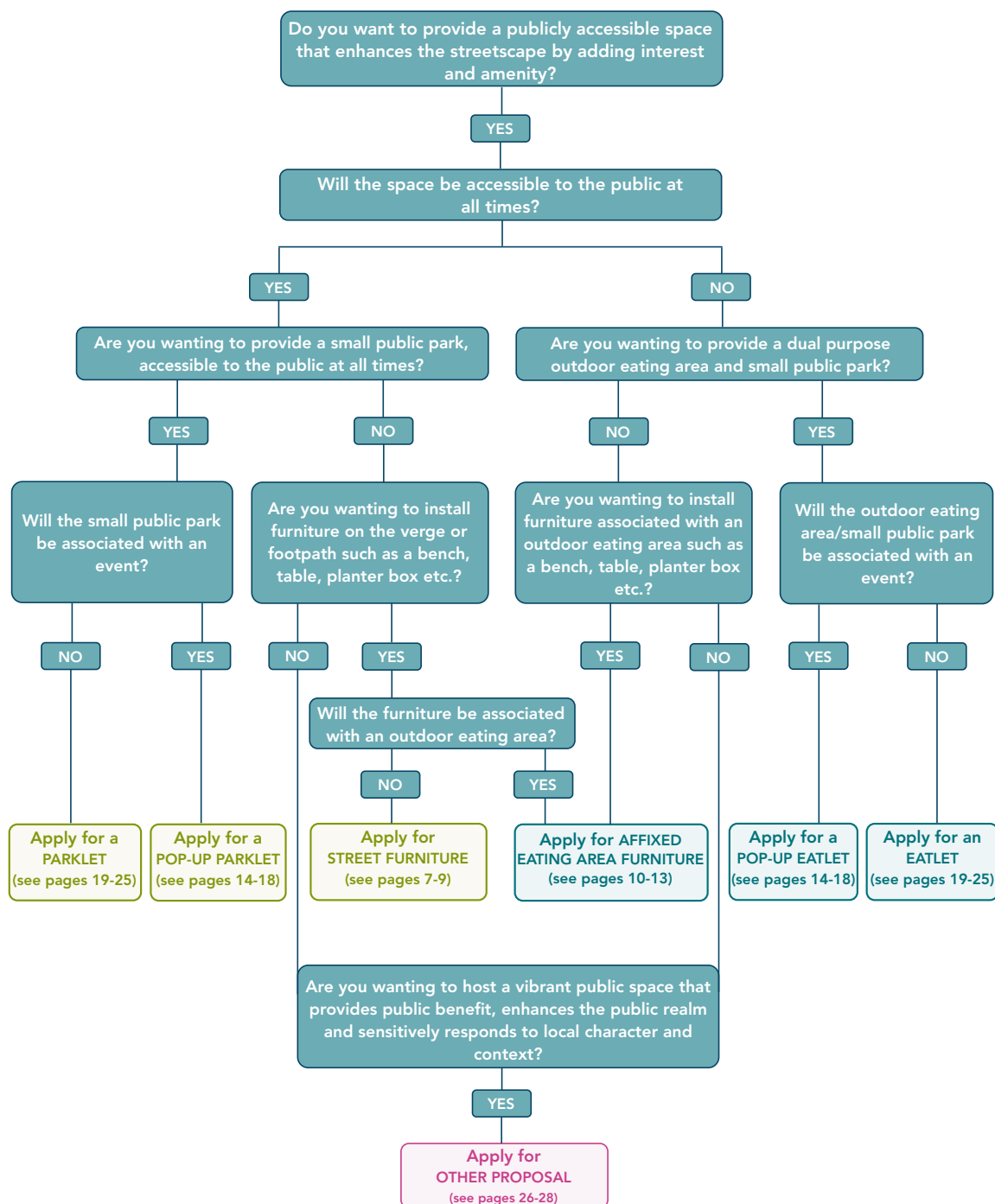
An other proposal is:

- 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	Decked Platform	New Paving	Verge	Footpath	Carriageway	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.
- O1.2.6** 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.

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, other branding, and reserved signs are 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.

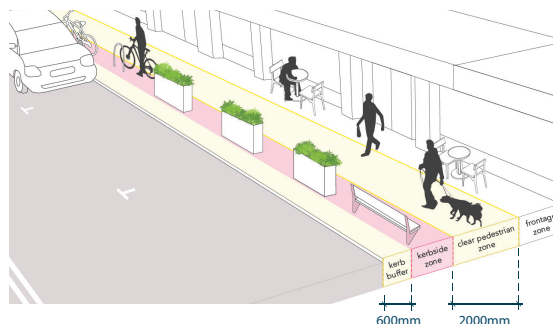
L1.4.6 Street furniture must be located to ensure the clear pedestrian zone aligns with the clear pedestrian zone in front of neighbouring properties to provide pedestrians with a clear and uninterrupted passage along any footpath.

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 24 hours prior to the installation of any approved street furniture, to confirm the installation date and time, and within 24 hours 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 and Compliance

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 <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	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 proposal application assessment report <i>Proposal recommended for approval or refusal</i>
10	City prepares 24 month vibrant public space agreement <i>Only if proposal application approved</i>
11	Review and sign vibrant public space agreement
12	Vibrant public space agreement executed and issued <i>Requires renewal by specified date</i>
13	Notify City 24 hours prior to installing street furniture and within 24 hours of completing installation
14	Enjoy and maintain the vibrant public space!

Applicant responsibility

City of Vincent responsibility

Non-compliance with the executed vibrant public space agreement will result in:

- an onsite inspection to confirm any departures from the agreement;
- written notification to confirm the departures which require remediation; and
- removal of the street furniture, should the departures not be addressed within 21 days of the written notification being issued.



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	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential	Reserve
Base											
✓			✓	✓		✓	✓	✓	•	•	

✓ 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, other branding, and reserved signs are 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

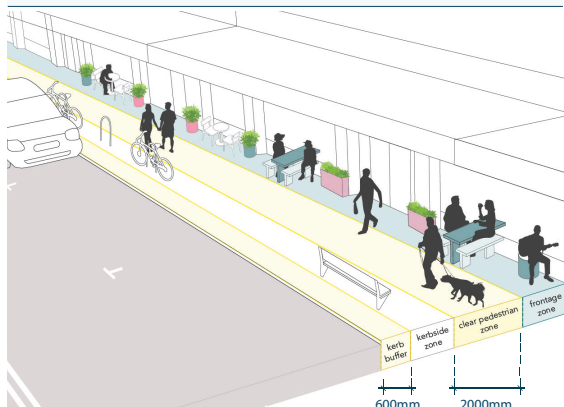
2.4 Location Requirements

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	Annual Renewal
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 24 hours prior to the installation of any approved affixed eating area furniture, to confirm the installation date and time, and within 24 hours 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.
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.

APPLICANT RESPONSIBILITIES

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 permit dogs in the Outdoor Eating Area associated with the affixed eating area furniture.

A2.6.10 Applicant must not permit or encourage smoking in the Outdoor Eating Area associated with the affixed eating area furniture.

A2.6.11 Applicant must ensure affixed eating area furniture is maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.

A2.6.12 Applicant must ensure any plants associated with the affixed eating area furniture are maintained in a healthy, neat and tidy condition at all times.

A2.6.13 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.

A2.6.14 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the affixed eating area furniture.

A2.6.15 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 the affixed eating area furniture or transfer the agreement to the new owner in consultation with the City.

A2.6.16 Applicant to renew vibrant public spaces agreement.

A2.5.17 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 and Compliance

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 24 month 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 24 hours prior to installing affixed eating area furniture and within 24 hours of completing installation
15	Enjoy and maintain the vibrant public space!

Applicant responsibility
City of Vincent responsibility

Non-compliance with the executed vibrant public space agreement will result in:

- an onsite inspection to confirm any departures from the agreement;
- written notification to confirm the departures which require remediation; and
- removal of the affixed eating area furniture, should the departures not be addressed within 21 days of the written notification being issued.



O3 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	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential	Reserve
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.
- 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

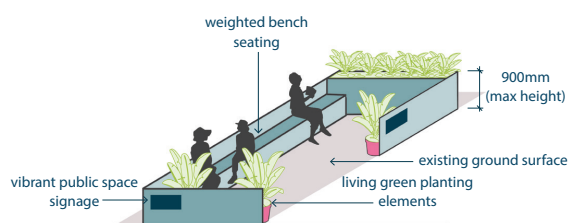
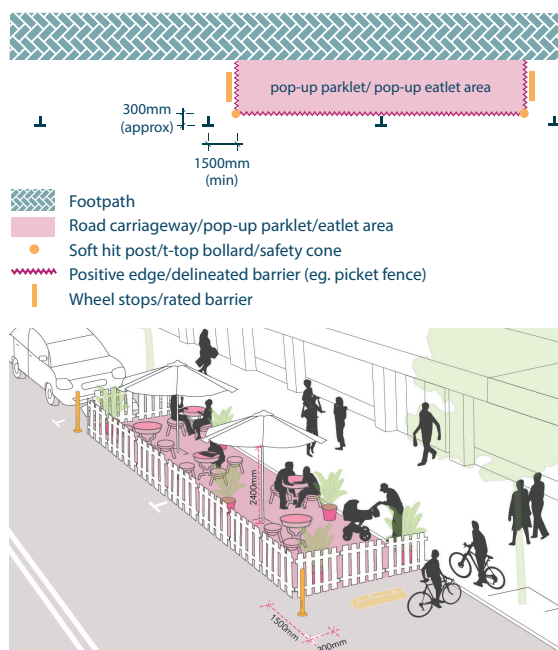
DESIGN REQUIREMENTS

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, other branding, and reserved signs are 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.

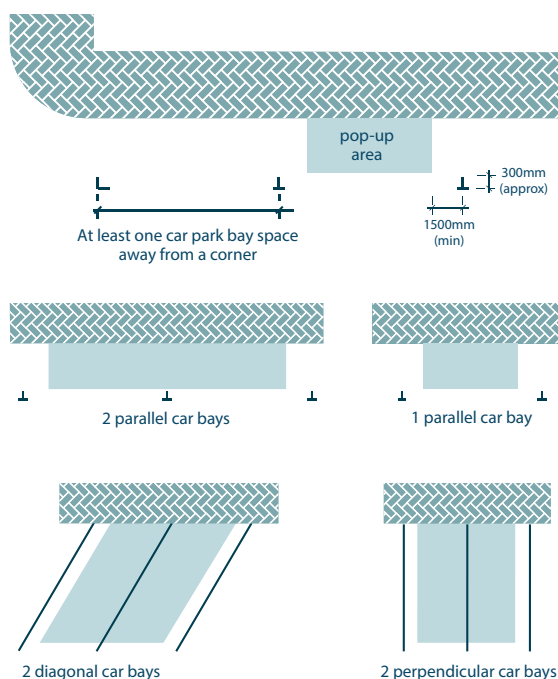
L3.4.2 Pop-up parklets and pop-up eatlets shall only be permitted on roads where the speed limit does not exceed 40km/h, or on roads where traffic calming is in place and the speed limit does not exceed 50km/h.

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-up area.



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

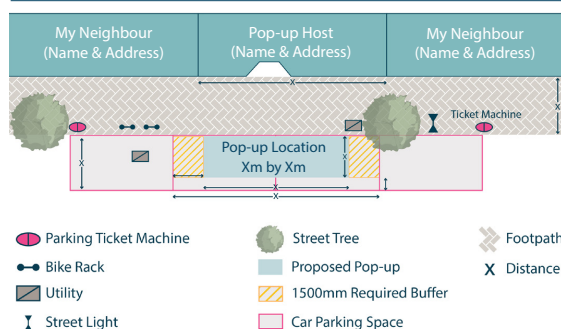
3.6 Applicant Responsibilities

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 24 hours prior to the installation to confirm the installation date and time, and within 24 hours 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 permit dogs in the pop-up parklet or pop-up eatlet.

A3.6.9 Applicant must not permit or encourage smoking in the pop-up parklet or pop-up eatlet.

A3.6.10 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.

A3.6.11 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.

A3.6.12 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.

A3.6.13 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.

A3.6.14 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.

A3.6.15 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 and Compliance

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>24 hours prior to installation and within 24 hours of completing installation</i>
14	Enjoy and maintain the vibrant public space!

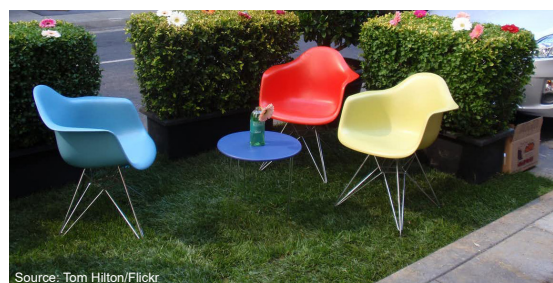
Applicant responsibility
City of Vincent responsibility

Non-compliance with the executed vibrant public space agreement will result in:

- an onsite inspection to confirm any departures from the agreement;
- written notification to confirm the departures which require remediation; and
- removal of the pop-up parklet or pop-up eatlet, should the departures not be addressed within 21 days of the written notification being issued.



Source: Old Perth Road Collective



Source: Tom Hilton/Flickr



Source: Facebook/TrinityWoodworkingNY

04 PARKLET/ EATLET

4.1 Design and Location Permissibility

Parklet and 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	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential	Reserve
Base	Location			Built Form Area							
✓	✓	✓	✓	✓	✓	✓	✓	✓	•	•	

- ✓ permitted
- permitted where located adjacent an existing approved business, excluding a home business

LIQUOR LICENSING

Parklets are public at all times and are 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.

4.2 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.
- 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.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | **04 PARKLET/EATLET** | 05 OTHER PROPOSAL

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 and design the paving enhancements. The paving works will then be undertaken by the applicant, at the applicant's cost and as prescribed in the City's annual fees and charges, and compliance checked by the City.

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.

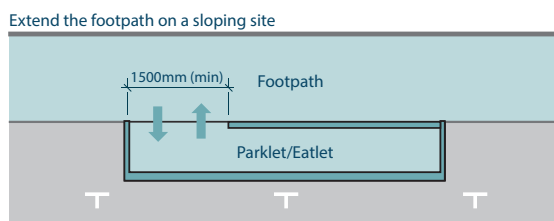
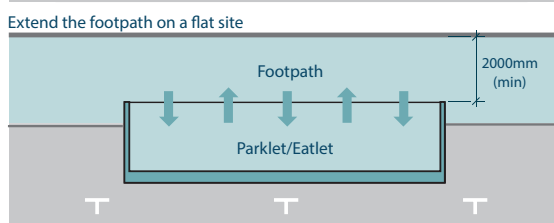
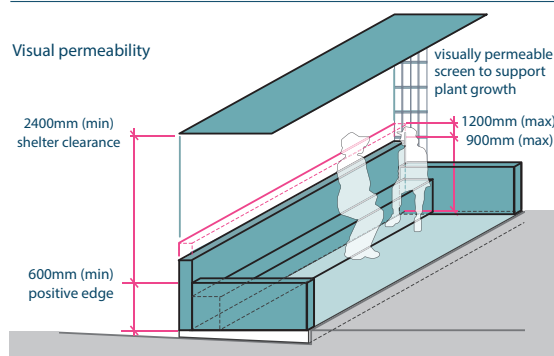
DESIGN REQUIREMENTS

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.



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 and 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 affixed 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 on parklets and eatlets. Where the parklet or eatlet has a canopy, the provision of lighting is mandatory. Electric lighting may be permitted but will require an electrical connection to a building and a separate electrical certification and approval.

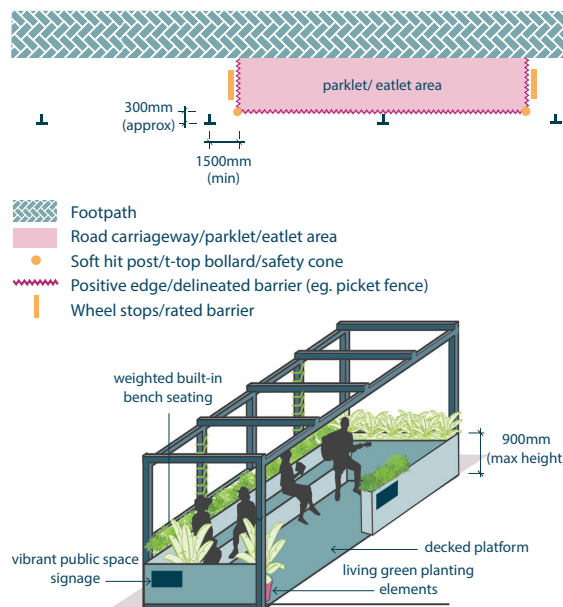
D4.3.19 Integrated bicycle parking is strongly encouraged.

D4.3.20 Business logos, advertising, other branding, and reserved signs are 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



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:

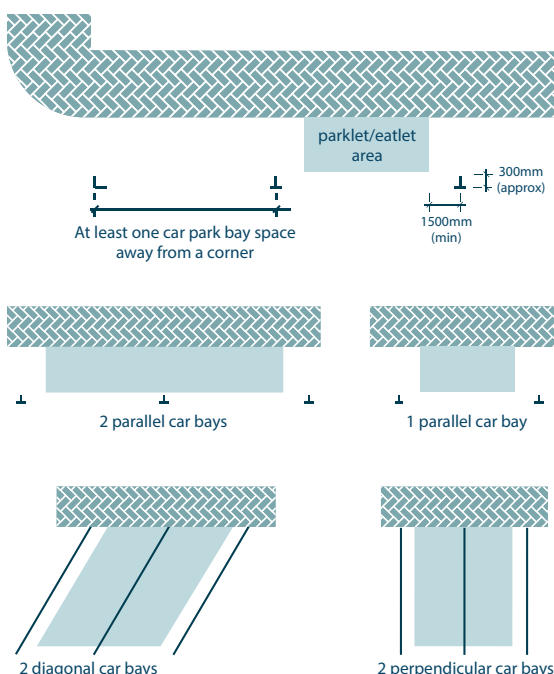
- verge;
- kerb buffer and/or kerbside zone of a footpath; or
- road carriageway.

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.

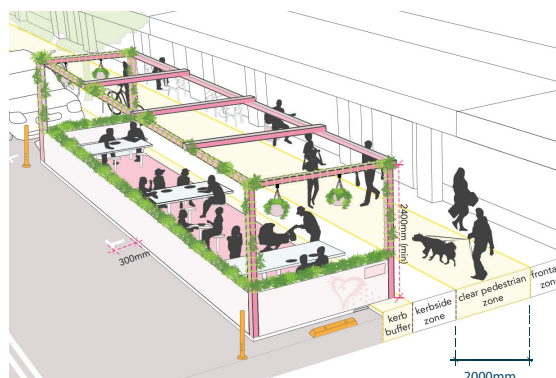
L4.4.8 Where located in a carriageway, parklets and eatlets must not be located on roads classified as Primary Distributor or four lane District Distributor roads, including those with timed clearways in place.

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 existing 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.

L4.4.22 Within a 400 metre catchment, no more than 20% of the public realm (of eligible areas) may be occupied by eatlets.

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

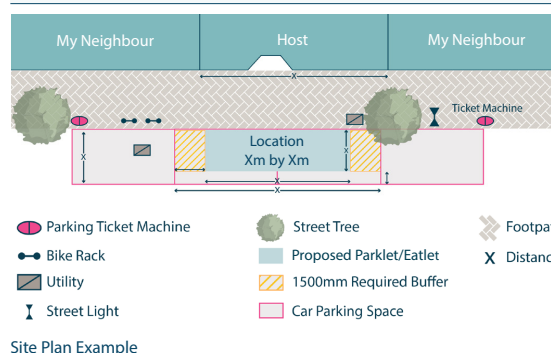
APPLICANT RESPONSIBILITIES

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.



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 24 hours prior to the installation to confirm the installation date and time, and within 24 hours 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 permit dogs in the parklet or eatlet.

A4.6.12 Applicant must not permit or encourage smoking in the parklet or eatlet.

A4.6.13 Applicant must ensure parklets and eatlets are maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.

A4.6.14 Applicant must ensure any plants associated with the parklet or eatlet are maintained in a healthy, neat and tidy condition at all times.

A4.6.15 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.

A4.6.16 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the parklet or eatlet.

APPLICANT RESPONSIBILITIES

A4.6.17 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.

A4.6.18 Applicant must install a minimum of two City provided Vibrant Public Space signs prior to installation completion.

A4.6.19 Applicant to renew vibrant public spaces agreement.



01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

4.7 Approval Process and Compliance

Parklet and eatlet proposals which achieve the applicable 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 24 hours prior to installation and within 24 hours of completing installation
19	Enjoy and maintain the vibrant public space!

	Applicant responsibility
	City of Vincent responsibility



Non-compliance with the executed vibrant public space agreement will result in:

- an onsite inspection to confirm any departures from the agreement;
- written notification to confirm the departures which require remediation; and
- removal of the parklet or eatlet, should the departures not be addressed within 21 days of the written notification being issued.

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.

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

✓ 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 permit dogs in the vibrant public space.</p> <p>A5.4.10 Applicant must not permit or encourage smoking in the vibrant public space.</p> <p>A5.4.11 Applicant must ensure the vibrant public space is maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.</p> <p>A5.4.12 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>A5.4.13 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>A5.4.14 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the vibrant public space.</p> <p>A5.4.15 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 affixed structures or transfer the licence to the new owner in consultation with the City.</p> <p>A5.4.16 Applicant to renew vibrant public spaces agreement and pay renewal fee as prescribed in the City's annual fees and charges.</p> <p>A5.4.17 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> <i>no (refusal - cease approvals process)</i> <i>yes (recommended for approval - progress to 12)</i>
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? <i>no (cease approvals process)</i> <i>yes (progress to 16)</i>
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 24 hours prior to installation and within 24 hours 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

9.7 SMALL BUSINESS FRIENDLY APPROVALS PROGRAM - FINAL REPORT

Attachments: 1. **Small Business Friendly Approvals Program - Final Report** [!\[\]\(dfbd6b3763a6d1d9afaa974f64e2e4b5_img.jpg\)](#) [!\[\]\(b89ecf30df3dbaee65fa9f1829524a6e_img.jpg\)](#)

RECOMMENDATION:**That Council NOTES:**

1. **the Small Business Friendly Approvals Program – City of Vincent Final Report at Attachment 1; and**
2. **Administration will be reporting progress of the 33 reforms of this report to the Small Business Development Corporation and Council every six months.**

PURPOSE OF REPORT:

For Council to note the final report for the City of Vincent Small Business Friendly Approvals Program (SBFA), produced by the Small Business Development Corporation (SBDC).

BACKGROUND:

The City of Vincent was selected to participate in the Small Business Friendly Approvals (SBFA) Program, being one of 20 successful local governments. The program is delivered by the Small Business Development Corporation (SBDC) who invest skills, knowledge, experience and budget to successful local governments.

The SBFA Program utilises Human Centred Design Thinking which involves participation from approvals-based teams and communications-focused teams. This includes team members who specialise in Building, Compliance, Customer Service, Environmental Health, Information Technology, Marketing, Place, Rangers, Statutory Planning and Strategic Planning. The City collectively contributed the equivalent of six months work by having team members attend 12 workshops, with Ink Strategy as facilitators.

The workshop journey included the following steps:

1. Empathise – understand user/customer needs.
2. Define – What and why is it important?
3. Ideate – How do we solve it/improve?
4. Prototype – Bringing ideas to life.
5. Test – Does it work?
6. Embed – Embedding and supporting?

SBDC provided the City with small business statistics prior to commencement of the program. Of the City's 5,566 businesses, 5,416 (97 percent) are small businesses and 3,278 are sole traders. A small business employs 0-19 people. These businesses contribute to a gross regional product of \$4.1billion. This data reflects that small businesses are an essential part of the local economy, which is reflected in the Thriving Places priority of our Strategic Community Plan (SCP).

DETAILS:

The final report produced by SBDC can be viewed at **Attachment 1**. This report contains information on the six stages of the workshop journey, which resulted in 33 reforms. These reforms were refined from >300 ideas during the Ideation Phase and incorporated feedback from some local small businesses.

This feedback was obtained from Ink and formed part of the Empathise Phase. Four main themes emerged from this input, as detailed in the following table:

Theme	Selected Quote
Progressive outlook; constrained frameworks	Council presented as being very forward thinking, but the systems and processes don't back this up
A need to better understand small business pressures and need	I wanted to work collaboratively, but felt it was really difficult. I wanted to talk to someone but was always being told to ' <i>put it in writing</i> '
Limited ownership and consistency	The entire approvals process was not communicated up front
Help me to help myself	Expectations were difficult to understand and interpret

Two businesses provided advice on their experiences during the workshops which helped the SBFA team to consider ideas on how their experience could have been improved. These ideas were grouped into three reforms areas, being:

1. Better information – to make it easier for small businesses to navigate and understand requirements of the application and approvals process when starting, pivoting or growing their business.
2. Business Support Service – to support small business through a coordinated and collaborative five staged approach as they undertake their enquiry, pre-lodgement, lodgement, assessment/approval and operational journey.
3. Streamline processes to improve the customer experience – to implement solutions that streamline and expedite processes linked to small business applications and strengthen the system and tools that support process improvement.

Delivery of the 33 reforms is supported by an operational Implementation Plan which contains tasks and defines success. The progress of these tasks is reported to SBDC every six months. Some of the reforms were progressed during the prototype and testing phase of the workshops and it is expected implementation of these key tasks would be completed soon. These include:

- An overarching small business journey roadmap (part of Reform 1.5);
- Online approvals self-assessment questionnaire (Reform 1.14);
- Developing a workflow to embed a Business Support function (Reform 2.1);
- Initial review of forms (Reform 1.7);
- Drafting of an acoustic consultant's matrix to guide small businesses on when a report is required (Reform 1.6); and
- Steps to consolidate information on business enhancement opportunities through the website (Reform 1.13).

CONSULTATION/ADVERTISING:

Selected businesses participated in the 'Empathise' phase of the program.

LEGAL/POLICY:

All Acts, Regulations, Local Laws and Policies that relate to Small Business approvals.

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS:

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

Thriving Places

*We are recognised as a City that supports local and small business.
We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.*

Innovative and Accountable

Our community is satisfied with the service we provide.

SUSTAINABILITY IMPLICATIONS:

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

Waste Reduction

PUBLIC HEALTH IMPLICATIONS:

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

Reduced exposure to environmental health risks

FINANCIAL/BUDGET IMPLICATIONS:

Thirty of the 33 reforms do not have a budget implication and these reforms can be delivered utilising existing budget. Three reforms may have a budget implication; however, these reforms require some further development to understand what the costs are and whether the costs can be incorporated into existing budget.

COMMENTS:

The SBFA reforms are to be delivered over a two-year period with Administration providing a performance report to SBDC every six months. Selected small businesses participated in the journey and were impressed with the progress the City made as part of this Program. The reforms of this program align strongly with the SCP and are being incorporated into corporate business planning.

Small Business Friendly Approvals Program

City of Vincent Final Report

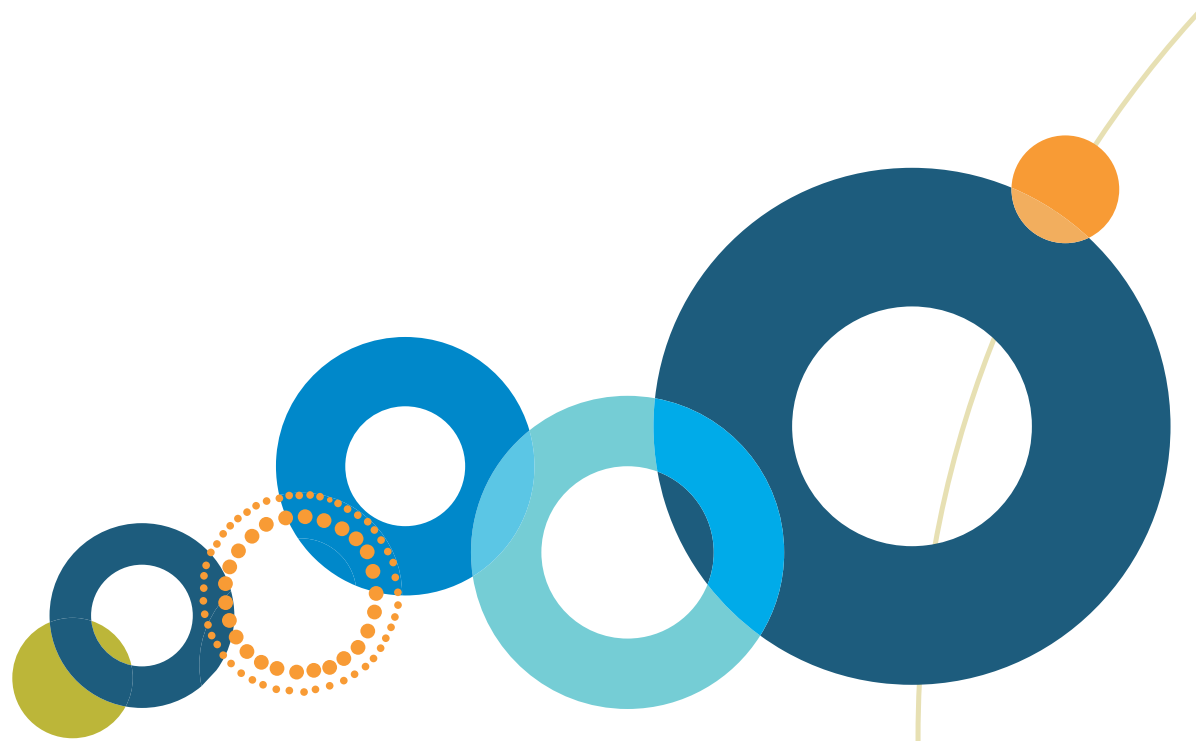
May 2022



Small Business
Development Corporation



CITY OF VINCENT



Acknowledgement

We join the City of Vincent in acknowledging the traditional lands of the Whadjuk Noongar people.

We pay our respect to their Elders, past and present, and we recognise their strength and resilience.





Small Business Friendly Approvals Program

City of Vincent Final Report

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Thank you

to the following working group members for their contribution to the
City of Vincent Small Business Friendly Approvals Program

Department	Program Participant	Program Proxy
Strategic and Development	Mark Fallows, Manager Built Environment and Wellbeing, Program Lead	Jay Naidoo, Manager Development and Design
Building	Justina Briggs-Bradford, Coordinator Building Services	Ford Broderick, Senior Building Surveyor
Communications/Events	Luke Hackett, Marketing and Communications Officer	Alana Raine, Digital Marketing Advisor
Compliance	Nadine Wellington, Coordinator Compliance Services	Sonia Woodside, Senior Compliance Officer
Customer Service	Lisa Cole, Coordinator Customer Service	Gemma Carter, Manager Marketing and Partnerships
Environmental Health	Prue Reddingius, Coordinator Environmental Health	Alex Ravine, Senior Environmental Health Officer
Information Technology	Loan Pham, ICT Support Officer	Milton Yee, Business Systems Analyst
Place Planning	Georgia Lawrence, Coordinator Place	Eamonn Lourey, Place Planner
Statutory Planning	Karsen Reynolds, Coordinator Planning Services	Mitchell Hoad, Specialist Planner
Strategic Planning	Jordan Korovesi, Coordinator Strategic Planning	Tim Elliot, Senior Strategic Planner
Rangers	Jean Lowther, Coordinator Ranger Services	Dean Lawrence, Senior Ranger
Small Business Development Corporation	Annette Brown, Senior Project and Engagement Officer	N/A

The Small Business Development Corporation would like to thank the local businesses who shared their own experiences to help identify improvements to the current approvals processes required to establish and grow a small business in the City of Vincent.





Welcome from the Small Business Commissioner

Over the past two years, governments and businesses have navigated the complexities of doing business in an unprecedented era. We developed a new set of learnings from living with, and managing, a global pandemic.

As I reflect on what we learnt during the COVID-19 pandemic, the stand out is how well small businesses adapted to disruption.

They recalibrated operations to respond to supply chain issues, financial uncertainty, shifts in consumer spending and engagement, and a heightened awareness of business vulnerability and risk.

We witnessed an outstanding commitment by small businesses to ensure the safety of their customers, staff, and the wider community, while continuing to provide the goods and services we all need. Many made significant sacrifices.

Never before has the sector been so agile, or played such a central role in helping our society adapt to the new way of living. The rapid response from small businesses to the challenges of the past year has allowed us to enjoy a stable and growing economy.

One outcome of this global crisis is the acknowledgement of the importance of small businesses. They continue to be a significant driver of our economy and a major source of jobs for Western Australians. With unpredictability expected for some time to come, governments at all levels

have recognised the pressing need to engage with and support the business community as it continues to build long-term sustainability and resilience.

The Small Business Development Corporation (SBDC's) *Small Business Friendly Approvals Program* addresses some of this need. The City of Vincent is part of a select group of WA local governments chosen to participate in the intensive process to map, examine and improve the approval processes for local small businesses.

I would particularly like to thank the officers involved in the working group, who over a series of sessions reviewed current practices and developed strategies to deliver business transformation, enhance the customer experience and support business viability.

This report outlines the reforms they have identified to make a real difference for small businesses in the City of Vincent.

David Eaton
Small Business Commissioner
Chief Executive Officer
Small Business Development Corporation

Project background

Depending on the location and business type, licences and permits may be required at the local, state and federal government level. This multi-layered compliance process can present a host of challenges: firstly in understanding the processes, followed by identifying which approvals are required, then providing the relevant information to enable an assessment and determination to be made.

Many small business operators face the challenge of starting their business while also working full-time – or worse, have left their job with the intention of starting a business – and have limited understanding of how long government approvals can take. These entrepreneurs are faced with having to understand lease agreements, obtain finance, establish a supply chain or employ workers, as well as apply for licences to trade.

More broadly, businesses are also faced with challenges including unpredictable customer spending, increased competition from on-demand services, e-commerce, globalisation, and the disruption caused by COVID-19.

There has never been a greater need or opportunity to support the establishment and growth of small business in Western Australia.

The Small Business Friendly Approvals Program (Approvals Program) is an SBDC initiative that aims to assist regulating authorities to reform their approvals regimes and foster a supportive business environment. The process includes identifying issues facing small businesses, designing reforms to achieve more streamlined approval processes and supporting government authorities to implement those reforms.

A member of the SBDC's Small Business Friendly Local Governments initiative, the City of Vincent was selected through a competitive application process to be one of 20 Western Australian local governments to partner with the SBDC to develop a customised Approvals Program Implementation Plan. The reform initiatives presented in the plan are the result of a detailed examination of the approvals process for a range of small business applicants in the City of Vincent. It addresses local government touchpoints and interactions with small business, from business idea to operation.

Enacting the reform initiatives detailed in the implementation plan will:

- reduce approval timeframes, saving both the City and business applicants considerable time and money
- foster a 'can-do' business-friendly culture and deliver an improved experience for the City's small business customers
- ensure more efficient and effective use of City resources
- align with the WA Government's Streamline WA reform agenda

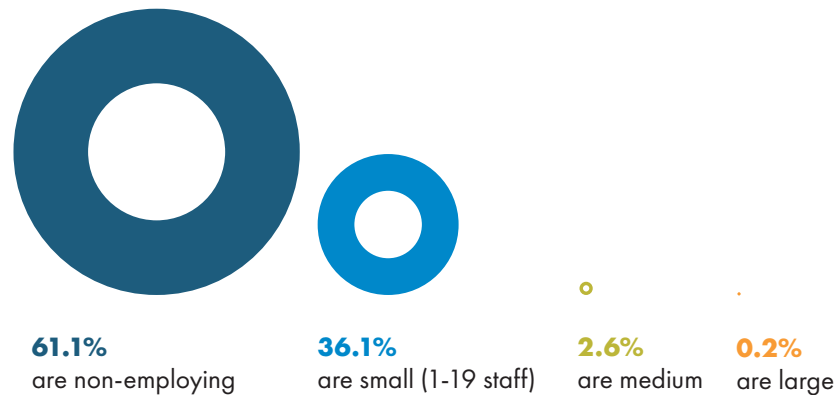


Small business statistics

Small business is big business in Western Australia, with 223,524 small businesses in the state¹

Ninety-seven per cent of all businesses are considered small (fewer than 20 employees).¹

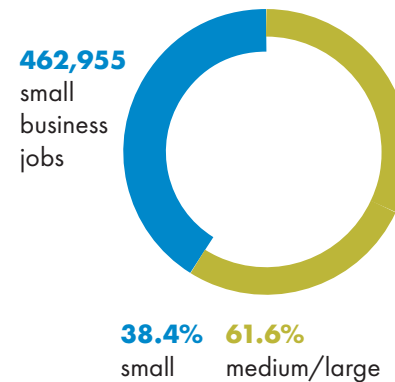
97% of all businesses are **classified as small**



The small business sector contributes more than \$54 billion to WA's economy and employs almost forty per cent of the private sector workforce.^{2, 3}

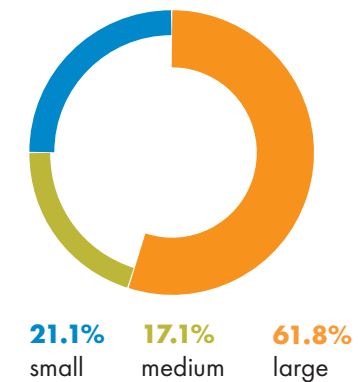
Share of private sector employment (by business size)

1.2m total private sector jobs



Share of private sector gross value added (by business size)

\$202.4b total private sector GVA



1. Australian Bureau of Statistics (June 2021) 8165.0 Counts of Australian Businesses, including Entries and Exits, June 2017 to June 2021.

2. Value of small business to WA economy is an estimate using a revised SBDC model based on previous work undertaken by ACIL Allen using ABS data. All figures are nominal (ie. in 2019-20 dollars).

3. Share of private sector employment is an estimate by ACIL Allen using ABS data. The figure is at June 2020.

The City of Vincent's business landscape

Located three kilometres from Perth's central business district and covering a land area of just over 11km², this compact inner city local government has a distinct sense of place across its six town centres.

With a population of over 37,000 in 2020¹, Vincent is home to 5,562² businesses that generate over 25,000 local jobs, with over 10 per cent, or approximately 3,800 residents, employed within the City.

With its bustling array of specialty shops, cafes and service offerings, it may not be a surprise that 97 per cent of businesses in Vincent fall within the small business category.

Viewed as one of the most progressive and innovative boutique local governments in Western Australia, the City has successfully built on its inner city heritage and neighbourhood clusters to create a great sense of place, prosperity and wellbeing across its six town centres.

A holistic management approach has seen Leederville, Mount Lawley, Mount Hawthorn, North Perth, Northbridge and the Pickle District flourish through the City's ability to connect communities, nurture people and natural assets, retain its character and charm, and support a vibrant small business sector.

This balance of people, place and prosperity puts the City in a strong and responsive position when the world was plunged into a state of emergency in 2020 with the emergence of the pandemic. People grappled then rallied, businesses pivoted and the

City responded swiftly as they led their community with an innovative *COVID-19 Relief and Recovery Strategy*. The Strategy guided the City's actions during COVID-19, enabling agile and responsive decision making that was based on a three phase approach: to respond and offer relief, adapt and evaluate, recover and rebound.

As part of its recovery and rebound phase, the City has partnered with the SBDC to strengthen and support its local economy. Recognising that this is not restricted to simply attracting new business opportunities, but to capture the entrepreneurial spirit that can emerge from unanticipated events like the pandemic, and to help their existing small businesses grow and thrive.

Whilst workshops were delivered during a period of instability and uncertainty as the State transitioned through different levels of health advice, the working group remained focussed. Their commitment and efforts have ensured that the results of this program will align with the *Vincent Rebound Plan* and support officers in streamlining processes and identifying ways to make it easier for small business to understand what regulatory approvals they will need to start, pivot or expand their operations in a world that adjusts to living with COVID-19.

¹ Australian Bureau of Statistic Estimated Resident Population (ERP) 2020.

² National Institute of Economic and Industry Research (NIER) 2021.



The City of Vincent's business landscape

Of the **5,566** businesses in the City, **5,416** (97 per cent) are categorised as a small business, employing 0-19 people, with **3,278** of these identifying as sole traders.¹

Top four industries by number of small businesses



Professional, scientific and technical services

624 (no employees)
573 (0-19 employees)
22.1% of all small businesses



Rental, hiring and real estate services

738 (no employees)
120 (0-19 employees)
15.8% of all small businesses



Construction

438 (no employees)
180 (0-19 employees)
11.4% of all small businesses



Health and social assistance

273 (no employees)
148 (0-19 employees)
7.7% of all small businesses

This data demonstrates that although hospitality businesses are more visible on the main streets and centres, there is a thriving services sector located within the City.

The business application and approvals landscape for the City of Vincent

Data collection across local governments differs significantly and often aligns with statutory requirements, as opposed to capturing information to assist in enhancing the small business customer experience.

An example is reported approval turnaround times, which are based on the receipt of 'complete applications', rather than the initial application submission date, which may be extended due to requests for additional information and/or sign off by referral agencies and associated regulatory requirements.

The Approvals Program guides local governments to identify improvements in how they provide information,

offer dedicated small business support and streamline internal processes. These changes aim to help small business customers submit complete and quality applications the first time, for efficient processing and reduced approval times across departments.

Each day a business opening is delayed due to an incomplete application, and consequent stalled assessment and processing, it is not only costing the business in relation to rent and operating expenses,

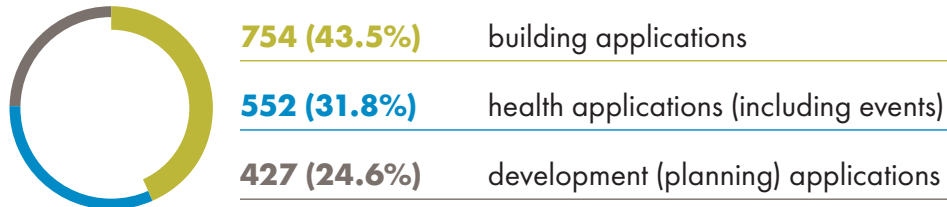
but also postpones earnings and employment opportunities.

As indicated in the following data sets, assessment efficiencies can significantly reduce approval times. Being able to start operating as soon as possible generates income, creates jobs and establishes the small business as an active contributor to the community's social and economic landscape.

1. Australian Bureau of Statistics (June 2021) 8165.0 Counts of Australian Businesses, including Entries and Exits, June 2017 to June 2021.

The business application and approvals landscape for the City of Vincent

1,733 applications received across departments in 2020/21



2020/21 building applications



754 building applications received



710 building applications determined



15 days is the average time taken to determine uncertified applications



6-7 days is the average time taken to determine certified applications

130 (17.2%) of the building applications received related to commercial enterprises, including 23 occupancy permits and six demolition permits.



2020/21 health applications



552 health applications received



10 days is the average time taken to determine complete health applications

552 (100%) of health applications received related to commercial enterprises and comprised of the following:



174 (31.5%) market stall applications

158 (28.6%) food business (notification/registration) applications

124 (22.5%) noise permits

41 (7.4%) liquor licensing section 39 applications

30 (5.4%) public building approval applications (events)

14 (2.5%) skin penetration premises

11 (2%) public building approval applications (permanent, 'bricks and mortar' premises)





2020/21 development (planning) applications



427 (planning) applications received



478 (planning) applications determined¹

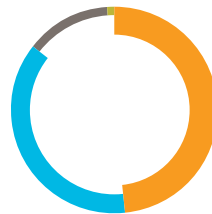


76 days is the average time to determine incomplete applications (noting that 81% of applications submitted are incomplete)



71 days is the average time to determine complete applications

97 (20.3%) of determined development (planning) applications relating to commercial enterprises consisted of²:



47 (48.4%) change of use applications

36 (37.1%) proposed commercial developments or alterations and additions to commercial properties

13 (13.4%) signage applications

1 (1%) home occupation/home business application

¹ Note; determined applications included applications carried over from the 2019/20 financial year.

² The City will only progress (or 'start the clock') applications that have all the required approvals information (e.g. missing information, plan revisions and external referrals to agencies for advice and comment). This is the time adjusted figure.

³ The number and % of applications has been determined using approval types typical to all business types i.e. small, medium and large.

Program approach

In an Approvals Program first, the cross-functional working group was plunged into a workshop scenario that collided with new COVID-19 health restrictions and subsequent work orders as Western Australia re-opened its borders and the State entered into a Safe Transition Plan.

At a time of heightened community anxiety and uncertainty, the program commenced and workshop delivery was realigned and poised for agility. This encompassed measures to support corporate directives, adhere to updated State health orders and ensure the workplace was as safe as possible for those participating. This included:

- Mandated mask wearing
- Compulsory check-ins at multiple workshop sites
- Designing and setting up workshop spaces with suitable social distancing whilst still enabling the team to work closely and collaboratively
- Individual food portions
- Ensuring high hygiene standards were maintained
- Working with a corporate work structure of split teams within departments
- Managing virtual workshop participation as required
- Virtual Council and staff presentations

As the State navigated living with COVID-19, the working group quickly adapted to the 'new normal' and fully engaged with the program, quickly pivoting when required and maintaining a sense of presence and motivation.

Professionally facilitated, the cross-departmental team was guided through the five steps of human centred design thinking.

The five steps of design thinking



Empathise



Define



Ideate



Prototype



Test

Starting with the customer perspective – empathise

Human-centred design thinking is based on considering the customer perspective.

It is vitally important to hear a customer's experience first-hand in order to connect to the needs, desires and motivations of real people, and use this to inspire and spark fresh ideas.

The working group was provided with survey results, phone interview responses and direct feedback from two local small business owners operating in the City.

What was heard from the City's small business customers fell into four distinct themes:



Theme 1: Progressive outlook; constrained frameworks

Council presents as being very forward thinking, but the systems and processes don't back this up

Activation agenda is difficult to achieve/ be part of – i.e. activating public space around my business

My ability to innovate or be flexible and nimble was limited

My business fell through the gaps; I was told, "we have these rules – we don't have a rule that fits, so you have to abide by the rule that doesn't"

People were pleasant, but the framework didn't accommodate my business



Theme 2: A need to better understand small business pressures and needs

I wanted to work collaboratively, but felt it was really difficult. I wanted to talk to someone but was always being told to 'put it in writing'

If I had known everything upfront I might not have proceeded

I felt that the 'real world' lens was not applied; the focus didn't seem to be on the right issues

I don't understand why my business had to meet 'regulatory obligations' when other businesses seemingly don't

Staff were 'by the book' – I needed to elevate issues, where sometimes a different resolution was achieved



Theme 3: Limited ownership and consistency

The entire approvals process was not communicated up front

I felt like I was being 'bounced around' and had to keep repeating myself

Different officers with different approaches and risk tolerance to the same issues – you were never sure what you were going to get - "it depended on who you spoke to"

The City has the regulations etc. but not the resources or people with knowledge to advise how to navigate those regulations

There is no consistent contact and high staff turnover is a challenge – "you think you are making headway, then they leave" (recurrent issue)



Theme 4: Help me to help myself

Expectations were difficult to understand and interpret

It is hard to find information on the website

A 'pre-approval' phase to understand what I needed to do and when would have been invaluable

I could never get the full picture of what was required – "at the end of the tunnel, was another tunnel"

I wonder whether the place team could have helped?

Creating a better customer experience through human-centred design thinking – define, ideate and prototype

The Approvals Program highlighted the positive and successful Place Management approach to economic development by the City, which focuses on shopfront strips and public spaces within the six town centres.

However, what the Program has identified is the opportunity to broaden support and help all small businesses operating within Vincent start, grow and thrive. These include home based businesses and those located outside of the central hubs which are supported and serviced by dedicated Place Planners.

Following open and honest customer feedback, the group undertook to put themselves in the shoes of a small business owner. To fully understand and appreciate the challenges of turning a business dream into a reality, the process included creating small business customer personas and different business model scenarios.

Based on the City's current process mapping and drawing on the experiences of the small business owners that shared their own challenges in navigating the application and approvals process, the next step involved a rigorous journey mapping exercise.

Local government officers traditionally work in departmental 'silos' and only deal with the applications relating to specific subject matter and legislation. Looking through the lens of a small business operator who thinks they are just dealing with 'the Council' but is potentially dealing with multiple departments within the local government, in addition to external State and Federal agencies, provided a holistic view of the application and approvals journey.

Mapping the process in great detail assisted the cross-functional team to identify and define the challenges, come up with fresh ideas, prototype and test solutions. Over eleven workshop days, the group identified ways to:

- Improve **internal and external customer** information and communication;
- Engage small businesses early and **guide them through the journey**;
- Develop quality and consistent processes to **simplify approvals**;
- Make City policies and decision making '**fit for purpose**' for small businesses and the community; and
- **Use data to better service** small business customers and drive continuous improvement.



Creating a better customer experience through human-centred design thinking – define, ideate and prototype

Over 300 individual ideas were clustered and refined into three clear areas of improvement:



Better information - to make it easier for small business to navigate and understand requirements of the application and approvals process when starting, pivoting or growing their business.



Business support service - to support small business through a coordinated and collaborative five staged approach as they undertake their enquiry, pre-lodgement, lodgement, assessment/approval and operational journey.



Streamline processes to improve the customer experience - to implement solutions that streamline and expedite processes linked to small business applications and strengthen the system and tools that support process improvement.

The workshop series allowed officers to develop and test their conceptual ideas with two local small business representatives, who had previously shared their experiences and challenges of starting a business in the City. Their overwhelming support of the work undertaken by the working group contributed to the next stage of refining the reform and implementation planning.

Based on the three specific reform pillars, a series of high-level actions aimed at improving the customer experience, reducing approval times and creating internal efficiencies were developed by the working group. This process included identifying:

- How the reform concept linked to community and corporate aspirations
- What would be needed to achieve these reforms
- Who would need to be involved to drive this process
- How long the reforms would take to implement
- A summary of the effort, benefit and cost involved.

The following pages summarise the overarching plan developed by the working group during the Approvals Program workshop series. This framework is supported by an internal and highly detailed implementation plan, a 'live' document that will guide the execution of specific individual tasks over the next 24 months, and feed into a reporting mechanism that will track task completion and achievements across the organisation.

Reform area 1: Better information

To make it easier for small business to navigate and understand requirements of the application and approvals process when starting, pivoting or growing their business.

Reforms	Resources				Timeframe				Return on investment ¹		Responsibility
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	Contributors
1.1 Identify and update all communications accessed by small business customers to increase understanding of the application and approvals process to start and grow a business in the City	●				● (stage 1)		● (stage 2)		High	Low	Lead: Marketing & Communications Support: Customer Service, ICT, Development & Design, Built Environment & Wellbeing, Policy & Place, Rangers
1.2 Create a series of audio/video tools to increase understanding of the small business application and approvals process	●		●				●		High	High	Lead: Marketing & Communications Support: Development & Design, Built Environment & Wellbeing, Policy & Place
1.3 Build an internal knowledge bank for the Business Support function to assist in providing clear and concise answers to small business customer queries	●	●	●			●			High	Med	Lead: Customer Service Support: Development & Design, Built Environment & Wellbeing, Policy & Place, Rangers, Marketing & Communications
1.4 Review and update the functionality of the website to make small business information easy to find and understand	●		●		● (stage 1)		● (stage 2)		High	Med	Lead: Marketing & Communications Support: ICT, Development & Design, Built Environment & Wellbeing, Policy & Place, Rangers, Engineering

¹ Return on investment describes the benefit from the point of view of the small business customer (high, medium or low) where effort is from the point of view of the City of Vincent.

Reform area 1: Better information

Reforms	Resources				Timeframe				Return on investment		Responsibility
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	Contributors
1.5 Create a series of visual roadmaps to provide an overview for small business on the approvals journey and keep them informed of assessment processes and timeframes	●	●	●			●			High	Low	Lead: Development & Design, Built Environment & Wellbeing, Policy & Place Support: Marketing & Communications, Small Business Innovators (working group)
1.6 Provide clear and consistent guidelines for small business on noise assessments and acoustic reports	●	●				●			High	Low	Lead: Built Environment & Wellbeing Support: Development & Design
1.7 Review and simplify forms, permits and advice notes to make it easier for small business to complete (including visual examples where necessary)	●	●	●		● (stage 1)		● (stage 2)		High	Med	Lead: Development & Design, Built Environment & Wellbeing, Rangers, Policy & Place Support: Marketing & Communications
1.8 Improve cross team information sharing and internal communications to raise visibility and value of small business to the City	●	●	●			●			Med	Med	Lead: Executive Management Committee, Small Business Innovators Support: All
1.9 Promote the role of external agencies in the small business application and approvals journey through City communications	●	●	●		●				Med	Med	Lead: Small Business Innovators Support: Marketing & Communications, All

Reform area 1: Better information

Reforms	Resources				Timeframe				Return on investment		Responsibility
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	Contributors
1.10 Engage with real estate industry bodies to better inform local agents of approval processes and small business obligations, to address leasing risk for small business	●	●					●		High	Med	Lead: Policy & Place Support: Development & Design, Built Environment & Wellbeing
1.11 Expand access and reach of business e-news to keep small business updated on the City's programs and initiatives	●	●	●		●				Med	Med	Lead: Policy & Place, Support: Customer Service, Marketing & Communications
1.12 Better identify and segment small business through data capture on existing forms	●	●	●		●				Med	Low	Lead: ICT Support: Customer Service, Small Business Innovators
1.13 Consolidate and centralise permits and applications for business enhancement activities on the website	●	●	●			●			High	Low	Lead: Policy & Place Support: Rangers, Built Environment & Wellbeing
1.14 Develop a small business self-assessment tool to help applicants determine what approvals the business model may require	●	●	●		●				High	Low	Lead: ICT Support: Customer Service, Development & Design, Built Environment & Wellbeing
1.15 Develop and consolidate information for events approvals and small businesses operating at events	●	●	●			● (stage 1)		● (stage 2)	High	Med	Lead: Marketing & Communications Support: Policy & Place, Rangers, Development & Design, Built Environment & Wellbeing, Waste, Engineering

Reform area 2: Business support

To support small business through a coordinated and collaborative five-staged approach as they undertake their enquiry, pre-lodgement, lodgement, assessment/approval and operational journey.

Actions	Resources				Timeframe				Return on investment		Responsibility
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	Contributors
2.1 Establish a consistent and collaborative internal workflow for small business customers that contact the City wanting to start or grow their business	●	●	●			●			High	Med	Lead: Executive Management Committee, Small Business Innovators, Customer Service Support: Development & Design, Built Environment & Wellbeing, Policy & Place, Marketing & Communications
2.2 Establish a customer experience focused 'Business Support' function to guide small businesses through their approvals journey, and identify small business specialists from technical approvals-based teams to work in collaboration to make it easier to do business in Vincent	●	●	●			●			High	Med	Lead: Executive Management Committee, Customer Service (Business Support Team) Support: Development & Design, Built Environment & Wellbeing, Policy & Place, Rangers, Engineering
2.3 The Business Support workflow is embedded within business and workforce planning	●	●	●	●		●			High	Med	Lead: Executive Management Committee, Management Team Support: Customer Service, All relevant teams
2.4 Identify, create and update current systems/processes and associated tools to support the Business Support function across the organisation	●	●	●			●			High	Med	Lead: Executive Management Committee, Small Business Innovators Support: Customer Service, All relevant teams

Reform area 2: Business support

Action	Resources				Timeframe				Return on investment		Responsibility
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	Contributors
2.5 Business Support – Stage 1 – Responding to a small business enquiry	●	●	●				●		High	Med	Lead: Customer Service Support: Development & Design, Built Environment & Wellbeing, Other relevant teams
2.6 Business Support – Stage 2 – Assisting a small business during pre-lodgement	●	●	●				●		High	Med	Lead: Customer Service Support: Development & Design, Built Environment & Wellbeing, Other relevant teams
2.7 Business Support – Stage 3 – Receiving a small business application at lodgement	●	●	●				●		High	Med	Lead: Customer Service, Development & Design, Built Environment & Wellbeing Support: Other relevant teams
2.8 Business Support – Stage 4 – Assessing a small business application	●	●	●				●		High	Med	Lead: Development & Design, Built Environment & Wellbeing, All other technical experts from teams Support: Customer Service
2.9 Business Support – Stage 5 – Post-approval support for a small business	●	●	●			●			High	Med	Lead: Policy & Place Support: Customer Service, All relevant teams

Reform area 3: Streamline processes to improve the customer experience

Implement solutions that streamline and expedite processes linked to small business applications and strengthen the systems and tools that support process improvement.

Action	Resources				Timeframe				Return on investment		Responsibility
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	Contributors
3.1 Develop a process to implement a 'fast track' planning approval stream for low-risk applications	●	●	●		●				High	Low	Lead: Development & Design Support: Built Environment & Wellbeing, Engineering, Policy & Place
3.2 Ensure effective assessment of small business applications by reviewing and updating internal delegation and referral timeframes	●	●	●		● (stage 1 & 2)	● (stage 3)			High	Med	Lead: Executive Management Committee Support: Governance, Development & Design, Built Environment & Wellbeing, Rangers, Engineering, Policy & Place
3.3 Review and simplify the City's event approval process to make it easier for small business	●	●	●			● (stage 1)	● (stage 2)		High	High	Lead: Marketing and Communications, Built Environment & Wellbeing Support: Policy & Place, Rangers, Development & Design, Waste, Engineering
3.4 Review small business application data and information to determine if an Application Assessment Unit (AAU) or other mechanism should be formed to improve cross functional review of small business applications	●	●						●	Med	Med	Lead: Development and Design Support: Built Environment & Wellbeing, Engineering, Waste, Policy & Place
3.5 Centralise and actively maintain small business customer records to improve quality and consistency of communication	●	●	●				●		Med	Med	Lead: Customer Service, ICT Support: Development & Design, Built Environment & Wellbeing, Policy & Place, Rates, Marketing & Communications

Reform area 3: Streamline processes to improve the customer experience

Action	Resources				Timeframe				Return on investment		Responsibility
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	Contributors
3.6 Standardise online lodgement and payments for all small business applications	●	●	●	●				●	High	High	Lead: Strategy and Development, ICT Support: All teams with small business approval function
3.7 Create a centralised online portal to enable small businesses to track the progress of their applications	●	●	●	●				●	High	High	Lead: ICT Support: Development & Design, Built Environment & Wellbeing, Policy & Place, Marketing & Communications, Rangers
3.8 Review relevant policies and local laws to streamline and reduce approvals burden for small business, including: <ul style="list-style-type: none"> Local Law review – trading in public places local law and local government property local law Licensed Premises Policy Parklets Policy Construction Management Plan Sound Attenuation Policy Planning Exemption Policy – i.e. Commercial Fit outs and COVID exemptions Concerts and Events Policy Parking Policy 	●	●						●	High	High	Lead: Policy & Place Support: Corporate Strategy & Governance, Development & Design, Built Environment & Wellbeing Engineering
3.9 Improve consistency of process by ensuring process mapping is up to date and easily accessible across the organisation	●	●	●		● (stage 1)	● (stage 2)	● (stage 3)		High	Med	Lead: ICT Support: All teams





9.8 EXPRESSION OF INTEREST (EOI) FOR PROPOSALS FOR REDEVELOPMENT CONCEPTS - THE AVENUE CAR PARK AND FRAME COURT CAR PARK, LEEDERVILLE

- Attachments:**
1. **Process**  
 2. **Project Plan**  
 3. **Request for Proposals Material**  
 4. **Preliminary Business Case - Confidential**

RECOMMENDATION:**That Council:**

1. **APPROVES** the Expression of Interest (EOI) material, at Attachment 3, for the purpose of advertising;
2. **AUTHORISES** the Chief Executive Officer to advertise the Expression of Interest (EOI) material for a period of at least 42 days for the purpose of receiving redevelopment concepts for The Avenue Car Park and Frame Court Car Park, Leederville; and
3. **NOTES** the:
 - 3.1 **Project Plan**, at Attachment 2, including the final step following the advertising period where the shortlisted redevelopment concepts will be presented to Council; and
 - 3.2 **Preliminary Business Case**, at confidential Attachment 4.

PURPOSE OF REPORT:

To consider approving the Expression of Interest (EOI) material for the purpose of advertising, to receive redevelopment concepts for The Avenue Car Park and Frame Court Car Park, Leederville.

BACKGROUND:Leederville Masterplan

In 2012, the City adopted the Leederville Masterplan. The [Leederville Masterplan Built Form Guidelines](#) established redevelopment plans for the two City-owned at-grade car parks; The Avenue Car Park and Frame Court Car Park.

Leederville Precinct Structure Plan

Leederville is identified as being a Secondary Centre in accordance with the Western Australian Planning Commission's (WAPC) State Planning Policy 4.2 – Activity Centres for Perth and Peel (SPP 4.2). In accordance with SPP 4.2, the City has prepared the Leederville Precinct Structure Plan (LPSP) which will replace the current Leederville Masterplan and guide future development within the locality.

Prior to being drafted, the LPSP was subject to significant research and public consultation through the 'Design Leederville' community consultation campaign in late 2019.

At its meeting on 14 September 2021, Council recommended that that WAPC approve the LPSP subject to modifications. The LPSP is required to be approved by the WAPC before it becomes operational.

Under the LPSP The Avenue Car Park and Frame Court Car Park would be zoned Mixed Use R-AC0 and are earmarked as Key Development Sites. The LPSP provides further guidance for the two landholdings as follows:

The Avenue Car Park

The site is situated within the Cityscape precinct, which is described as:

- A place with mixed uses that complement each other.
- The location for long-term development outcomes.
- The place where landmark development shapes the Leederville skyline.
- Designed to encourage public transport usage.
- A showcase for sustainability and reuse.
- A higher density mixed-use and residential area.
- A key contributor to the success of the Village.

This identifies an acceptable height standard of 18 storeys, which could increase to a maximum height of 23 storeys subject to bonus criteria being met.

Frame Court Car Park

The site is situated within the Urban Frame Type A precinct, which is described as:

- A mixed use area.
- Carefully designed to avoid impacts on existing neighbours.
- An attractive and safe entry point to the core of Leederville for pedestrian, cyclists and vehicles.
- Well-landscaped with lots of shade, green spaces and places to relax.

This identifies an acceptable height standard of 10 storeys, which could increase to a maximum height of 14 storeys subject to bonus criteria being met.

The LPSP is required to be approved by the WAPC before it becomes operational.

Leederville Land EOI

At its meeting on 14 December 2021, Council approved the Chief Executive Officer 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. The objective is to ensure alignment with Council's strategic intention for both sites, outlined within the LPSP.

DETAILS:

The LPSP is intended to influence and guide decision making for new development in the precinct, with respect to activity, movement, urban form, and resource conservation. The LPSP sets out a vision for Leederville:

A thriving connected and sustainable local village that showcases and preserves its rich cultural and natural elements.

As a Secondary Centre, it is important that Leederville does not develop as a single-purpose centre, but instead continues to expand on its offering of a wide variety of land uses.

The City has engaged Cygnet West to provide commercial expertise throughout Stage 1 of the process. This ensures accordance with the process presented to Council (**Attachment 1**) and allows The Avenue Car Park and Frame Court Car Park to achieve the LPSP vision and contribute to Leederville's role as a Secondary Centre.

Cygnet West has produced a Project Plan (**Attachment 2**) that outlines the key tasks included within Stage 1 of the process. This included workshops with Administration, the City's Design Review Panel and Council to confirm the project objectives and refine the selection criteria.

The updated selection criteria has been included in the Expression of Interest material (**Attachment 3**). The Expression of Interest material provides a framework for the sites including an overview of the town centre, how this location connects with the wider area and the local community and housing demographics. It also provides the vision and objectives for Leederville as well as site specific considerations including land details, the evaluation process and terms and conditions. The Expression of Interest material will be used to provide the relevant information to receive redevelopment concepts for The Avenue Car Park and Frame Court Car Park.

The Preliminary Business Case (**Attachment 4**) has been developed at a high level and has contemplated possible commercial, economic and community outcomes for three scenarios:

- Retain car parking in its current form;
- Sell, lease or trade land and receive car parking capacity and revenue of 400 car parking bays; and
- Sell, lease or trade part of the land with the City delivering the provision of 400 car parking bays.

The City has engaged a probity advisor to review, advise on and document the process and material. The probity advisor will provide independent advice to ensure the City complies with all legislative requirements and maintains a transparent process.

CONSULTATION/ADVERTISING:

The Expression of Interest material will be distributed through the following channels in order to reach local and national audiences:

- notice published on the City and Cygnet West's website;
- notice posted to the City's social media;
- notice published in The West Australian newspaper;
- notice published in the Australian Financial Review newspaper;
- notice published in The Voice newspaper;
- notice posted to RealCommercial online;
- notice posted to Development Ready online; and
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

Community consultation on the redevelopment concepts will occur if progressed to Stage 2 of the process.

LEGAL/POLICY:

Administration will comply with the requirements of S3.59. S3.59(2) which states that 'a local government is to prepare 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.

The business plan can be prepared by the City's consultants on behalf of the City or by the City itself. During the advertisement of the business plan, submissions or entirely new proposals may be received.

The City has not commenced the process under S3.59.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve advertising the Expression of Interest material for the purpose of receiving redevelopment concepts for The Avenue Car Park and Frame Court Car Park. The City has complete control over whether to continue or cease this process at any point.

STRATEGIC IMPLICATIONS:

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

Thriving Places

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

Our physical assets are efficiently and effectively managed and maintained.

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

Sensitive Design

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

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*, however the selection criteria within the Expression of Interest material includes the following:

- Removal of mature trees and planting within the site must be replaced with mature trees and planting within the development site; and
- Approach to sustainable development to outline key environmentally sustainable design initiatives that will be included. Achievement of minimum Green Building Council of Australia 5 Green Star certificate.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

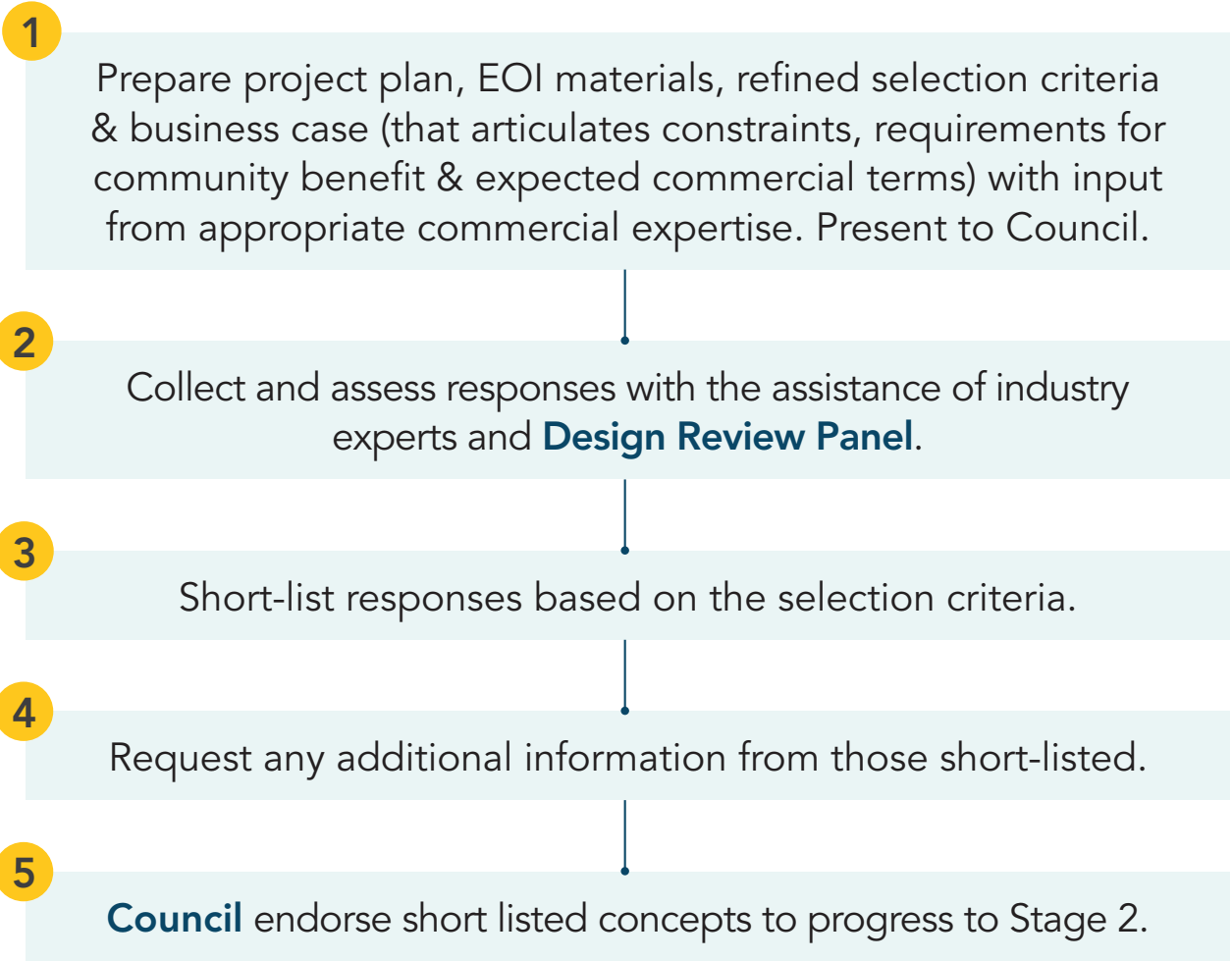
The cost of advertising the Expression of Interest material and assessing the redevelopment concepts received will be met through the City's existing operational budget.

COMMENTS:

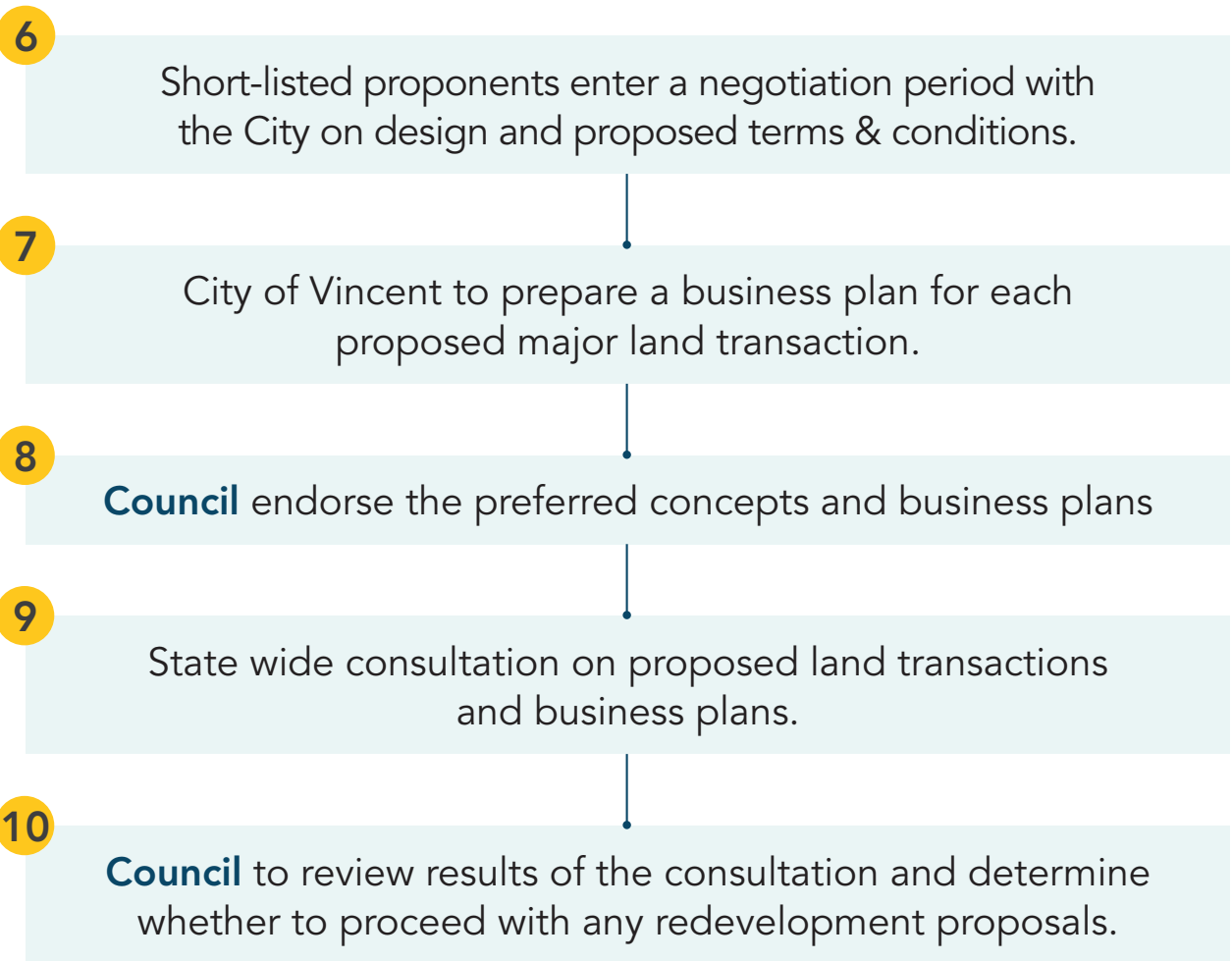
Due to the progression of the LPSP and change in market conditions, developer interest in large parcels of land in Leederville is likely to increase.

The Expression of Interest process allows the City to assess redevelopment concepts based on the vision and objectives outlined in the LPSP, as reflected by the community through the Design Leederville community consultation process.

STAGE 1



STAGE 2





Project Plan Program

Week 1:	25 April – Workshop and consultants team meeting to confirm project plan, confirm community and financial objectives for the project.
Week 2:	2 May – Commence business case and refined selection criteria.
Week 5:	23 May – Complete business case and agree selection criteria (Council Workshop 24 May to present business case and selection criteria for feedback and confirmation).
Week 6:	30 May – Preparation of EOI materials, marketing materials, due diligence data.
Week 8:	13 June – Present to Council for sign off on project plan, business case and selection criteria and noting of EOI materials and marketing materials (14 June Council Briefing).
Week 9:	20 June - Present to Council for sign off on project plan, business case and selection criteria and noting of EOI materials and marketing materials (21 June Council Meeting).
Week 10:	27 June – Commence on market EOI campaign.
42 Days	Conduct EOI, consult with proponents, respond to RFI's.
September	Council Briefing and Meeting to endorse shortlisted concepts to progress to stage 2.



CITY OF VINCENT

REQUEST FOR PROPOSALS REDEVELOPMENT CONCEPTS

8 August 2022



Acknowledgement of Country

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

We recognise the unique and incomparable contribution the Whadjuk people have made and continue to make to our culture and in our community. We will continue to seek the input of the Traditional Owners.

The land on which we live, meet and thrive as a community always was and always will be Noongar land.





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4 | City of Vincent

1.0 INTRODUCTION

PROCESS

The City of Vincent (CoV), through its agent Cygnet West, is pleased to invite offers from suitably qualified developers and operators ("Proponent") to submit Request for Proposals individually or collectively in Site 1 and Site 2 in the Leederville Town Centre (refer Attachment 1).

Preferred Proponent(s) will likely be shortlisted as a result of this Request for Proposals. CoV will then determine whether to proceed with negotiations and enter into the second stage, as outlined in Section 5.0 with the preferred Proponent(s). Based on this, the level of detail required at this stage is conceptual with further detail being requested if the Request for Proposals is progressed to stage two.

Proponents should aim to achieve the commercial expectations of CoV but also demonstrate the capacity to deliver built form outcomes that reflect the strategic importance of the sites within the Leederville Town Centre. Proposed design outcomes, land use, placemaking and amenity should be in line with the suite of planning instruments referenced in Section Attachment 4.

Participating Proponents will need to demonstrate how this will be achieved through their proposal. Request for proposals responses are to be submitted to CoV no later than 2pm (AWST) 8 August 2022.

By submitting a proposal, Proponents agree to be bound by the Terms and Conditions in Section 6.0.

1.2 CONTACT INFORMATION

All communications and enquiries relating to this document and the opportunity should be directed solely to Cygnet West. Cygnet West will perform an initial review of any communication before distributing to CoV for the provision of a response within the agreed timelines. CoV will coordinate necessary input for the provision of a response including obtaining any necessary probity clearance before release.

Any enquiries should be directed to Cygnet West.

Ian Mickle | Head of Agency, Cygnet West
+61 434 659 800
Ian.Mickle@cygnetwest.co



2.0 THE OPPORTUNITY

2.1 LEEDERVILLE TOWN CENTRE OVERVIEW

The Leederville Town Centre has a unique mix of retail, civic uses, restaurants, bars, and residential dwellings which all function in a cohesive environment and flourish together as one mixed-use hub. It is bounded by the Mitchell Freeway and Loftus Street and extends north to Bourke Street.

As some suburbs in Perth's inner-city have gentrified over time, Leederville has retained a distinctive feel whilst developing a unique, vibrant, and youthful atmosphere. The Town Centre has great potential to accommodate higher density development and creating a high-quality public realm, whilst retaining the existing Town Centre character.

2.2 THE OPPORTUNITY SITES 1 & 2

CoV is seeking Request for Proposals regarding the land parcels individually or together outlined as Site 1 and Site 2. Preferred Proponents will be shortlisted based on specified weighted and non-weighted criteria addressed by Proponents, as outlined in Section 4.0.

This is a rare and exciting opportunity to deliver quality mixed-use outcomes at scale in one of the most popular town centres in Perth.



2.3 LAND DETAILS

LAND	Site 1 (The Avenue) ~8,600sqm Site 2 (Frame Court) ~4,300sqm	
ZONING	Draft Leederville Precinct Structure Plan Site 1 – Mixed Use R-AC0 Site 2 – Mixed Use R-AC0	Local Planning Scheme Regional Centre Built Form Policy Town Centre built form area.
BUILDING HEIGHT	Draft Leederville Precinct Structure Plan Site 1 – Cityscape: 18 storeys, increase to maximum of 23 storeys subject to achieving community benefit criteria Site 2 – Urban Frame Type A: 10 storeys, increase to maximum of 14 storeys subject to achieving community benefit criteria	
REGISTERED PROPRIETOR	City of Vincent	
CERTIFICATE OF TITLE	The sites are comprised of multiple titles Contained in attachment – Certificate of Titles (Attachment 3).	



LAND	Site 1 (The Avenue) ~8,600sqm Site 2 (Frame Court) ~4,300sqm
PLANNING FRAMEWORK	<p>The primary documents for the local planning framework comprise the following:</p> <ul style="list-style-type: none"> • <i>Planning and Development Act 2005</i>; • Planning and Development (Local Planning Schemes) Regulations 2015; • Local Planning Scheme No. 2 (LPS2); • Residential Design Codes; • City's Policy No. 7.7.1 – Built Form; • Leederville Masterplan; and • Draft Leederville Precinct Structure Plan
STRUCTURE PLAN	<p>Draft Leederville Precinct Structure Plan</p> <p>Leederville is identified as being a Secondary Centre in accordance with the Western Australian Planning Commission's (WAPC) State Planning Policy 4.2 – Activity Centres for Perth and Peel (SPP 4.2). In accordance with SPP 4.2, the City has prepared the draft Leederville Precinct Structure Plan (LPSP) which will replace the current Leederville Masterplan and guide future development within the locality.</p> <p>At its meeting on 14 September 2021, Council recommended that WAPC approve the draft LPSP subject to modifications. The draft LPSP is required to be approved by the WAPC before it becomes operational.</p> <p>Both sites are identified as key development sites within the draft LPSP</p>

3.0 ABOUT LEEDERVILLE TOWN CENTRE

3.1 LOCATION AND CONTEXT

Located 2 kilometres from the Perth Central Business District, Leederville is recognised as a secondary activity centre in the Perth and Peel @ 3.5 million – Central Sub-regional Planning Framework.

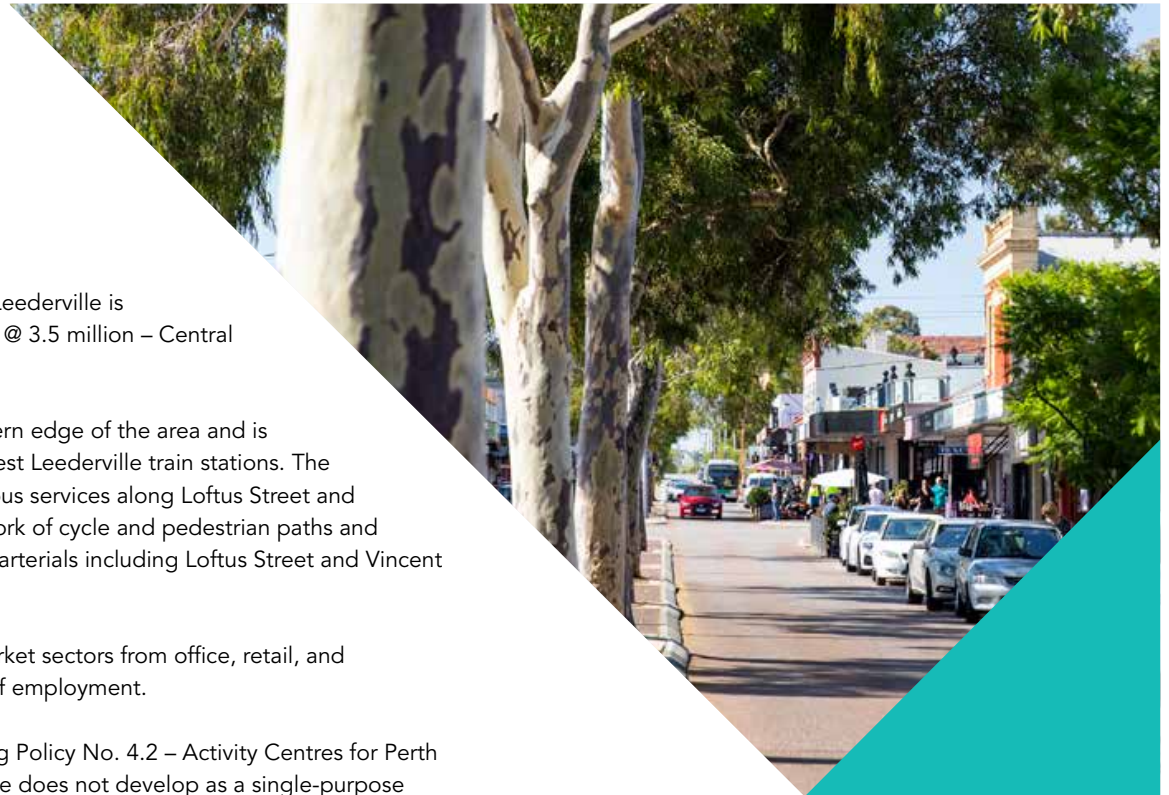
Leederville is serviced by Leederville Train Station on the western edge of the area and is located approximately 15 minutes' walk from City West and West Leederville train stations. The area is also serviced well by bus networks, including frequent bus services along Loftus Street and Oxford Street. Additionally, Leederville is connected to a network of cycle and pedestrian paths and maintains strong vehicle connections via the Mitchell Freeway, arterials including Loftus Street and Vincent Street.

Due to its proximity to the CBD land uses extend across all market sectors from office, retail, and hospitality and residential, this makes the area a strong node of employment.

Leederville is identified as a Secondary Centre in State Planning Policy No. 4.2 – Activity Centres for Perth and Peel. As a Secondary Centre, it is important that Leederville does not develop as a single-purpose centre, but instead continues to expand on its offering of a wide variety of land uses.

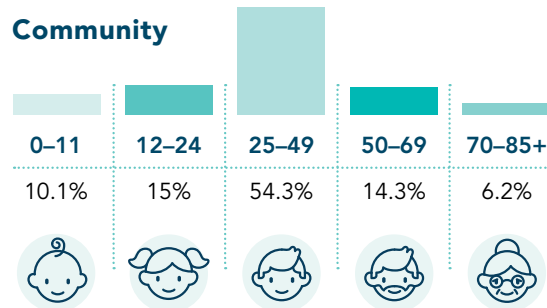
The regional planning framework identifies Leederville as an important part of meeting the housing and employment demands of Perth's future population growth, with an expectation for future planning for Leederville to facilitate additional residential development and employment generating land uses.

Local strategic planning documents recognise the need for Leederville to support growth, with high density residential development being focused on proximity to train stations and along high frequency bus routes. Leederville is specifically identified for redevelopment as a Secondary Centre through a Precinct Structure Plan.



LEEDERVILLE SNAPSHOT

Community



37.2% of Leederville households are high income (\$2500/wk+) compared to 24.8% in Greater Perth

58.6% of households are lone person or couple only compared to 47.1% in Greater Perth

Transport



Active transport
10.2% of Leederville residents commute using active modes compared to 3.1% in Greater Perth



Public transport
17.2% of Leederville residents commute to work on public transport compared to 10.2% in Greater Perth



Car ownership
7.3% of Leederville households do not own a car compared to 4.7% in Greater Perth

Housing

Diversity of **Leederville** housing stock and tenure compared to **Greater Perth**:



- **40.4%** separate house (**74.6% Greater Perth**)
- **46.5%** medium density (**19.6% Greater Perth**)
- **11.8%** high density (**5.1% Greater Perth**)
- **47.9%** own or mortgage (**66.4% Greater Perth**)
- **40.8%** rent (**25.5% Greater Perth**)

Leederville

currently has the **lowest population** (people/ha) and dwelling unit (units/ha) density in the City.



3.2 PROJECT VISION

The key vision for Leederville is:

A thriving connected and sustainable local village that showcases and preserves its rich cultural and natural elements. Developers are expected to meet the aspirations of the project with innovative design responses of significant build quality.

The project will provide a diverse range of land uses that are consistent with the town centre's vision. The proposed land uses will complement the existing fabric of Leederville with residential, commercial, retail, entertainment, and community/civic uses to support the area.

3.3 GUIDING OBJECTIVES

The Leederville objectives can be summarised as follows:



ENHANCED ENVIRONMENT

1. Retain and increase tree canopy.
2. Include high quality landscaping in new developments.
3. Provide public open space to meet the future needs of the precinct.
4. Prioritise sustainable development outcomes.



THRIVING PLACES

16. Activate street-facing shop fronts and offices.
17. Provide a diverse range of land uses and dwelling types to cater for all members of the community.
18. Achieve a critical mass of residents, visitors and workers to support new retail and community offerings.
19. Improve the quality, safety and comfort of the precinct.



ACCESSIBLE CITY

5. Prioritise universal access.
6. Prioritise pedestrians; followed by cyclists; followed by public transport users; followed by people who choose to drive.
7. Prioritise pedestrian, cycling and public transport users' safety and efficiency.
8. Provide a variety of land uses around public transport nodes.
9. Facilitate a mode shift away from private vehicles.
10. Improve access into and around the precinct.
11. Improve public transport patronage.



SENSITIVE DESIGN

20. Maintain daylight access to public and private open spaces.
21. Retain and enhance established character and heritage elements.
22. Scale and design buildings to respect and complement existing character.
23. Facilitate height and density that is sensitive to human scale.
24. Achieve exemplary design outcomes.
25. Facilitate sustainable building and place design, construction and operation.



CONNECTED COMMUNITY

12. Provide spaces for events, festivals, markets and activities.
13. Build places to play, relax and be entertained.
14. Maintain and enhance community and education options.
15. Provide and plan for equitable and inviting community.



INNOVATIVE & ACCOUNTABLE

26. Conduct transparent and sincere assessment and engagement.
27. Respond to infrastructure and asset deficiencies.
28. Advocate for changes outside of the City's control.



4.0 SELECTION CRITERIA

4.1 SELECTION CRITERIA

The criteria which CoV will use to assess Proponent's Submissions in response to this Request for Proposals campaign are detailed in this section. It is at the discretion of Council to accept the most commercial, the highest scored option or a combination of both.

Proponents are required to provide sufficient information against each of the requirements to demonstrate the ability to satisfy all the assessment criteria using the indicative page limits provided. Proponents should refer to Sections 4.2, 4.3, 4.4, 4.5 for further details.

All Submissions must be aligned with the following:

- A. The draft Leederville Precinct Structure Plan,
- B. The Leederville Masterplan,
- C. The Leederville Town Centre Place Plan, and
- D. The City of Vincent Strategic Community Plan

CoV's preference is to contract both lots to ensure the project vision is brought to life. Proponents should note the following:

- Proponents making a Submission for a single lot are required to confirm their proposed portion of the minimum public car parking requirement (on land area/bay basis) can be accommodated within their proposed scheme.
- Proponents making a Submission for both Lots under a single offer must identify within their commercial terms, the dollar value offered for each Lot as part of the overall commercial terms.

Non-Weighted Compliance Selection Criteria

The following non weighted criteria is essential for the full assessment of Proponents Submissions, a failure to address the key commercial terms would result in disqualification of the Proponents Request for Proposals.

4.2 NON-WEIGHTED COMPLIANCE CRITERIA – COMMERCIAL TERMS

CRITERIA – Commercial Terms	COMPLETED Y/N	Proponents to reference the criteria response location in their submission, i.e., pages or section numbers
Provide a minimum of 400 public parking bays across one or both sites with 10% of car parking bays to provide easy access for mobility impaired and provide short term access.	Yes / No	
Public car park design concept, proposed ownership and tenure structure, lease and or management agreement draft principles, operational management plan, and in the event of a lease or management agreement, a parking fee schedule and operating expenditure plan, and 10-year operational cashflow.	Yes / No	
Indicative commercial terms to outline the proposed transaction arrangement (e.g., buy, lease, trade or enter joint venture with CoV).	Yes / No	

4.3 NON-WEIGHTED COMPLIANCE CRITERIA – COMMERCIAL TERMS

CRITERIA – Commercial Terms	COMPLETED Y/N	Proponents to reference the criteria response location in their submission, i.e., pages or section numbers
1. Context and Character <ul style="list-style-type: none"> Developer understanding of the distinctive character of the Leederville precinct and how a new development would integrate, celebrate, and speak to the character of Leederville. Effective interface with adjacent heritage and character buildings including the YMCA HQ adjacent to the Frame Court site. 	Yes / No	

4.3 NON-WEIGHTED COMPLIANCE CRITERIA – COMMERCIAL TERMS

2. Landscape Quality <ul style="list-style-type: none"> Removal of mature trees and planting within the site must be replaced with mature trees and planting within the development site. Consideration of Water Corporation drain on both sites as a key access route and potential walking trail. Achieved through built form design and delivery infrastructure considerations including maintenance access, and a celebration of the former seasonal freshwater stream. Active interface with the area zoned Public Open Space within the Leederville Precinct Structure Plan, adjacent to Site 2. 	Yes / No	
3. Built Form & Scale <ul style="list-style-type: none"> Quality of the proposed ground floor interface and its contribution to the experience of the precinct. Includes streetscape and landscape design, cultural infrastructure, and the delivery of active public spaces, both linear (laneways) and open (plazas). Architectural aspirations, design approach and strategies to achieve design excellence (including design review by the City's panel). Conceptual designs illustrating the project and vision inclusive of plan views, sections, elevations, height, and massing in perspectives. 	Yes / No	
4. Functionality and Build Quality <ul style="list-style-type: none"> Commitment to innovation, which may include energy and water sourcing, built form and design, community, social and economic outcomes. 	Yes / No	
5. Sustainability <ul style="list-style-type: none"> Approach to sustainable development to outline key environmentally sustainable design initiatives that will be included. Achievement of minimum Green Building Council of Australia 5 Green Star Certificate. 	Yes / No	
6. Amenity <ul style="list-style-type: none"> Design, accommodate and demonstrate economic activation towards the improvement of the daytime and evening economy of the precinct. Demonstrated diversity in product mix and pricing targeted to meet a wide variety of household demographics. 	Yes / No	

4.3 NON-WEIGHTED COMPLIANCE CRITERIA – COMMERCIAL TERMS**7. Legibility**

- Provision of a pedestrian link along 1) the eastern side of the Leederville Parade site, to integrate with existing Oxford Street built form and 2) along the eastern side of the Frame Court site, to integrate with adjacent site.
- Prioritise access and connectivity to public transport (particularly Leederville train station) and active transport modes.
- Understanding of existing and subsequent traffic issues; access and circulation, with a project design that delivers appropriate mitigation strategies.

Yes / No

4.4 DEVELOPMENT PROPOSAL (30% WEIGHTING) Page limit of 8 A4 pages for this section

CRITERIA	COMPLETED Y/N	Proponents to reference the criteria response location in their submission, i.e., pages or section numbers
1. Approach to land assembly to address amalgamation, subdivision, and issue of Title(s) for each site	Yes / No	
2. Statutory planning and development programme, and if applicable staging concepts and programme, inclusive of a public car parking strategy ensuring reasonable public carparking is retained throughout the planning and development process.	Yes / No	
3. Proposed development mix in schedule form for each site, setting out the various uses by product typology, floor areas and parking ratios.	Yes / No	
4. Anticipated construction and operational employment generation.	Yes / No	

4.5 FINANCIAL CAPACITY AND TRACK RECORD (20% WEIGHTING) Page limit of 6 A4 pages for this section

CRITERIA	COMPLETED Y/N	Proponents to reference the criteria response location in their submission, i.e., pages or section numbers
1. Proponent contact details – Table 1 provided below	Yes / No	
2. Proponent corporate structure	Yes / No	
3. Proponent business and company profile	Yes / No	
4. Demonstrated: <ul style="list-style-type: none"> Financial capacity; Capability and experience in delivering similar scale projects; and Capacity to deliver the proposed development, including details of other projects, current and planned for year 2023 – 2025. 	Yes / No	

TABLE 1 – PROPONENTS CONTACT DETAILS

Full Names of Proponent including all Directors and Shareholders:	
Trading Name (if applicable):	
Registered Business Name (if applicable):	
Street Address:	
ACN Number:	
ABN Number:	
Primary Contact Person:	
Email:	
Telephone:	
Mobile:	
Details of all advisors assisting with the project (if applicable):	

5.0 EVALUATION PROCESS

5.1 SUBMISSION OF OFFER

Proponents are to submit a Request for Proposals Submission which adheres to the criteria outlined in this document, in sections 4.2, 4.3, 4.4, 4.5.

Submissions must be submitted via the City's online public tenders portal no later than 2pm Western Standard Time (AWST) on 8 August 2022.

5.2 SUBMISSION CHECKLIST

- Response to Non-Weighted – Commercial Terms – Returnable Schedule 1.
- Response to Criteria 1: Project Vision and Design Principles (50%) – Returnable Schedule 2.
- Response to Criteria 2: Development Proposal (30%) – Returnable Schedule 3.
- Response to Criteria 3: Financial Capacity and Track Record (20%) – Returnable Schedule 4.

5.3 ASSESSMENT OF OFFERS AND SELECTION OF PREFERRED PROPONENT(S)

The following methodology will be used by CoV to assess the Request for Proposals Submissions and to select a Preferred Proponent:

- Submissions are checked for completeness and compliance. Submissions that do not contain all information requested may, at CoV's discretion, be excluded from consideration.
- Submissions are assessed against the Selection Criteria. Information that is not specific to the selection criteria will not be assessed by CoV and cannot be considered.
- The assessment panel for this Request for Proposals process will consist of suitably qualified and experienced representatives from CoV, its Design Review Panel and its consultants. It is anticipated that CoV will require up to 14 business days from the closing time for Request for Proposals to complete the assessment.

In determining the preferred Proponent, Proponents may be required to undertake a short presentation to provide members of the assessment panel or Executive of CoV with an overview of the project vision, objectives and response to the Selection Criteria.

CoV may in its absolute discretion accept or reject any Submission. Without limitation, CoV may do any of the following:

- Decide not to proceed at all;
- Negotiate as to the terms of a submission with one or more of the prospective Proponents to the exclusion of others and terminate those negotiations at any time; and
- Reject all Submissions received.

No legal or other obligations will arise between a prospective Proponent and CoV unless or until a Contract has been executed by CoV and a Proponent.

All prospective Proponents will be notified by CoV's agent, Cygnet West, of the outcome of the Request for Proposals.

6.0 TERMS AND CONDITIONS

The Terms and Conditions relate to the City and/or Cygnet West acting on behalf of the City and the Proponent. The Request for Proposals seeks submissions for disposal of land and development proposal in accordance with section 3.58 and 3.59 of the LGA.

6.1 COMMERCIALITY AND GOVERNANCE

CoV aims to ensure the broad policy principles applied by the State Supply Commission policy suite are appropriately incorporated into this procurement processes and practices guidelines relate to;

- Value for money;
- Open and effective competition;
- Integrity, ethics and probity;
- Assuring quality;
- Complaints and communications; and
- Forward procurement reporting.

6.2 PROBITY

An Independent Probity Advisor has been appointed to oversee this Request for Proposals.

The Probity Advisor's role is to ensure:

- Information exchanged between CoV and Proponents is held in confidence;
- The agreed Submission and evaluation processes are followed at all times
- Fairness and impartiality are observed; and
- The selection criteria are considered in a consistent and uniform manner at all times.

Proponents may contact the Probity Advisor to discuss any probity matter on a confidential basis.

Probity Advisor

Stanton's International

T: +61 8 9481 3188

6.3 CONFIDENTIALITY

Confidential technical and financial detail received from Proponents will be treated in confidence.

Proponents should recognise information which one Proponent submitted in confidence, may also be submitted in confidence by other Proponents.

A Proponent should clearly indicate if any part of its Submission constitutes intellectual property or information which it claims is confidential.

Global claims of confidentiality over entire Submissions from Proponents will be disregarded.

Confidential information will be kept confidential, but CoV reserves the right to determine if a claim of confidentiality is justified. CoV will respect Proponent's intellectual property rights but CoV may require a Proponent to substantiate any claim of intellectual property.

The City, being a government authority is subject to the Freedom of Information Act 1992.

6.4 RIGHT TO AMEND PROCESS OR DISCONTINUANCE

CoV reserves the right to amend or discontinue the process set out for the Request for Proposals by notice in writing to Proponents who have not withdrawn or who have not been excluded from the process.



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6.5 ABSENCE OF OBLIGATIONS

No legal or other obligations will arise between a Proponent and CoV unless or until formal documentation has been signed. In this regard, CoV is not obliged to proceed with any Request for Proposals Submission. CoV may also elect not to proceed with the Request for Proposals process at any time.

6.6 NO EXPECTATION

Proponents should be aware that there should be no expectation that CoV will proceed towards a Contract and that there is no legally binding obligation for it to do so.

6.7 COSTS

All costs and expenses incurred by prospective Proponents in any way associated with the preparation or Submission of any offer will be at the sole cost of the prospective Proponent. CoV is not in any way responsible and liable for any such costs.

6.8 ACCEPTANCE OF REQUEST FOR PROPOSALS TERMS

By making a submission in accordance with this Request for Proposals, a Proponent agrees to the terms and conditions of this Request for Proposals.

6.9 PROPONENT MAY REQUEST CLARIFICATION OR ELABORATION

A Proponent may submit a question in writing via email about this Request for Proposals to the appointed agent Cygnet West. The question and response will be provided to all Proponents (without identifying the originating Proponent). The Proponent who submitted the question will be advised and given the opportunity to withdraw the question.

Enquiries and/or questions received within 2 business days before the closing date may or may not be answered at CoV's discretion

All Request for Proposals information that CoV provides, whether in the Request for Proposals documents or not, is provided in good faith to assist Proponents to put forward a Submission. CoV gives no warranty to the accuracy of the information. It is the Proponent's responsibility to interpret and assess the relevance of the information provided. CoV is not liable for any loss, damage or expense suffered by a Proponent as a result of any information provided.

6.10 PROPONENT MUST INFORM ITSELF

It is the Proponent's responsibility to make all necessary investigations for it to become thoroughly informed about the subject matter of the Request for Proposals, the project and the nature and location of the sites. The City makes no representations or warranties, whether expressed or implied as to the accuracy, adequacy, performance, availability or completeness of the information contained in the Request for Proposals and that the Proponent must make its own enquiries to satisfy itself of the accuracy and adequacy of any information contained within.

6.11 COV MAY VARY THE SCOPE OF THE REQUEST FOR PROPOSALS

The scope, or the conditions of the Request for Proposals, may be varied by giving written notice of the variation to all Proponents at any time before the closing date for Submission of the Request for Proposals.

6.12 GOVERNING LAW

The Request for Proposals documents are governed by the law of Western Australia.

6.13 INTELLECTUAL PROPERTY

Copyright in all Request for Proposals documents (including, without limitation, this document and any other agreements to which CoV) is a party or prepared by or on behalf of CoV belongs to, and remains the property of, CoV. CoV expressly reserves the right to use such documents for other transactions to which CoV is a party.

6.14 NO CONTRACT

Submission of a Request for Proposals does not in any way create a contract nor does it create an obligation or expectation to enter into a contract on the part of CoV or a Proponent.

6.15 NO CHANGE OF OFFER AFTER SUBMISSION

A Proponent may not change its Submission after the closing date, unless CoV invites it in writing to do so.

6.16 COV HAS ABSOLUTE DISCRETION

CoV has absolute discretion in relation to the evaluation of a Submission received and the selection of a preferred or successful Proponent, if any. After evaluation of all Submissions, CoV may (in its absolute discretion and before, during or after negotiation with one or more Proponents) decide not to appoint any preferred Proponent.



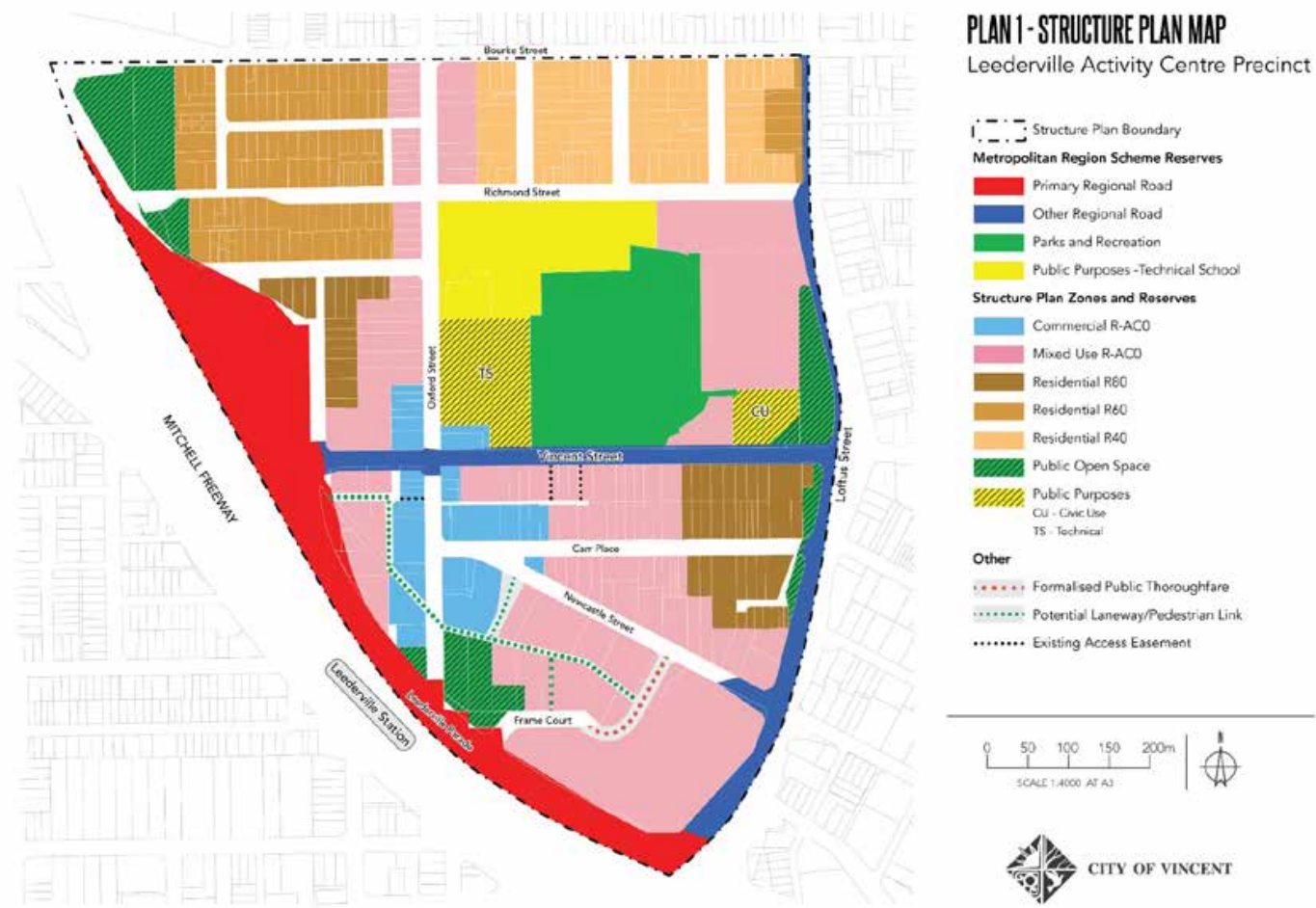


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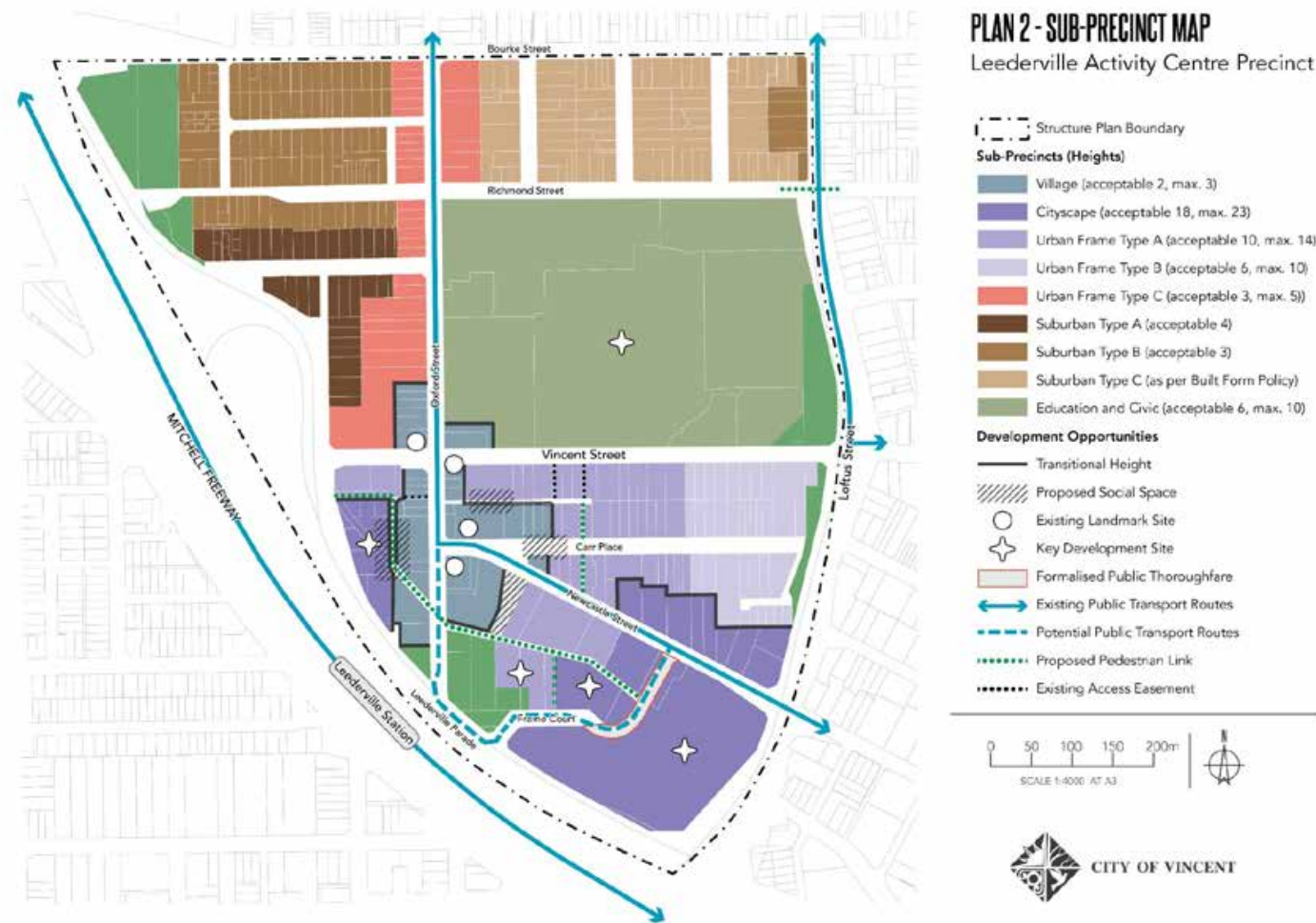
ATTACHMENT 1 SITE MAP



ATTACHMENT 2 DRAFT LEEDERVILLE PRECINCT PLAN



ATTACHMENT 2 DRAFT LEEDERVILLE PRECINCT PLAN



ATTACHMENT 3 TITLE INFORMATION

Request for Proposals process is subject to a land survey of the lots to confirm actual land area

AVENUE CAR PARK LAND			
Lot	Plan	Landgate Area m ²	CT Vol / Fol
33	53031	1,214	1696/605
1	63619	1,135	2724/679
8	880	374	1218/28
9	880	374	1218/28
10	880	301	1053/306
25	24301	1,755	1246/990
217	27936	640	2215/301
301	31811	1,455	2128/547
34	53032	386	1794/602
36	61931	1,606	1833/196
		9,240	

FRAME CAR PARK LAND			
Lot	Plan	Landgate Area m ²	CT Vol / Fol
27	450	2,453	1079/117
28	450	2,226	1079/117
5	940	836	1382/300
		5,515	

ATTACHMENT 4 DOCUMENTS

- A. Draft Leederville Precinct Structure Plan
- B. Leederville Masterplan
- C. Leederville Town Centre Place Plan
- D. City of Vincent Strategic Community Plan
- E. Leederville Connect Town Team – Design Resource
- F. Leederville Connect Town Team – UX2



CITY OF VINCENT

VINCENT.WA.GOV.AU

10 INFRASTRUCTURE & ENVIRONMENT

10.1 TENDER RECOMMENDATION FOR RFT IE146/2021 - PROVISION OF SMALL MAINTENANCE SERVICES

Attachments: 1. Evaluation Worksheet - Confidential

RECOMMENDATION:

That Council:

1. **NOTES the outcome of the evaluation process for Tender IE146/2021 Provision of Small Maintenance Services; and**
2. **ACCEPTS the tender submission of Devco Builders for Tender IE146/2021 Provision of Small Maintenance Services for a period of three (3) years with the option to extend for a further one (1) year.**

PURPOSE OF REPORT:

For Council to accept the tender submission of Devco Holdings for Tender IE46/2021 Provision of Small Maintenance Services.

BACKGROUND:

The City has the responsibility to maintain public facilities and infrastructure, both vested and unvested, within its Local Government area in accordance with the Local Government Act 1995.

Examples of work include, but are not limited to: preventative and reactive maintenance, renewal, upgrade and new installations across the City's building and infrastructure assets of:

- a) Joinery and timber work including fit-out;
- b) Emergency make safe work, following on from vandalism or break-ins, such as hoarding broken windows;
- c) Plaster and Gyprock works;
- d) Concrete, cement, brick and paving works;
- e) Fencing and retaining wall works;
- f) Steel works including fixings and welding;
- g) Roof works including fabric, fixtures, pointing and flashing, gutter and downpipe cleaning;
- h) Painting;
- i) Graffiti removal;
- j) Pressure cleaning;
- k) Non fixed asset maintenance; and
- l) Any other minor maintenance work as directed by the City's Representative.

The current small maintenance contract expired on the 2nd October 2021 and the current contractor (Devco Builders) has been engaged on a month to month contract to continue to provide services on the same terms, conditions, prices and obligations until a new contract is awarded.

A request for tender was publicly advertised through Tenderlink on 2 February 2022 and closed on 24 February 2022.

Tender Submissions

Submissions were received from the following six (6) Respondents:

- Fremantle Civil Pty Ltd
- Hoskins Investments Pty Ltd ATF M R Hoskins Family Trust T/A AE Hoskins Building Services
- AWB Building Co.
- Devco Builders
- Geared Construction Pty Ltd

- GMS Contractors

Evaluation Panel

The Evaluation Panel comprised of four members, being:

- three with the appropriate operational expertise and involvement in supervising the contract; and
- one with tender preparation skills and probity advice provided by a Procurement and Contracts Officer

Compliance Assessment

All offers received were assessed as fully compliant and progressed to the qualitative assessment.

Evaluation Method and Weighting

The qualitative weighting method of tender evaluation was selected to evaluate the offers for this requirement.

The qualitative criteria and weighting used in evaluating the submissions received for both portions were as follows:

Qualitative Criteria		Weighting
1	Capacity, skills and resources	45%
2	Professional experience in similar projects	45%
3	Environmental and Social	10%

Qualitative Assessment

The panel assessed the qualitative responses against each of the criteria. AE Hoskins Building Services was ranked first with a score of 75% ,very closely followed by Devco Builders with a score of 74%. The submission were separated by 1 point in the Environmental and Social criteria.

Recommended Respondent	Weighted Percentage Score	Qualitative Ranking	Comment
Devco Holdings	74%	2	Response complies, is convincing and credible. Response demonstrates very good capability, capacity and experience relevant to, or understanding of, the requirements. Low risk.

Refer to **Confidential Attachment 1** for further detail.

Price Assessment

The panel carried out a comparison of the submitted pricing offered and made a value judgement as to the cost affordability, qualitative ranking and risk of each submission, in order to determine which Respondent presented the best value for money to the City.

Devco Builders provided the lowest rates out of all six (6) submissions:

Recommended Respondent	Cost	Price Ranking
Devco Builders	See attached	1

Refer to **Confidential Attachment 1** for further detail on the rates.

Evaluation Summary

The panel concluded that the tender from Devco Builders provides best value for money to the City and is therefore recommended for the provision of small maintenance services for the following reasons:

- Compliance with the submission requirements;
- Ranked second in the Qualitative Assessment;
- Provided the lowest rates; and
- References supported the Evaluation Panel's recommendation.

It is therefore recommended that Council ACCEPTS the tender submitted by Devco Builders for both provision of small maintenance services for a period of three (3) years.

CONSULTATION/ADVERTISING:

The Request for Tender IE146/2021 was advertised in the West Australian on 2 February 2022 and on both the City's website and Tenderlink portal between 2 February 2022 and 24 February 2022.

LEGAL/POLICY:

The Request for Tender was prepared and advertised in accordance with:

- Section 3.57 of the Local Government Act 1995;
- Part 4 of the Local Government (Functions and General) Regulations 1996; and
- City of Vincent Purchasing Policy

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have minimised our impact on the environment.

Connected Community

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

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the City's Sustainable Environment Strategy 2019-2024, although the sustainability and environmental management practices of Respondents was a weighted qualitative criterion of this request, and the preferred Respondent provided convincing evidence of excellent sustainability practices.

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 anticipated contract expenditure is within the allocated annual budget. Further details on contract rates is provided in the **Confidential Attachment 1**.

The funds for this contract will be made available from the preventative and reactive maintenance, and capital budgets within the City of Vincent Infrastructure and Environment Directorate, being for buildings, parks and engineering, and Beatty Park Leisure Centre.

COMMENTS:

The tender submission from Devco complies with all the tender requirements. The submission was satisfactorily presented and included all relevant and specific information required and requested within the tender specification.

The Evaluation Panel deemed the response to be convincing and credible, demonstrating the capability, capacity and experience to all Evaluation Criteria. The tender submission received from Devco for the provision small maintenance services is considered the most advantageous and best value for money for the City of Vincent.

10.2 REVIEW OF COLVIN LANE SIGNAGE AND SPEED LIMIT

Attachments: Nil

RECOMMENDATION:

That Council:

1. **RECEIVES** the report containing additional information on Colvin Lane signage and speed limit as requested at the Ordinary Council Meeting of 5 April 2022,
2. **NOTES** that the Administration will be installing a sign at the entrance to Colvin Lane at the request of the resident, designed to remind motorists to drive slowly; and
3. **NOTES** that Administration do not support further intervention in Colvin Lane.

PURPOSE OF REPORT:

To provide Council with further information as requested at the Ordinary Council Meeting of 5 April 2022.

BACKGROUND:

Council received a request at this year's AGM from a concerned resident in relation to perceived safety issues in relation to the speed of motorists who use Colvin Lane.

Administration was tasked with investigating further as Council resolved (in part):

REQUESTS that Administration undertake further investigation into additional signage, repainting of the carriageway and the addition of a safety mirror. To be reported to Council no later than June 2022: and

REQUESTS that Administration contact Main Roads regarding the suitability of a reduced enforceable limit in the laneway. To be reported to Council no later than June 2022.

DETAILS:Enforceable Speed Limit

Administration has contacted Main Roads Western Australia (M.R.W.A) who have advised that the request to place signage on Laneways and create enforceable speed limits has been made from other Local Government Authorities with similar environments. Main Roads has provided the same response to these requests that they have in this instance to City of Vincent Administration, Main Roads does not support the implementation of regulatory signs for speed limits in lane ways.

To be considered by Main Roads to place posted speed limits so that it may be enforceable certain criteria is required to be met, the most crucial of them being that:

- it shall be a minimum of 5m of sealed carriageway, and
- it shall be a dedicated/gazetted road

Colvin Lane does not meet either of these criteria.

Main Roads indicated that as Colvin Lane falls within a 40km/h Area/Zone then the speed limit would be that of the area.

It is important to note that even when the above criteria are met, MRWA Policy is not to install regulatory signage on Laneways as their speed limit should be dictated by the standard residential speed limit or the area/zone speed limit, as well as naturally with the environment informing motorist's decisions on the travelling speed. Colvin Lane is narrow in width with speed humps already installed and vehicles are already

travelling at a low velocity. Past investigations have shown that speed in Colvin Lane is low and is not considered to be an issue that requires further intervention to reduce speed.

Safety Mirror

A mirror could be installed to benefit the particular resident with a concern to assist that resident in exiting their garage that fronts onto the laneway.

The cost of initial installation for a safety mirror are as follows:

Purchase Safety Mirror- \$700

Pole and footings to mount Safety Mirror- \$350

Total- \$1,050

There will be ongoing lifecycle costs as safety mirrors are easy targets for vandalism which reduces their effectiveness. Administration would allow \$3,200 for four mirror replacements a year at a cost of \$800 per replacement. If the pole was also damaged, then this cost would rise to \$1,050 per replacement (as per the initial installation cost).

Additional signage

The only signage that would be potentially enforceable in the laneway would be a 40kph sign and this option would not be allowed by Main Roads WA as previously discussed. There is some concern that additional signage would set a precedent and also add clutter and reducing the useable width for motorists. For example, the City of Vincent waste truck (small rear loader), that needs to use Colvin Lane as part of the pickup route.

Additional signage would cost the City \$125 per pole and sign install; this does not include the manufacturing cost of the sign as this is dependent on the specific nature of the sign itself. The City intends to add an additional sign on the verge at the entrance to Colvin lane at the request of the resident, designed to remind motorists to drive slowly, the specific design yet to be finalised.

Repainting of the carriageway

The cost of repainting the speed humps located within Colvin Lane is done so using the operational budget that already exists for line marking renewal within The City of Vincent. This is done as required.

Repainting the non-enforceable 8km/h speed limit at the entrance to Colvin Lane is approximately \$350 per application, inclusive of required traffic control. It would be expected to be repainted twice a year depending on wear and tear.

CONSULTATION/ADVERTISING:

No public consultation has been undertaken in relation to the information in this report

LEGAL/POLICY:

Nil

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to receive the information in this report.

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.

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 cost of each option is contained in the body of the report.

COMMENTS:

Administration has investigated the measures requested by Council and the information in relation to each option is contained in the report. Administration does not support further traffic management intervention in Colvin Lane for the following reasons:

- Speeds in this location are already considered low, safe and appropriate for the location
- Additional signage would be unenforceable and ineffective and if related to speed will not be approved by Main Roads WA
- Installation of additional measures may set a precedent and unrealistic expectations for other laneways
- Installation of a mirror will be ineffective and costly due to vandalism

11 COMMUNITY & BUSINESS SERVICES

11.1 FINANCIAL STATEMENTS AS AT 30 APRIL 2022

Attachments: 1. Financial Statements as at 30 April 2022 [↓](#) 

RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 30 April 2022 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 30 April 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 **30 April 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	7-13
5.	Capital Expenditure including Funding graph and Capital Works Schedule	14-19
6.	Cash Backed Reserves	20
7.	Rating Information and Graph	21-22
8.	Debtors Report	23
9.	Beatty Park Leisure Centre Financial Position	24-25

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 30 April 2022 have been detailed in the variance comments report in **Attachment 1**.

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 \$1,602,742 (8.8%). The following items materially contributed to this position:

- A favourable variance of \$991,704 in **General Purpose Funding** mainly due to:
 - Payment in advance received from a \$675k Federal Grant and a \$334k Local Roads Grant received in April 2022 to help local governments to manage cumulative impacts of the floods and Covid-19 pandemic.

- A favourable variance of \$407,184 in **Recreation and Culture** activities due to:
 - \$447,600 favourable in fees and charges for Betty Park recreation admission and membership fees, partially offset by;
 - \$51,700 unfavourable for reimbursements from variable outgoings recoups.
- A favourable variance of \$146,875 in **Community Amenities** activities due to:
 - \$136,781 favourable fees, charges and contributions for Development and Design,
 - \$25,500 for public art contributions received,
 - \$23,986 favourable for Waste Services for revenue received from Micro Business Waste Recycling Services, partially offset by;
 - \$28,369 unfavourable compliance services fees and charges due to a credit note applied to reverse previous year infringements as per Perth Magistrate Court;
 - \$20,818 unfavourable from advertising fees income from bus shelter for Engineering Design Services.
- A favourable variance of \$140,583 in **Transport** activities due to:
 - \$337,135 favourable fees, charges from car park and kerbside parking revenue, partially offset by;
 - \$204,711 unfavourable fees and charges from Infringement fines and penalties.
- An unfavourable variance of \$90,715 in **Law, Order and Public Safety** mainly due to:
 - \$50,680 reduction of Work Zone License Permits, and;
 - \$41,670 of grant income due to timing variances.

Revenue by Nature or Type (on page 5) is tracking slightly higher than the YTD budgeted revenue by \$1,820,306 (3.3%). The following items materially contributed to this position:

- A favourable variance for Operating Grants, Subsidies and contribution by \$987,046 mostly due to a payment in advance received from a \$675k Federal Grant and a \$334k Local Roads Grant received in April 2022 to help local governments to manage the cumulative impacts of the floods and Covid-19 pandemic.
- A favourable variance of \$662,611 for Fees and Charges mostly due to:
 - \$372,238 favourable Betty Park membership fees income and Recreation Centre hire income,
 - \$337,135 favourable Car Park and Kerbside Parking income,
 - \$140,575 favourable Development and Design application fees, partially offset by;
 - \$169,989 unfavourable due to lower Infringement fines and penalties.
- A favourable variance for Other Revenue by \$130,215 mostly due to:
 - \$75,918 favourable for reimbursements mostly contributed from insurance claim recoups,
 - \$54,297 favourable from Waste Services (\$37,080) for revenue received from Micro Business Waste Recycling Services and a refund received for overcharged bank merchant fees from Commonwealth Bank in Beatty Park (\$19,064).
- Unfavourable interest earnings of \$42,779 to budget mostly due to low interest rates.

Expenditure by Program (on page 1) is favourable, attributed by an under-spend of \$1,922,363 (3.2%) compared to the YTD budget. The following items materially contributed to this position:

- A favourable variance of \$1,319,646 for **Community Amenities** due to:
 - \$665,432 favourable due to a timing difference in Policy and Place Services operating initiatives, programmes and events below:

Table 1		
Programmes and Events & Operating Initiatives	\$ Variances	
Operating Initiatives - Arts Development Initiatives	\$ 85,841	Favourable
Operating Initiatives - ACS - Link & Place Guidelines (New)	\$ 26,333	Favourable
Operating Initiatives - Leederville Skatepark/Oxford Res Design	\$ 7,000	Favourable
Mount Hawthorn Place Mgt Programmes	\$ 90,708	Favourable
Town Centre Wide Place Mgt Programmes	\$ 58,330	Favourable

Robertson Park Development Plan	\$ 55,260	Favourable
Woodville Reserve Master Plan	\$ 51,550	Favourable
Economic Development Strategy Implementation Action	\$ 41,670	Favourable
Heritage Assistance Fund	\$ 33,678	Favourable
North Perth Town Centre Place Plan	\$ 33,330	Favourable
Leederville Structure Plan	\$ 29,832	Favourable
Vincent Leisure & Recreation Facilities	\$ 28,697	Favourable
Leederville Oval Master Plan	\$ 24,330	Favourable
Leederville Activity Centre Plan	\$ 22,761	Favourable
Britannia N/W Res Development Plan	\$ 20,497	Favourable
Mount Lawley/Highgate Place Mgt Program	\$ 18,728	Favourable
Strategic Planning Projects	\$ 17,444	Favourable
Pickle District Place Mgt Programmes	\$ 16,670	Favourable
Leederville Place Management Programmes	\$ 14,170	Favourable
Policy and Place Consultation and Communication	\$ 12,727	Favourable
William St Place Mgt Programmes	\$ 10,363	Favourable
Vincent TCCP-Wayfinding Strategy	\$ 10,200	Favourable
Performance Measurement/Data Acquisition	-\$ 17,401	Unfavourable

- - \$404,723 favourable for Waste Services due to a timing variance in contractors for waste collection and Waste Recycling collection costs,
 - \$100,656 favourable from Engineering Design Services mostly due to:
 - \$112,401 favourable utilities due to a timing difference in electricity costs,
 - \$73,466 favourable materials and contracts:
 - \$24,000 timing variance for street lighting maintenance.
 - \$17,000 timing variance for Travel Smart Programs.
 - \$15,000 timing variance for Building Condition Surveys.
 - \$10,000 timing variance for Traffic Surveys.
 - Partially offset by unfavourable agency labour hire costs \$87,790.
 - A favourable variance of \$66,420 in Development and Design mostly due to a timing difference in legal and consultant fees.
- A favourable variance of \$210,641 for **Law, Order and Public Safety** mostly due to a timing variance for Rangers admin expenses and Noongar Outreach Service and Safer Vincent Initiatives.
- - A favourable variance of \$182,599 for **Governance** due to:
 - \$63,235 budget phasing for consultants and internal audit fees,
 - \$45,305 favourable mainly due to timing variances for Civic Functions (\$36,000) and Town Centre Activation (\$19,000),
 - \$36,110 favourable for Members of Council on miscellaneous expenses due to timing variances.
 - \$36,095 favourable mainly due to timing variances for staff training costs, wellness, OH&S Initiatives and external recruitment.
 - A favourable variance of \$157,393 for **Health** mostly due to:
 - \$58,595 favourable for Health Clinics general maintenance and budget phasing for North Perth Dental Clinic,
 - \$54,443 favourable for Health Admin and Food Control due to a timing variance on public health plan, health promotion programs and syringe disposal strategy expenditure.
 - A favourable variance for **Recreation and Culture** of \$110,153 mostly due to:
 - \$197,289 favourable from Community Partnership mostly due to:
 - \$62,968 timing variances for donations and sponsorship,
 - \$60,009 salaries due to vacant positions that are in the process of being filled,

- \$30,000 timing variance on Every Club Grant Scheme operating initiative,
- \$29,074 timing variances of programs and events below:

Table 2		
Programmes and Events & Operating Initiatives	YTD Variance	
Youth Programmes : Programmes - Youth	\$ 18,103	Favourable
WA Italian Club - Festival Italia : Events	\$ 12,500	Favourable
Kinn and Co - Sunday Common : Events	\$ 12,500	Favourable
Open House Perth - Open House Vincent : Events	\$ 8,330	Favourable
Community Support: Programmes - Community	\$ 8,232	Favourable
Mt Hawthorn Hub - Little Day Out: Events	-\$ 1,500	Favourable
Floreat Athena Football Club - New Year: Events	-\$ 2,336	Unfavourable
Reconciliation Action Plan: Programmes - Reconciliation	-\$ 2,337	Unfavourable
Jazz Festival: Events	-\$ 2,500	Unfavourable
Revelation Film Festival: Events	-\$ 3,330	Unfavourable
Access and Inclusion: Programmes - Access and Inclusion	-\$ 4,051	Unfavourable
Pride WA: Events	-\$ 15,000	Unfavourable

- \$152,234 favourable on Betty Park and Recreation Centre relating to various maintenance, cleaning and equipment costs.
- \$119,316 favourable timing variance on planned maintenance work for Litis soccer stadium and Leederville common area turf maintenance.
- \$50,720 favourable for Library Services due to a timing variance relating to Creative Communities COVID-19 Recovery Operating Initiatives.
- \$70,932 unfavourable for Parks and Environmental Services mostly due to higher labour costs.
- \$69,930 unfavourable for Public Halls mostly due to higher cleaning expenses due to increased hall usage.
- \$85,547 unfavourable for Parks Services Administration employee costs.
- A favourable variance of \$72,908 in **General Purpose Funding** due to:
 - \$50k timing variance on financial hardship waiver expenses,
 - \$12k timing variance of bank fees & charges, and;
 - \$10k timing variance of debt recovery costs.
- An unfavourable variance for **Transport** of \$203,417 mostly due to a timing variance in labour costs.

Expenditure by Nature or Type (on page 5) is favourable, attributed by an under-spend of \$2,028,741 (3.4%). The following items materially contributed to this position:

- There is an under-spend of \$2,116,856 mainly attributed to below **(Materials and Contracts)** for:
 - Policy and Places services – favourable amount of \$686,465 due to underspend in Operating initiatives and programmes and events. Refer to Table 1 above.
 - Waste Services – favourable amount of \$460,826 mainly due to underspend in contractors for waste collection \$381,011 and Waste Recycling collection cost \$267,025; partially offset by professional services paid for the Mindarie Regional Council governance and administration charge \$292,801 due to budget phasing.
 - Information Technology – unfavourable due to timing variance in software license fees by \$157,419 due to prepayment of multi-year software licenses in the current year and contractors for Microsoft Teams calling implementation.

- Beatty Park and Rec Centre – favourable amount of \$152,234 due to underspend in various maintenance, cleaning and equipment costs.
- Stadium and Ovals – \$119,316 favourable timing variance on planned maintenance work for Litis soccer stadium and Leederville common area turf maintenance.
- There is an over-spend of \$290,436 of **(Employee costs)** mainly due to higher spend in Beatty Park labour due to additional fitness classes offset by higher revenue.
- There is an under-spend in \$139,296 of **(Utility Charges)** mainly due to timing variances in electricity invoices for Engineering Design Services.

Surplus Position – Year End 2021/22

The surplus position brought forward to 2021/22 is \$6,125,327 as per the City's 2020/21 audited financials. The April closing position is \$16,185,156 reflecting a favourable position of \$7,372,056 compared to the April budget amount of \$8,813,100.

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 7-11)

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 12 - 19)

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 30 April 2022

5. Capital Expenditure and Funding Summary

	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Land and Buildings	4,766,563	3,675,226	1,957,824	58.9%
Infrastructure Assets	7,383,795	4,721,351	3,430,014	53.5%
Plant and Equipment	2,258,056	483,500	546,445	75.8%
Furniture and Equipment	2,085,825	644,942	346,446	83.4%
Total	16,494,239	9,525,019	6,280,729	61.9%

FUNDING	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Own Source Funding - Municipal	9,142,833	8,023,405	3,899,984	57.3%
Cash Backed Reserves	2,985,748	815,934	818,241	72.6%
Capital Grant and Contribution	3,208,355	182,847	878,444	72.6%
Other (Disposals/Trade In)	1,157,303	502,833	684,060	40.9%
Total	16,494,239	9,525,019	6,280,729	61.9%

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

6. Cash Backed Reserves (Note 6 Page 20)

The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The provisional balance at 30 April 2022 is \$12,498,438.

7. Rating Information (Note 7 Page 21 -32)

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 30 April 2022 was \$1,865,633, excluding deferred rates of \$104,040.

The outstanding rates percentage at 30 April 2022 was 4.53% compared to 5.34% 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 23)

Total trade and other receivables at 30 April 2022 were \$2,581,655.

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

- \$998,128 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.
- \$218,261 relates to cash-in-lieu of car parking debtors. 3 out of 15 outstanding debtors are on a payment plan.
- 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.

Currently this makes up of 94% (\$204,398) of cash-in-lieu debtors.

- 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 24-25)

As of 30 April 2022, the Centre's operating surplus position was \$679,904 (excluding depreciation) compared to the YTD budgeted deficit amount of \$83,076. Predominantly the surplus is contributed by Gymnasium, Health and Fitness memberships.

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:

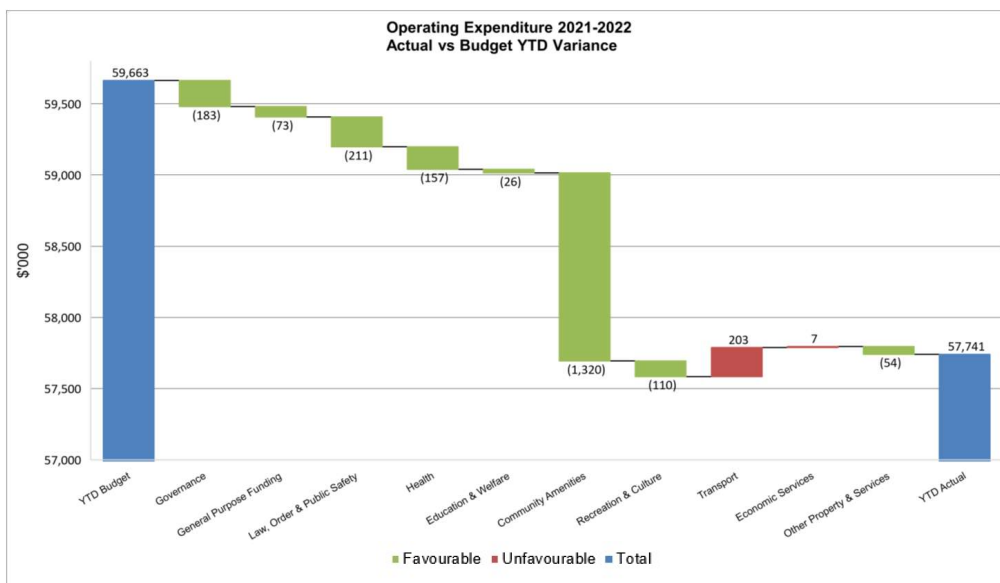
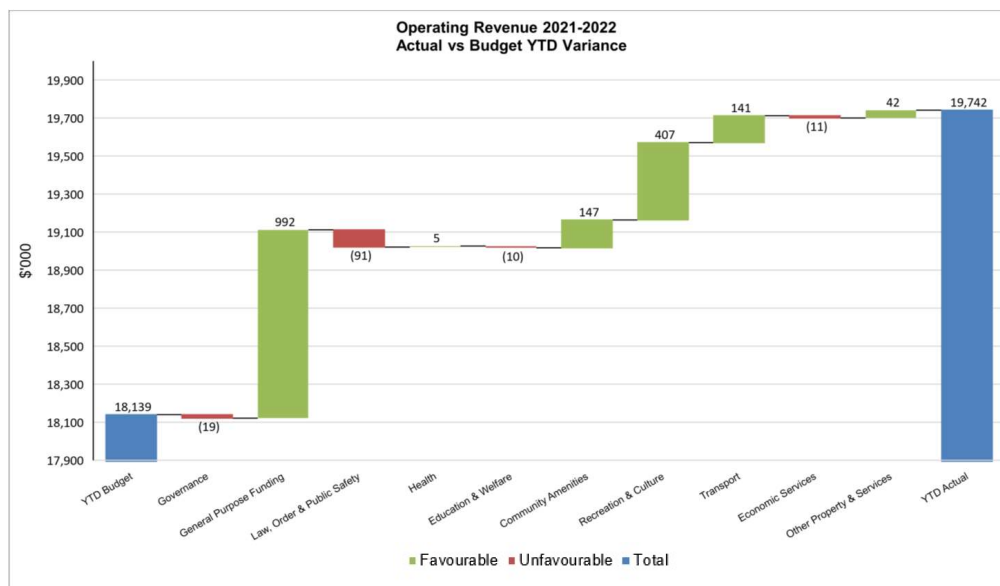
As contained in this report.

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 30 APRIL 2022

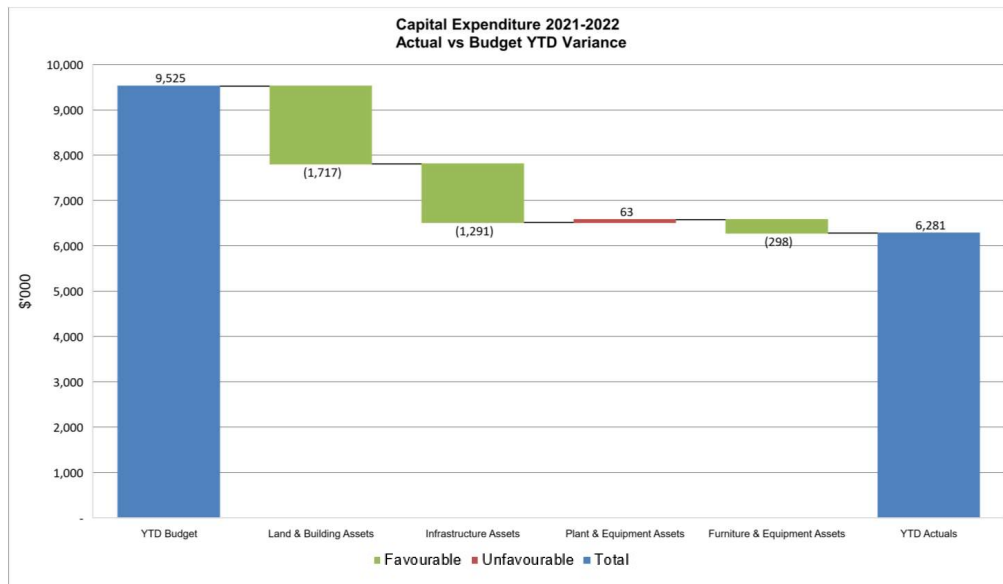


	Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance
	2021/22	30/04/2022	30/04/2022		
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	6,125,327	6,125,327	6,125,327	(0)	0.0%
Revenue from operating activities					
Governance	73,250	70,331	51,696	(18,635)	(26.5%)
General Purpose Funding	1,473,759	1,238,922	2,230,626	991,704	80.0%
Law, Order and Public Safety	335,412	309,372	218,657	(90,715)	(29.3%)
Health	374,042	366,674	371,682	5,008	1.4%
Education and Welfare	139,918	121,720	111,907	(9,813)	(8.1%)
Community Amenities	822,390	595,077	741,952	146,875	24.7%
Recreation and Culture	9,404,756	7,882,981	8,290,165	407,184	5.2%
Transport	9,394,227	6,860,394	7,000,977	140,583	2.0%
Economic Services	267,425	223,469	212,141	(11,328)	(5.1%)
Other Property and Services	1,367,125	470,496	512,375	41,879	8.9%
	23,652,304	18,139,436	19,742,178	1,602,742	8.8%
Expenditure from operating activities					
Governance	(3,134,915)	(2,546,430)	(2,363,831)	182,599	(7.2%)
General Purpose Funding	(723,706)	(586,415)	(513,507)	72,908	(12.4%)
Law, Order and Public Safety	(4,752,404)	(3,833,694)	(3,623,053)	210,641	(5.5%)
Health	(1,779,253)	(1,462,946)	(1,305,553)	157,393	(10.8%)
Education and Welfare	(433,618)	(359,662)	(334,044)	25,618	(7.1%)
Community Amenities	(24,694,063)	(21,362,171)	(20,042,525)	1,319,646	(6.2%)
Recreation and Culture	(24,517,330)	(19,987,047)	(19,876,894)	110,153	(0.6%)
Transport	(8,791,734)	(7,334,426)	(7,537,843)	(203,417)	2.8%
Economic Services	(617,132)	(504,072)	(511,318)	(7,246)	1.4%
Other Property and Services	(1,981,445)	(1,686,203)	(1,632,135)	54,068	(3.2%)
	(71,425,600)	(59,663,066)	(57,740,703)	1,922,363	(3.2%)
Add Deferred Rates Adjustment	0	0	19,562	19,562	0.0%
Add Back Depreciation	11,774,828	9,878,426	9,819,201	(59,225)	(0.6%)
Adjust (Profit)/Loss on Asset Disposal	(1,890,054)	(256,722)	(16,008)	240,714	(93.8%)
Restricted Unspent Grant	0				
	9,884,774	9,621,704	9,822,755	201,051	2.1%
Amount attributable to operating activities	(37,888,522)	(31,901,926)	(28,175,770)	3,726,156	(11.7%)
Investing Activities					
Non-operating Grants, Subsidies and Contributions	3,208,355	251,153	1,510,117	1,258,964	501.3%
Purchase Property, Plant and Equipment	(9,308,732)	(4,820,457)	(2,850,715)	1,969,742	(40.9%)
Purchase Infrastructure Assets	(7,185,506)	(4,704,562)	(3,430,014)	1,274,548	(27.1%)
Proceeds from Joint Venture Operations	833,333	0	416,667	416,667	0.0%
Proceeds from Disposal of Assets	1,157,303	357,303	418,190	60,887	17.0%
Amount attributable to investing activities	(11,295,247)	(8,916,563)	(3,935,755)	4,980,808	(55.9%)
Financing Activities					
Proceeds from Self Supporting Loan	0	0	0	0	0.0%
Principal elements of finance lease payments	(92,839)	(92,840)	(92,839)	1	(0.0%)
Repayment of Debentures	(1,354,877)	(1,074,975)	(1,074,975)	0	0.0%
Proceeds from New Debentures	7,951,699	7,951,699	7,083,333	(868,366)	(10.9%)
Transfer to Reserves	(4,632,133)	(3,016,710)	(1,833,855)	1,182,855	(39.2%)
Transfer from Reserves	4,296,201	2,999,487	1,266,877	(1,732,610)	(57.8%)
Amount attributable to financing activities	6,168,051	6,766,661	5,348,541	(1,418,120)	(21.0%)
Surplus/(Deficit) before general rates	(36,890,392)	(27,926,501)	(20,637,657)	7,288,844	(26.1%)
Total amount raised from general rates	36,760,248	36,739,601	36,822,814	83,213	0.2%
Closing Funding Surplus/(Deficit)	(130,144)	8,813,100	16,185,156	7,372,056	83.6%

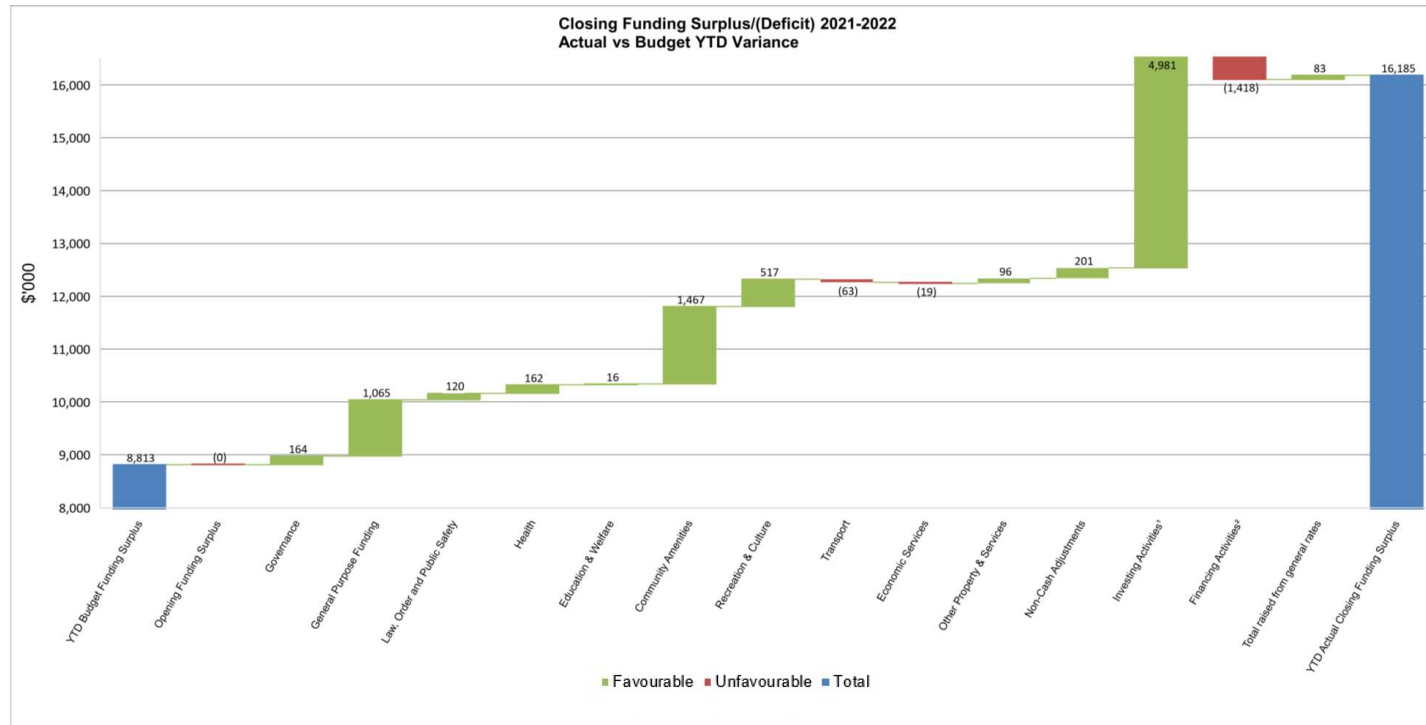
CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM - WATERFALL GRAPH
AS AT 30 APR 2022



CITY OF VINCENT
NOTE 1 - CAPITAL EXPENDITURE PROGRAM
WATERFALL GRAPH
AS AT 30 APR 2022



CITY OF VINCENT
NOTE 1 - CLOSING FUNDING SURPLUS/(DEFICIT)
BY PROGRAM - WATERFALL GRAPH
AS AT APR 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 30 APRIL 2022



	Revised Budget 2021/22	YTD Budget 30/04/2022	YTD Actual 30/04/2022	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Revenue					
Rates	36,760,248	36,739,601	36,822,814	83,213	0.2%
Operating Grants, Subsidies and Contributions	938,940	721,141	1,708,187	987,046	136.9%
Fees and Charges	19,110,151	15,714,115	16,376,726	662,611	4.2%
Interest Earnings	518,000	475,562	432,783	(42,779)	(9.0%)
Other Revenue	1,189,937	966,674	1,096,889	130,215	13.5%
	58,517,276	54,617,093	56,437,399	1,820,306	3.3%
Expenses					
Employee Costs	(26,990,488)	(22,154,337)	(22,444,773)	(290,436)	1.3%
Materials and Contracts	(27,641,604)	(23,671,421)	(21,554,565)	2,116,856	(8.9%)
Utility Charges	(1,764,610)	(1,452,925)	(1,313,629)	139,296	(9.6%)
Depreciation on Non-Current Assets	(11,774,828)	(9,878,426)	(9,819,201)	59,225	(0.6%)
Interest Expenses	(529,502)	(410,542)	(410,542)	0	0.0%
Insurance Expenses	(578,536)	(477,065)	(488,280)	(11,215)	2.4%
Other Expenditure	(2,140,810)	(1,613,128)	(1,598,113)	15,015	(0.9%)
	(71,420,378)	(59,657,844)	(57,629,103)	2,028,741	(3.4%)
	(12,903,102)	(5,040,751)	(1,191,704)	3,849,047	(76.4%)
Non-operating Grants, Subsidies and Contributions	3,208,355	251,153	1,510,117	1,258,964	501.3%
Profit on Disposal of Assets	1,061,943	261,944	127,591	(134,353)	(51.3%)
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%
	5,098,409	507,875	1,526,042	1,018,167	200.5%
Net result	(7,804,693)	(4,532,876)	334,338	4,867,214	(107.4%)
Other comprehensive income					
Total comprehensive income	(7,804,693)	(4,532,876)	334,338	4,867,214	(107.4%)

CITY OF VINCENT
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 NOTE 3 - NET CURRENT FUNDING POSITION
 FOR THE PERIOD ENDED 30 APRIL 2022



	Note	YTD Actual 30/04/2022 \$	FY Actual 30/06/2021 \$
Current Assets			
Cash Unrestricted		19,552,793	13,925,562
Cash Restricted		12,499,557	11,931,460
Investments		11,000	11,000
Receivables - Rates	7	1,865,633	1,512,805
Receivables - Other	8	2,581,656	3,095,861
Inventories		188,444	195,581
		<u>36,699,084</u>	<u>30,672,270</u>
Less: Current Liabilities			
Payables		(5,851,922)	(10,204,902)
Provisions - employee		<u>(4,877,526)</u>	<u>(4,859,725)</u>
		<u>(10,729,448)</u>	<u>(15,064,627)</u>
Unadjusted Net Current Assets		25,969,636	15,607,642
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(12,498,440)	(11,931,460)
Less: Shares transferred from non current asset		(11,000)	(11,000)
Add: Current portion of long term borrowings		1,217,784	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>70,602</u>	<u>92,839</u>
		<u>(9,784,480)</u>	<u>(9,482,316)</u>
Adjusted Net Current Assets		16,185,156	6,125,326

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 APRIL 2022



	Revised Budget 2021/22	YTD Budget 30/04/2022	YTD Actual 30/04/2022	YTD Variance	% Variance	Variance Commentary
Chief Executive Office						
01000 - Chief Executive Officer						
Expenditure						
Materials and Contracts	150,200	63,637	73,608	(9,971)	(15.7%)	Budget phasing variance in relation to operating initiatives.
Expenditure Total	6	5	0	5	100.0%	
01000 - Chief Executive Officer Total	6	5	0	5	100.0%	
01005 - Members Of Council						
Expenditure						
Expenditure Total	607,476	524,000	487,890	36,110	6.9%	
01005 - Members Of Council Total	607,476	524,000	487,890	36,110	6.9%	
01015 - Human Resource						
Income						
Reimbursements	(50,000)	(50,001)	(13,906)	(36,095)	72.2%	Timing variance on centrelink parental leave payments.
Income Total	(50,000)	(50,001)	(13,906)	(36,095)	72.2%	
Expenditure						
Employee Costs	1,137,897	926,776	663,924	262,852	28.4%	- \$168k favourable variance in salaries mainly due to budget phasing. - \$54k timing variance on paid parental leave.
Other Employee Costs	139,600	122,059	74,547	47,512	38.9%	- \$32k timing variance on centrelink leave payments. - \$18k timing variance on Wellness & OH&S Initiatives. - \$11k timing variance on staff training costs. - \$9k favourable variance from external recruitment. - \$7k timing variance from Awards and Recognitions. - Other variances are individually immaterial.
Expenditure Total	50,000	50,001	13,906	36,095	72.2%	
01015 - Human Resource Total	0	0	0	0	0.0%	
01020 - Information Technology						
Expenditure						
Materials and Contracts	1,597,125	1,337,600	1,495,019	(157,419)	(11.8%)	- \$145k variance is from multi year software licences prepayment paid in current year, to be adjusted end of the year. - \$54k unfavourable variance is from special consulting services. - This is partially offset by \$31k phasing variance from Telephone & Internet Expenses.
Expenditure Total	0	0	(1)	0	0.0%	
01020 - Information Technology Total	0	0	(1)	0	0.0%	
01025 - Records Management						
Income						
Income Total	(16,300)	(13,580)	(19,668)	6,088	(44.8%)	
Expenditure						
Expenditure Total	16,300	13,580	19,668	(6,088)	(44.8%)	
01025 - Records Management Total	0	0	0	0	0.0%	
01030 - Sustainability and Environment						
Expenditure						
Materials and Contracts	97,719	74,719	41,742	32,977	44.1%	- \$10k timing variance from Beatty Park & City facilities energy feasibility study. - \$11k timing variance from Promotion of Environment Sustain Design. - \$9k timing variance from operating initiative Solar PV-RFQ.
Expenditure Total	443,537	356,355	302,707	53,648	15.1%	
01030 - Sustainability and Environment Total	443,537	356,355	302,707	53,648	15.1%	
Chief Executive Office Total	1,051,019	880,360	790,596	89,762	10.2%	
Community and Business Services						
01035 - Director Community and Business Services						
Expenditure						
Employee Costs	307,657	250,942	282,715	(31,773)	(12.7%)	\$21k Salaries to be re-allocated due to miscoding. To be reallocated next month.
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	559,140	454,632	104,508	18.7%	\$102k favourable variance as less casual staff were required. The excess budget will be used for the marketing team.
Materials and Contracts	16,300	13,580	25,145	(11,565)	(85.2%)	\$9k unfavourable variance from higher Telephone & Internet Expenses.
Expenditure Total	0	0	0	(0)	100.0%	
01040 - Customer Services Centre Total	0	0	0	(0)	100.0%	
01045 - Mindarie and Tamala Park						
Income						
Income Total	(161,000)	(117,845)	(139,955)	22,110	(18.8%)	
Expenditure						
Expenditure Total	32,000	32,000	46,023	(14,023)	(43.8%)	
01045 - Mindarie and Tamala Park Total	(129,000)	(85,845)	(93,932)	8,087	(9.4%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 APRIL 2022



	Revised Budget 2021/22	YTD Budget 30/04/2022	YTD Actual 30/04/2022	YTD Variance	% Variance	Variance Commentary
01050 - Rates						
Income						
Fees and Charges	(265,000)	(248,290)	(280,739)	32,449	(13.1%)	\$30k increase from Rates Search/ Certificate Fees, this is partially offset from \$7k reduction from Administration Fees.
Income Total	(37,353,248)	(37,296,903)	(37,417,680)	120,776	(0.3%)	
Expenditure						
Materials and Contracts	281,450	223,600	140,266	83,334	37.3%	- \$50k timing variance on financial hardship waiver expenses. - \$12k timing variance of bank fees & charges. - \$12k timing variance of debt recovery costs - Other variances are individually immaterial.
Expenditure Total	723,706	586,415	511,507	74,908	12.8%	
01050 - Rates Total	(36,629,542)	(36,710,488)	(36,906,173)	195,684	(0.5%)	
01055 - Insurance and General Purpose						
Income						
Grants and Subsidies	(622,759)	(467,070)	(1,477,010)	1,009,940	(216.2%)	Payment in advance from \$675k Federal Grant and \$334k Local Road Grant received in April-22 to help local governments to manage cumulative impacts of the floods and Covid-19 pandemic.
Interest Earnings	(200,000)	(176,550)	(121,357)	(55,193)	31.3%	Interest earnings from reserves lower than budgeted due to lower interest rates.
Reimbursements	(75,000)	(81,453)	(223,048)	141,595	(173.8%)	Higher Workers Compensation claims than budgeted.
Income Total	(955,759)	(763,073)	(1,858,009)	1,095,736	(143.6%)	
Expenditure						
Expenditure Total	(2,401)	(6,371)	7,978	(14,349)	225.2%	
01055 - Insurance and General Purpose Total	(958,160)	(769,444)	(1,850,831)	1,081,388	(140.5%)	
01060 - Financial Services						
Income						
Income Total	(1,000)	(994)	12	(1,006)	101.2%	
Expenditure						
Materials and Contracts	175,950	69,848	141,909	(72,061)	(103.2%)	\$72k budget phasing variance relating to audit fees.
Expenditure Total	1,000	994	(11)	1,006	101.2%	
01060 - Financial Services Total	0	0	1	0	100.0%	
01065 - Rec Centre / Beatty Park						
Income						
Income Total	(7,123,247)	(5,982,389)	(6,369,037)	386,649	(6.5%)	
Expenditure						
Materials and Contracts	1,465,370	1,280,571	1,128,337	152,234	11.9%	- \$69k timing variance on cleaning for the Beatty Park. - \$34k timing variance on painting for the Beatty Park. - \$28k timing variance on stock purchases for retail operations. - \$12k timing variance on furniture & equipment purchased for Health & Fitness. - \$11k timing variance on reactive maintenance for the Beatty Park Building. - \$13k timing variance on air-condition maintenance for the Beatty Park. - \$11k timing variance of office expenses relate to advertising & displays/ promotions. - \$22k timing variance from professional services for Beatty Park General Operations. - (\$23k) unfavourable variance on professional services for Group Fitness to cater for demand from high membership and attendance numbers. - (\$41k) budget phasing variance on Beatty Park building maintenance. - Other variances are individually immaterial.
Utilities	420,000	350,000	307,941	42,059	12.0%	- For a detailed breakdown of the different service lines, please refer to the Beatty Park report. - \$22k timing variance from electricity, \$12k timing variance from gas and \$8k timing variance from water expenses
Expenditure Total	8,037,341	6,699,425	6,646,251	53,174	0.8%	
01065 - Rec Centre / Beatty Park Total	914,094	717,036	277,214	439,823	61.3%	
01070 - Marketing and Communication						
Income						
Grants and Subsidies	0	0	0	0		
Income Total	0	0	0	0		
Expenditure						
Employee Costs	686,663	560,150	630,257	(70,107)	(12.5%)	Excess budget from Customer Service will be used to fund the overspend in Marketing.
Materials and Contracts	274,500	217,090	148,378	68,712	31.7%	- \$10k timing variance on Town Centre Activation. - \$36k timing variance relating to Civic Functions. - \$13k timing variance relating to other licence fees expense.
Other Expenditure	90,200	83,170	51,138	32,032	38.5%	- \$22k timing variance from Public Relations. - \$9k timing variance relates to Website Maintenance
Expenditure Total	1,397,147	1,137,442	1,082,137	45,306	4.0%	
01070 - Marketing and Communication Total	1,397,147	1,137,442	1,082,137	45,306	4.0%	
01075 - Art & Culture						
Expenditure						
Expenditure Total	30,000	25,000	26,676	(1,676)	(6.7%)	
01075 - Art & Culture Total	30,000	25,000	26,676	(1,676)	(6.7%)	
01080 - Community Partnership						
Income						

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 APRIL 2022



	Revised Budget 2021/22	YTD Budget 30/04/2022	YTD Actual 30/04/2022	YTD Variance	% Variance	Variance Commentary
Income Total	(11,225)	(8,940)	(4,517)	(4,423)	49.5%	
Expenditure						
Employee Costs	482,257	393,434	321,344	72,090	18.3%	Favourable variance due to vacant positions that were in the process of being filled. Excess budget will be used to hire additional staff.
Materials and Contracts	298,100	257,970	197,950	60,020	23.3%	Timing variance of operating initiatives and programs and events.
Other Expenditure	115,000	95,830	32,864	62,966	65.7%	Timing variance relating to donations/sponsorships.
Expenditure Total	1,138,513	942,450	741,034	201,416	21.4%	
01080 - Community Partnership Total	1,127,288	933,510	736,517	196,993	21.1%	
01085 - Library Services						
Income						
Income Total	(42,140)	(40,260)	(48,929)	8,669	(21.5%)	
Expenditure						
Materials and Contracts	119,540	93,334	55,041	38,293	41.0%	\$16k timing variance relating to Creative Communities COVID-19 Recovery Operating Initiative.
Expenditure Total	1,438,892	1,164,252	1,143,755	20,498	1.8%	- Other variances are individually immaterial.
01085 - Library Services Total	1,396,752	1,123,992	1,094,826	29,167	2.6%	
01090 - Senior and Disability services						
Income						
Income Total	(6,000)	(5,000)	(1,990)	(3,010)	60.2%	
Expenditure						
Expenditure Total	50,450	33,760	32,607	1,153	3.4%	
01090 - Senior and Disability services Total	44,450	28,760	30,617	(1,857)	(6.5%)	
01095 - Loftus Community Centre						
Income						
Income Total	(60,000)	(49,990)	(54,481)	4,491	(9.0%)	
Expenditure						
Expenditure Total	38,100	31,550	18,529	13,021	41.3%	
01095 - Loftus Community Centre Total	(21,900)	(18,440)	(35,952)	17,512	(95.0%)	
01205 - Community Partnership Administration						
Expenditure						
Expenditure Total	0	0	2,062	(2,062)	100.0%	
01205 - Community Partnership Administration Total	0	0	2,062	(2,062)	100.0%	
Community and Business Services Total	(32,828,871)	(33,618,477)	(35,626,838)	2,008,365	(6.0%)	
Infrastructure and Environment						
01135 - Director Infrastructure and Environment						
Expenditure						
Expenditure Total	0	0	1	(0)	100.0%	
01135 - Director Infrastructure and Environment Total	0	0	1	(0)	100.0%	
01140 - Ranger Services/Administration						
Income						
Income Total	(5,300)	(4,464)	372	(4,836)	108.3%	
Expenditure						
Materials and Contracts	347,500	261,056	161,158	99,898	38.3%	\$112k budget phasing from software license fees and \$11k furniture and equipment purchases, partially offset by higher expenditure relating to legal fees and Constable Care.
Other Expenditure	85,500	68,696	35,839	32,857	47.8%	\$31k timing variance from the CCTV maintenance.
Expenditure Total	5,300	4,464	(372)	4,836	108.3%	- Other variances are individually immaterial.
01140 - Ranger Services/Administration Total	0	0	0	0	100.0%	
01145 - Animal Control / Dog Pound						
Income						
Income Total	(98,250)	(87,273)	(80,361)	(6,913)	7.9%	
Expenditure						
Expenditure Total	308,421	248,552	241,803	6,750	2.7%	
01145 - Animal Control / Dog Pound Total	210,171	161,279	161,442	(163)	(0.1%)	
01150 - Local Laws and Abandoned Vehicles						
Income						
Fees and Charges	(171,550)	(165,653)	(125,214)	(40,439)	24.4%	\$50k reduction of revenue from Work Zones Licences and Permits, this is partially offset by \$13k increased revenue from Infringements Fines & Penalties.
Income Total	(171,550)	(165,653)	(125,214)	(40,439)	24.4%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 APRIL 2022



	Revised Budget 2021/22	YTD Budget 30/04/2022	YTD Actual 30/04/2022	YTD Variance	% Variance	Variance Commentary
Expenditure						
Expenditure Total	834,259	673,126	641,215	31,911	4.7%	
01150 - Local Laws and Abandoned Vehicles Total	662,709	507,473	516,001	(8,529)	(1.7%)	
01155 - Community and Safety						
Income						
Grants and Subsidies	(50,000)	(41,670)	0	(41,670)	100.0%	Timing variance in relation to grant income.
Income Total	(50,000)	(41,670)	0	(41,670)	100.0%	
Expenditure						
Materials and Contracts	82,550	63,467	4,203	59,264	93.4%	Timing variance in relation to invoicing for material and contracts purchases from Noongar Outreach Service and Safer Vincent Initiatives.
Expenditure Total	162,618	128,442	83,935	44,506	34.7%	
01155 - Community and Safety Total	112,618	86,772	83,935	2,836	3.3%	
01160 - Infringement and Inspectorial Control						
Income						
Income Total	(2,784,537)	(2,334,374)	(2,137,821)	(196,552)	8.4%	
Expenditure						
Other Expenditure	181,500	150,549	185,097	(34,548)	(22.9%)	- \$20k Budget phasing variance in relation to Fine Lodgement Fees. - \$14k unfavourable variance due to an increase in Inspectorial Control - Title Search fees.
Expenditure Total	4,520,995	3,743,539	3,709,116	34,423	0.9%	
01160 - Infringement and Inspectorial Control Total	1,736,458	1,409,165	1,571,295	(162,130)	(11.5%)	
01165 - Car Parks and Kerbside Parking						
Income						
Income Total	(5,809,691)	(4,526,020)	(4,863,155)	337,135	(7.4%)	
Expenditure						
Employee Costs	100,100	83,470	52,360	31,110	37.3%	- \$12.5k timing variance on labour cost of reactive maintenance for Frame Court Car Park. - \$9k timing variance on labour cost of reactive maintenance for The Avenue Car Park. - Other variances are individually immaterial.
Expenditure Total	1,396,352	1,165,235	1,101,025	64,211	5.5%	
01165 - Car Parks and Kerbside Parking Total	(4,413,339)	(3,360,785)	(3,762,130)	401,346	(11.9%)	
01170 - Engineering Design Services						
Income						
Fees and Charges	(82,000)	(60,000)	(39,182)	(20,818)	34.7%	Timing variance relates to advertising fees income from bus shelters.
Income Total	(114,500)	(61,288)	(39,702)	(21,586)	35.2%	
Expenditure						
Materials and Contracts	384,500	318,025	244,559	73,466	23.1%	- \$24k timing variance from street lighting maintenance. - \$17k timing variance from Travel Smart Programs. - \$15k timing variance from Building Condition Surveys. - \$10k timing variance from Traffic Surveys. - All other variances are individually immaterial.
Other Employee Costs	39,865	31,009	118,799	(87,790)	(283.1%)	Agency labour costs incurred in relation to filling a vacant position.
Utilities	761,500	634,358	521,957	112,401	17.7%	Timing variance from electricity costs.
Expenditure Total	2,505,769	2,060,249	1,959,594	100,656	4.9%	
01170 - Engineering Design Services Total	2,391,269	1,998,961	1,919,892	79,070	4.0%	
01175 - City Buildings						
Income						
Income Total	(2,000)	(1,692)	(1,211)	(482)	28.5%	
Expenditure						
Employee Costs	391,687	318,800	285,549	33,251	10.4%	Favourable variance due to the agency labour costs budget currently used to pay for the vacant position.
Expenditure Total	594,096	482,659	453,818	28,840	6.0%	
01175 - City Buildings Total	592,096	480,967	452,607	28,359	5.9%	
01180 - Roads and Public Works Admin						
Income						
Income Total	(58,000)	(38,718)	(39,430)	711	(1.8%)	
Expenditure						
Expenditure Total	1,138,921	924,351	945,938	(21,587)	(2.3%)	
01180 - Roads and Public Works Admin Total	1,080,921	885,633	906,508	(20,876)	(2.4%)	
01185 - Parks and Environmental Services						
Income						
Income Total	(90,157)	(69,441)	(81,983)	12,542	(18.1%)	
Expenditure						
Expenditure Total	6,713,321	5,558,004	5,628,936	(70,932)	(1.3%)	
01185 - Parks and Environmental Services Total	6,623,164	5,488,563	5,546,953	(58,389)	(1.1%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 APRIL 2022



	Revised Budget 2021/22	YTD Budget 30/04/2022	YTD Actual 30/04/2022	YTD Variance	% Variance	Variance Commentary
01190 - Waste Services						
Income						
Other Revenues	(31,181)	(830)	(37,910)	37,080	(4,467.4%)	Higher than expected revenue received from Micro Business Waste Recycling Services which has been adjusted in the MYBR, variance is due to the budget phasing.
Income Total	(166,881)	(133,240)	(157,227)	23,986	(18.0%)	
Expenditure						
Expenditure Total	15,632,077	13,970,558	13,565,835	404,723	2.9%	
01190 - Waste Services Total	15,465,196	13,837,318	13,408,608	428,709	3.1%	
01195 - Works Depot						
Income						
Income Total	(1,000)	(804)	(1,065)	261	(32.5%)	
Expenditure						
Materials and Contracts	46,000	29,000	5,712	23,288	80.3%	\$24k lower Covid related expenses.
Expenditure Total	1,000	804	1,065	(261)	(32.5%)	
01195 - Works Depot Total	0	0	0	(0)	100.0%	
01200 - Plant Operating						
Expenditure						
Expenditure Total	548,546	521,462	325,329	196,132	37.6%	
01200 - Plant Operating Total	548,546	521,462	325,329	196,132	37.6%	
01215 - Public Works						
Expenditure						
Employee Costs	1,364,500	1,211,578	1,011,596	199,982	16.5%	- Employee costs are favourable from street sweeping/ cleaning, road maintenance, footpath maintenance and graffiti management - vandalism due to budget phasing.
Expenditure Total	6,173,844	5,086,702	5,254,746	(168,043)	(3.3%)	- All other variances are individually immaterial.
01215 - Public Works Total	6,173,844	5,086,702	5,254,746	(168,043)	(3.3%)	
01220 - Child Care and Play Groups						
Income						
Income Total	(79,342)	(69,775)	(70,731)	955	(1.4%)	
Expenditure						
Materials and Contracts	40,025	39,776	9,377	30,399	76.4%	Materials and contracts expenses for North Perth Playground are favourable due to budget phasing.
Expenditure Total	142,719	125,076	98,222	26,854	21.5%	
01220 - Child Care and Play Groups Total	63,377	55,301	27,491	27,809	50.3%	
01225 - Stadium and Ovals						
Income						
Income Total	(193,786)	(166,814)	(166,440)	(375)	0.2%	
Expenditure						
Materials and Contracts	258,500	240,950	121,634	119,316	49.5%	- \$95k timing variance on planned maintenance work for Litis Soccer Stadium.
Expenditure Total	781,079	665,755	566,420	99,336	14.9%	- \$31k timing variance on Leederville common area turf maintenance
01225 - Stadium and Ovals Total	587,293	498,941	399,980	98,961	19.8%	
01230 - Public Halls						
Income						
Income Total	(176,851)	(137,898)	(158,577)	20,679	(15.0%)	
Expenditure						
Materials and Contracts	125,050	114,516	181,290	(66,774)	(58.3%)	Maintenance expenses are unfavourable due to higher cleaning expenses.
Expenditure Total	401,897	345,568	412,888	(67,322)	(19.5%)	
01230 - Public Halls Total	225,046	207,670	254,311	(46,642)	(22.5%)	
01235 - Community and Welfare Centre						
Income						
Income Total	(48,138)	(40,507)	(38,186)	(1,321)	3.3%	
Expenditure						
Expenditure Total	240,449	200,826	203,215	(2,389)	(1.2%)	
01235 - Community and Welfare Centre Total	192,311	160,319	164,029	(3,710)	(2.3%)	
01240 - Sporting Clubs Buildings						
Income						
Income Total	(148,562)	(129,138)	(138,233)	9,095	(7.0%)	
Expenditure						

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 APRIL 2022



	Revised Budget 2021/22	YTD Budget 30/04/2022	YTD Actual 30/04/2022	YTD Variance	% Variance	Variance Commentary
Expenditure Total	950,863	778,881	810,428	(31,546)	(4.1%)	
01240 - Sporting Clubs Buildings Total	802,301	649,743	672,195	(22,451)	(3.5%)	
01245 - Reserves Pavilions and Facilities						
Income						
Income Total	(19,708)	(16,741)	(24,962)	8,221	(49.1%)	
Expenditure						
Expenditure Total	650,266	586,134	569,688	16,446	2.8%	
01245 - Reserves Pavilions and Facilities Total	630,558	569,393	544,726	24,667	4.3%	
01250 - Health Clinics						
Income						
Income Total	(29,722)	(29,480)	(30,628)	1,147	(3.9%)	
Expenditure						
Materials and Contracts	80,500	76,850	18,255	58,595	76.2%	Favourable due to general maintenance budget phasing for North Perth Dental Clinic Maintenance expenses
Expenditure Total	155,439	141,200	84,205	56,996	40.4%	
01250 - Health Clinics Total	125,717	111,720	53,577	58,143	52.0%	
01255 - Road Reserves						
Expenditure						
Employee Costs	97,200	80,940	105,407	(24,467)	(30.2%)	\$13k to be re-allocated next month due to miscoding errors.
Expenditure Total	144,150	119,860	133,213	(13,352)	(11.1%)	
01255 - Road Reserves Total	144,150	119,860	133,213	(13,352)	(11.1%)	
01265 - Operational Buildings						
Income						
Reimbursements	(535,824)	(446,548)	(394,679)	(51,869)	11.6%	Unfavourable variances are due to reimbursement of recoup expenses, \$14k DLGSC - Operations, \$23k Belgavia Leisure Centre - Operations & \$14k WA Gymnastics - Operations
Income Total	(1,524,022)	(1,267,598)	(1,239,567)	(28,031)	2.2%	
Expenditure						
Employee Costs	7,000	6,170	63,223	(57,053)	(924.7%)	\$33k unfavourable variance from temporary staff expenditure for Civic Centre building maintenance to be reallocated.
Utilities	138,300	113,610	90,306	23,304	20.5%	\$26k unfavourable variance from labour expenditure of Civic Centre Building maintenance. Timing variance from electricity costs for the Civic Centre Building
Expenditure Total	2,206,469	1,499,909	1,365,153	134,756	9.0%	
01265 - Operational Buildings Total	682,447	232,311	125,586	106,724	45.9%	
01270 - Depot Buildings						
Expenditure						
Materials and Contracts	48,500	38,427	103,477	(65,050)	(169.3%)	Maintenance expenses are unfavourable due to an increase in cleaning, plumbing and general building maintenance.
Expenditure Total	0	0	1	(0)	100.0%	
01270 - Depot Buildings Total	0	0	1	(0)	100.0%	
01275 - Parks Services Administration						
Income						
Income Total	(2,800)	(2,336)	(2,227)	(109)	4.7%	
Expenditure						
Materials and Contracts	70,500	47,080	15,383	31,697	67.3%	Timing variance relates to consultants fees.
Expenditure Total	1,712,894	1,349,271	1,635,067	(285,796)	(21.2%)	
01275 - Parks Services Administration Total	1,710,094	1,346,935	1,632,840	(285,904)	(21.2%)	
01280 - Recoverable Works						
Income						
Income Total	(32,660)	(25,550)	(42,525)	16,975	(66.4%)	
Expenditure						
Expenditure Total	32,655	25,550	28,193	(2,642)	(10.3%)	
01280 - Recoverable Works Total	(5)	0	(14,332)	14,332	100.0%	
Infrastructure and Environment Total	36,346,942	31,055,703	30,378,804	676,899	2.2%	
Strategy and Development						
01010 - Corporate Strategy and Governance						
Income						
Income Total	(200)	0	(400)	400	100.0%	
Expenditure						
Materials and Contracts	186,450	106,997	46,436	60,561	56.6%	Favourable due to budget phasing from audit fees and consultant fees.
Expenditure Total	961,916	738,839	675,603	63,235	8.6%	
01010 - Corporate Strategy and Governance Total	961,716	738,839	675,203	63,635	8.6%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 APRIL 2022



	Revised Budget 2021/22	YTD Budget 30/04/2022	YTD Actual 30/04/2022	YTD Variance	% Variance	Variance Commentary
01105 - Director Strategy and Development						
Income						
Expenditure						
Expenditure Total	0	0	1	0	100.0%	
01105 - Director Strategy and Development Total	0	0	1	0	100.0%	
01110 - Development and Design						
Income						
Contributions	(61,308)	(61,088)	(85,992)	24,904	(40.8%)	\$25k additional revenue received as part of the percentage for public art contributions.
Fees and Charges	(427,847)	(293,026)	(433,601)	140,575	(48.0%)	\$125k budget phasing variance from development application fees. - \$11k increased revenue received from development application panel fees. - Other variances individually immaterial.
Income Total	(489,155)	(354,114)	(519,593)	165,479	(46.7%)	
Expenditure						
Materials and Contracts	149,350	139,800	58,946	80,854	57.8%	\$59k timing variance from legal fees. - 20k timing variance from consultant fees. - Others variances are individually immaterial.
Expenditure Total	1,944,893	1,604,903	1,538,483	66,420	4.1%	
01110 - Development and Design Total	1,455,738	1,250,789	1,018,890	231,899	18.5%	
01115 - Health Admin and Food Control						
Income						
Income Total	(344,320)	(337,194)	(341,055)	3,861	(1.1%)	
Expenditure						
Materials and Contracts	104,337	83,578	29,135	54,443	65.1%	\$33k favourable timing variance on public health plan and health promotion programs. - \$5k favourable timing variance from syringe disposal strategy expenditure - Other variances are individually immaterial.
Expenditure Total	1,623,814	1,321,746	1,221,348	100,397	7.6%	
01115 - Health Admin and Food Control Total	1,279,494	984,552	880,293	104,258	10.6%	
01120 - Compliance Services						
Income						
Fees and Charges	(26,000)	(21,164)	7,205	(28,369)	134.0%	\$25k credit note applied to reverse out previous year infringements as per Perth Magistrate Court.
Income Total	(28,000)	(22,851)	4,862	(27,713)	121.3%	
Expenditure						
Materials and Contracts	55,100	45,920	19,392	26,528	57.8%	\$24k favourable timing variance in relation to legal fees.
Expenditure Total	786,401	641,665	611,049	30,615	4.8%	
01120 - Compliance Services Total	758,401	618,814	615,911	2,902	0.5%	
01125 - Building Control and License						
Income						
Income Total	(263,100)	(218,630)	(199,142)	(19,488)	8.9%	
Expenditure						
Expenditure Total	617,132	504,072	511,318	(7,246)	(1.4%)	
01125 - Building Control and License Total	354,032	285,442	312,176	(26,735)	(9.4%)	
01130 - Policy and Place Services						
Income						
Income Total	(5,125)	(4,855)	(13,267)	8,412	(173.3%)	
Expenditure						
Materials and Contracts	1,175,372	930,099	243,634	686,465	73.8%	Timing variance of works relating operating initiatives and programs.
Expenditure Total	3,529,756	2,849,584	2,159,908	689,675	24.2%	
01130 - Policy and Place Services Total	3,524,631	2,844,729	2,146,641	698,087	24.5%	
Strategy and Development Total	8,334,012	6,723,165	5,649,115	1,074,046	16.0%	
Total	12,903,102	5,040,751	1,191,677	3,849,072		

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30/04/2022

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance	Commentary
	2021/22	2021/22	2021/22			Balance		
LAND & BUILDING ASSETS								
ADMIN CENTRE								
Air Conditioning & HVAC Renewal - Admin Building HVAC	102,199	102,199	102,849	650	1%	200		Works completed.
BEATTY PARK LEISURE CENTRE								
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	1,034,391	1,034,391	925,116	(109,275)	(11%)	346,650		Slides now installed, awaiting final invoices.
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	350,000	350,000	68,670	(281,330)	(80%)	16,900		Procurement phase.
Beatty Park Leisure Centre – Heritage Grandstand Electrical Works	250,000	250,000	28,230	(221,770)	(89%)	800		Procurement phase.
Beatty Park Leisure Centre – Construction & Fit Out Indoor Pool Changeroom	100,000	100,000	0	(100,000)	(100%)	0		Design stage.
LIBRARY								
Upgrade Library counter to enhance customer service delivery	48,500	0	1,840	1,840	100%	1,170		Project at design and quote stage.
VINCENT COMMUNITY CENTRE								
Vincent Community Centre – Air Conditioning & HVAC Renewal	40,000	40,000	42,733	2,733	7%	0		Project Completed.
DEPARTMENT OF SPORTS AND RECREATION								
DLGSC LED lighting upgrade/renewal	225,000	0	4,950	4,950	100%	0		Works at planning stage, meetings with Dept of Sports. Might get carried forward.
DLGSC Air Conditioning & HVAC Renewal	132,450	85,000	7,450	(77,550)	(91%)	750		Multi year project. Balance (\$117k) to be carried forward to FY2022-23.
DLGSC renewal/upgrade-Lease obligation	80,000	80,000	51,712	(28,288)	(35%)	30,611		Awaiting instructions from client.
MISCELLANEOUS								
Infrastructure Works - Litis Stadium	120,273	1,000	6,545	5,545	555%	13,728		Multi Year Project. Decision on grant pending. \$2.8m to be carried forward in anticipation of construction in FY2022-23. In procurement phase.
413 Bulwer Street, West Perth - Repair of shed (Volleyball WA)	50,000	50,000	32,530	(17,470)	(35%)	0		Works completed, awaiting final invoices.
Works Depot - Non fixed assets renewals	89,000	89,000	9,472	(79,528)	(89%)	34,428		Work in progress, to be spent by June 22.
Lease Property Non Scheduled Renewal	50,000	40,000	0	(40,000)	(100%)	37,639		Works in progress and 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. Excess funds to remain in surplus.
Loftus Recreation Centre, 99 Loftus Street, Leederville - ventilation installatic	20,000	20,000	15,360	(4,640)	(23%)	0		Project completed. Excess funds to remain in surplus.
North Perth Main Town Hall - Kitchen and toilet renewal	180,000	180,000	4,000	(176,000)	(98%)	9,000		Procurement phase, to be completed by June 22.
North Perth Lesser Town Hall - Kitchen and toilet renewal	120,000	70,000	0	(70,000)	(100%)	0		Procurement phase, to be carry forward to FY 22-23.
Library Renewals	61,000	61,000	0	(61,000)	(100%)	19,877		Project at design and quote stage.
Menzies Park Pavilion & Ablutions	330,000	100,000	8,315	(91,685)	(92%)	4,950		Procurement phase, works to commence in Jun 22, part project to be carry forward.
Miscellaneous Assets Renewal (City Buildings)	116,114	80,000	160,933	80,933	101%	23,227		Incorrect account used, to be journalled in Apr 22.
Aircon & HVAC Miscellaneous Renewals all properties	50,000	40,000	46,179	6,179	15%	0		Based on request, ongoing till June 22.
Water and Energy Efficiency Initiatives	75,000	20,000	62,450	42,450	212%	0		Ongoing project, to be completed by June 22.
Hyde Park West Toilets & Kiosk	275,000	50,000	9,013	(40,987)	(82%)	38,284		Works in progress.
Leederville Tennis Club - fencing upgrade	75,000	75,000	0	(75,000)	(100%)	0		Savings as club to spend.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30/04/2022

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance	Commentary
	2021/22	2021/22	2021/22			Balance		
Leederville Oval Stadium - Light posts renewal	35,000	0	0	0	0%	39,100		Works in progress, to be paid by June 22.
Forrest Park Croquet Club	49,314	49,314	0	(49,314)	(100%)	0		Savings as club to spend.
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre	8,732	8,732	11,131	2,399	27%	0		Works completed.
Solar Photovoltaic Panel System Installation - Vincent Community Centre	20,150	20,150	15,160	(4,990)	(25%)	0		Works completed with savings.
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion	8,900	8,900	0	(8,900)	(100%)	0		Funds no longer required as project funded by Federal government.
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	198,088	198,088	0	(198,088)	(100%)	126,415		Works in progress, to be completed by June 22.
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	44,223	44,223	40,000	(4,223)	(10%)	0		Works completed.
North Perth Bowling Club	80,000	80,000	0	(80,000)	(100%)	0		Project on hold, further funding required.
East Perth Football Club Function Room Carpet	30,000	30,000	0	(30,000)	(100%)	27,273		Purchase order raised, to be completed by June 22.
Margaret Kindergarten - Toilet Upgrade	-	0	3,000	3,000	100%	0		Grant funded (election commitment) Design has been provided to Dept. of Education for comment. Construction delayed as school is reviewing purpose of grant. \$70k to be carried forward in anticipation of a decision from dept to proceed by FY2022-23.
Install dividing wall (Loftus Recreation Centre)	20,091	20,091	0	(20,091)	(100%)	3,651		Awaiting advise from client.
FOR LAND & BUILDING ASSETS	4,766,563	3,675,226	1,957,824	(1,717,402)	(47%)	774,652		
INFRASTRUCTURE ASSETS								
LOCAL ROADS PROGRAM								
Lake Street - Bulwer Street to Brisbane Street	85,307	85,307	71,395	(13,912)	(16%)	154		Project completed.
Lake Street - Stuart Street to Newcastle Street	81,615	81,615	67,080	(14,535)	(18%)	4,020		Project completed.
Glyde Street - Coogee Street to Matlock Street	40,562	40,562	36,010	(4,552)	(11%)	117		Project completed.
Richmond Street - Scott Street to Oxford Street	62,141	62,141	75,401	13,260	21%	0		Project completed.
Eton Street - Gill Street to Ellesmere Street	122,596	122,596	130,903	8,307	7%	2,010		Project completed.
Grosvenor Road - Ethel Street to Fitzgerald Street	73,279	73,279	48,718	(24,561)	(34%)	0		Project completed.
Lawley Street - Fitzgerald Street to R.O.W	21,734	21,734	21,008	(726)	(3%)	0		Project completed.
Richmond Street - Leicester Street to Cul-de-sac	42,429	42,429	43,716	1,287	3%	2,010		Project completed.
Britannia Road - Federation Street to Kalgoorlie Street	96,305	96,305	83,217	(13,088)	(14%)	3,700		Project completed.
Bouverie Place - Oxford St to Cul de Sac	86,953	86,953	36,204	(50,749)	(58%)	0		Project completed.
Ashby Street - East Street to Egina Street	100,341	80,000	65,107	(14,893)	(19%)	0		Project completed.
Ashby Street - Kalgoorlie Street to Egina Street	105,907	85,000	63,436	(21,564)	(25%)	0		Project completed.
Ashby Street - Kalgoorlie Street to The Boulevarde	53,984	53,984	39,979	(14,005)	(26%)	0		Project completed.
Ashby Street - Flinders Street to Coogee Street	53,984	53,984	39,410	(14,574)	(27%)	0		Project completed.
Thompson Street - Barnet Street to Loftus Street	2,500	2,500	500	(2,000)	(80%)	500		Quotation phase, to be completed by Jun 22.
The Boulevarde, Larne Street to Hawthorn Street.	145,000	145,000	85,799	(59,201)	(41%)	7,812		Project completed.
Raglan Road, Norfolk Street to Hyde Street.	90,000	90,000	23,940	(66,060)	(73%)	28,295		Works in progress, to be completed by May 22.
Grosvenor Road, Ethel Street to Norfolk Street.	90,000	90,000	81,938	(8,062)	(9%)	218		Project completed.
Cleaver Street, Vincent Street to Carr Street (under Roads)	15,000	15,000	0	(15,000)	(100%)	0		Previous year project, savings.
Egina Street - Berryman Street to Anzac Road	5,000	0	0	0	0%	0		Quotation phase, to be completed by Jun 22.
Egina Street - Tasman Street to Berryman Street	5,000	0	500	500	100%	500		Quotation phase, to be completed by Jun 22.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30/04/202

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance	Commentary
	2021/22	2021/22	2021/22			Balance		
Minor Traffic Management Improvements Program	85,310	85,310	35,899	(49,411)	(58%)	10,929		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	105,000	95,982	(9,018)	(9%)	3,000		Works completed.
Brisbane Tce - Lake St to Brisbane Place	33,363	33,363	26,721	(6,642)	(20%)	0		Works completed.
Ellesmere Street - Shakespeare St to London St	95,527	50,357	46,676	(3,681)	(7%)	750		Works completed.
TRAFFIC MANAGEMENT								
Alma/Claverton Local Area Traffic Management	48,955	48,955	0	(48,955)	(100%)	0		AS a request of council decision, this project to be carried forward.
Harold and Lord St Intersection	22,850	22,850	0	(22,850)	(100%)	0		Consultation phase.
Mini Roundabouts	12,605	12,605	10,759.24	(1,846)	(15%)	0		Works completed.
BLACK SPOT PROGRAM								
Grosvenor Road - Install half seagull islands on Grosvenor Rd to ban through traffic	100,000	0	1,050	1,050	100%	0		Works at planning stage, to be completed by Jun 22.
Leederville Parade - Vincent Street to Loftus Street	14,939	0	14,939	14,939	100%	0		Project completed.
Intersection of Bulwer and Stirling St, Perth	68,960	68,960	25,689	(43,272)	(63%)	11,241		Project completed awaiting MRWA linemarking invoice.
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	26,380	26,380	2,310	(24,070)	(91%)	700		Project likely to be withdrawn subject to council decision in May 22.
Intersection of Loftus and Vincent Streets, West Perth/Leederville	245,270	245,270	244,779	(491)	(0%)	13,444		Project completed, awaiting final invoices.
STREETSCAPE IMPROVEMENTS								
Streetscape Improvements Program	20,000	20,000	5,951	(14,049)	(70%)	4,199		Works in progress, to be complete by Jun 22.
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	163,376	163,376	167,506	4,130	3%	1,010		Works Completed.
Loftus Street - North bound lanes Vincent Street to Bourke Street	157,528	157,528	166,626	9,098	6%	0		Works Completed.
Loftus Street - South bound lanes Vincent Street to Bourke Street	149,145	149,145	147,415	(1,730)	(1%)	0		Works Completed.
Bourke Street - Charles Street to Loftus Street	173,745	65,000	44,496	(20,504)	(32%)	128,755		Works in progress, to be completed by May 22.
Carr Street - Fitzgerald Street to Charles Street	110,518	110,518	121,766	11,248	10%	0		Works completed.
Fitzgerald Street - Central lanes Burt Street to Walcott Street	251,842	251,842	260,627	8,785	3%	0		Works completed.
Walcott Street - North-west bound lanes William Street to Beaufort Street	169,281	169,281	169,277	(4)	(0%)	1,700		Works completed.
Newcastle Street - Eastbound lane Money Street to Beaufort Street	97,271	97,271	93,775	(3,496)	(4%)	0		Works completed.
RIGHTS OF WAY								
Annual review based upon the most recent condition assessment survey	110,678	110,678	110,781	103	0%	0		Works completed.
Laneway Lighting Program	10,000	0	0	0	0%	0		Multi Year Programme. \$10k to be spent as part of the Marocchi Lane Graffiti project. Balance (\$10k) to be carried forward for FY2022-23.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30/04/2022

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance	Commentary
	2021/22	2021/22	2021/22			Balance		
SLAB FOOTPATH PROGRAMME								
Footpath Upgrade and Renewal Program	30,789	30,789	32,922	2,133	7%	0		Works commenced, to be completed by Apr 22. Variance is due to incorrect posting, to be journaled in Apr 22.
Greenway Street - From Car Park Entrance to Stirling Street	18,192	18,192	5,709	(12,483)	(69%)	0		Works completed.
Bondi Street - Matlock Street to Egina Street	54,172	54,172	0	(54,172)	(100%)	0		Works to be Scheduled. To be completed by Jun 22.
Elma St - Charles Street to Walcott Street	29,173	29,173	0	(29,173)	(100%)	0		Works to be Scheduled. To be completed by May 22.
Eton St - Haynes Street to Hobart Street	25,803	25,803	0	(25,803)	(100%)	0		Works to be Scheduled. To be completed by Jun 22.
Eton St - Ellesmere Strete to Gill Street	26,826	26,826	0	(26,826)	(100%)	0		Works to be Scheduled. To be completed by Jun 22.
Scott St - Bourke Street to Richmond Street	16,662	16,662	6,663	(9,999)	(60%)	0		Works completed.
Chelmsford Road - Norfolk Street to Ethel Street	19,469	19,469	14,051	(5,418)	(28%)	12,104		Works completed.
Brisbane Place - Brisbane Street to Robinson Ave	14,950	14,950	15,558	608	4%	0		Works completed.
Tiverton St - Beaufort Street to Lindsday Street	14,568	14,568	10,324	(4,244)	(29%)	0		Works completed.
Richmond St - Leicester Street to Cul-de-sac	41,297	41,297	0	(41,297)	(100%)	0		Works completed, incorrectly coded to another project.
Piers St - Brewer Street to Edward Street	60,382	60,382	0	(60,382)	(100%)	15,713		Works to be Scheduled. To be completed by Jun 22.
Bulwer St - Intersection of Beaufort Street	17,052	17,052	1,160	(15,892)	(93%)	5,100		Works completed, awaiting invoices.
Flinders Street - Scarborough Bch Rd to 65 Flinder Street	43,996	43,996	666	(43,330)	(98%)	0		Works completed.
BICYCLE NETWORK								
Florence/Strathcona/Golding Safe Active Street	34,540	34,540	10,585	(23,956)	(69%)	55,124		Works completed, awaiting invoice from MRWA for line marking. Main roads increased cost.
Travel Smart Actions	10,500	0	0	0	0%	0		Works to be Scheduled and to be completed by Jun 22.
Design Bike Network Plan	50,000	50,000	0	(50,000)	(100%)	54,450		Works awarded, works to commence in Apr 22.
Design for Norfolk St N/S Route	8,635	8,635	0	(8,635)	(100%)	43,126		Works awarded, works to commence in Apr 22.
DRAINAGE								
Britannia Reserve Main Drain Renewal stage 1&2	43,000	43,000	1,225	(41,775)	(97%)	0		Works in progress, to be completed by Jun 22.
Minor drainage improvement program	60,920	60,920	61,197	277	0%	14,828		Over budget. Reallocate \$35k to Gully Soak-well Program.
Gully Soak-well program	111,675	111,675	99,821	(11,854)	(11%)	565		Works in progress, to be completed by Jun 22.
CAR PARK DEVELOPMENT								
Car Parking Upgrade/Renewal Program	105,300	40,000	48,979	8,979	22%	10,379		Works in progress, to be completed by Jun 22.
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		Consultation phase.
Depot - Car park lighting Renewal	16,789	16,789	16,124	(665)	(4%)	0		Project completed.
PARKS AND RESERVES								
Banks Reserve Master Plan Implementation - Stage 1	13,782	13,782	13,772	(10)	(0%)	0		Works completed.
Greening Plan-West End Arts Precinct	2,238	2,238	2,162	(76)	(3%)	0		Project completed.
Drummond Place (Greening Plan)	28,000	14,000	570	(13,430)	(96%)	0		Project completed, excess funds to be transferred to Beaufort ST
Beaufort Street Median	6,076	6,076	14,008	7,932	131%	3,737		Works completed, awaiting final invoices.
Stirling Street (Greening Plan)	30,000	0	7,477	7,477	100%	28,263		Works in progress.
Edward Street (Greening Plan)	20,000	0	665	665	100%	0		Project cancelled as not feasible.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30/04/2022

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance	Commentary
	2021/22	2021/22	2021/22			Balance		
Dunedin Street Car Park (Greening Plan)	15,000	0	570	570	100%	0		Design Phase, reduced scope to be completed by Jun 22.
Flinders Street Car Park (Greening Plan)	15,000	0	0	0	0%	570		In consultation.
Brittania Reserve – Floodlight Repair	1,121,423	50,000	22,246	(27,754)	(56%)	3,860		Works in progress, to be completed by Jun 22.
Beaufort Street Median	6,086	6,086	0	(6,086)	(100%)	0		Works in progress.
RETICULATION								
Menzies Park - Replace Irrigation System	180,000	0	2,100	2,100	100%	0		Procurement phase, works to be completed by Jun 22.
Weld Square - Renew electrical cubicle and Upgrade in ground reticulation s	20,000	20,000	18,752	(1,248)	(6%)	0		Works Completed.
Auckland/Hobart Street Reserve - replace irrigation	25,673	25,673	2,040	(23,633)	(92%)	0		Works completed with savings.
PARKS FURNITURE								
Norwood Park - replace electric BBQ (double)	15,000	15,000	11,924	(3,076)	(21%)	0		Works completed.
Banks Reserve Masterplan - Infrastructure Improvements (benches/seating)	40,000	40,000	29,370	(10,630)	(27%)	0		Works completed, awaiting final invoice.
Auckland/Hobart Street Reserve – replacement perimeter fencing	20,000	0	0	0	0%	9,858		Purchase order raised, to be completed by June 22.
Hyde Park - upgrade of path lighting	89,658	89,658	0	(89,658)	(100%)	0		Procurement phase, to be completed by Jun 22.
Britannia Reserve - shade sail replacement (south)	18,000	18,000	11,500	(6,500)	(36%)	0		Works Completed.
Charles Veryard Reserve - Flood Lighting	100,000	30,000	7,465	(22,535)	(75%)	2,410		Contract awarded, works underway.
PARKS DEVELOPMENT								
Monmouth Street	10,000	0	84	84	100%	1,754		Works in progress, to be completed by Jun 22.
Edinboro Street Reserve	20,000	0	0	0	0%	0		Works at planning stage.
Hyde Park re-asphalt Pathways	100,000	0	0	0	0%	34,966		Works in progress, to be completed by Jun 22.
Les Lilleyman – Playground and softfall replacement	115,000	0	0	0	0%	0		Procurement phase, to be completed by Jun 22.
Tolcon Place Reserve - replace playground soft fall	20,000	0	0	0	0%	14,600		Purchase order raised, works completed, awaiting final invoice.
Cricket Wicket Renewal Program	25,000	25,000	21,296	(3,704)	(15%)	0		Works completed.
Beatty Park Reserve Retaining Wall (Flood Mitigati	50,000	50,000	0	(50,000)	(100%)	0		Works at planning stage.
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	45,000	45,000	35,990	(9,010)	(20%)	0		Works completed, awaiting final invoices.
Gladstone Street Reserve - upgrade & replace playground equipment	105,000	0	0	0	0%	0		Procurement 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	55,000	40,072	(14,928)	(27%)	5,292		Purchase order raised, to be completed by June 22.
MISCELLANEOUS								
Public Open Space Strategy Implementation Plan	50,000	30,000	25,508	(4,492)	(15%)	0		Works in progress, to be completed by Jun 22.
Mary Street Piazza - Festoon Light Improvements	20,000	20,000	11,296	(8,704)	(44%)	2,880		Works completed, awaiting final invoice.
FOR INFRASTRUCTURE ASSETS	7,383,795	4,721,351	3,430,014	(1,291,337)	(2,582%)	578,042		

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30/04/202

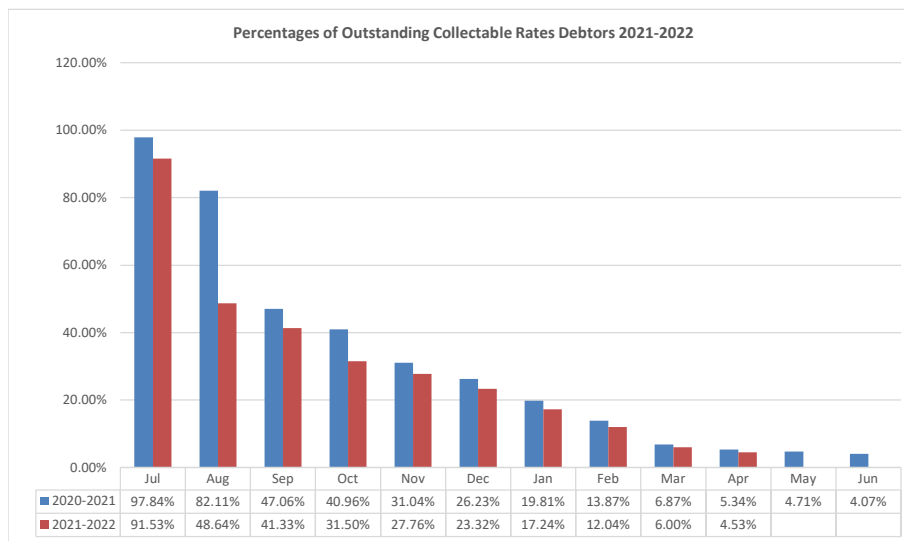
Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance	Commentary
	2021/22	2021/22	2021/22			Balance		
<u>PLANT & EQUIPMENT ASSETS</u>								
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME								
Light Fleet - Annual Changeover	527,500	257,500	282,827	25,327	54%	294,500		Delivery of vehicles deferred due to Covid.
MAJOR PLANT REPLACEMENT PROGRAMME								
5 Tonne Rubbish Compactor Small Rear Loader - 1EKS994 - P3521-AS377:	-	0	0	0	0%	0		Truck will be ordered this year but delivered next FY due to supply timescales therefore carry forward to FY 2022-23.
Road Sweeper - 1EBC003 - P3762-AS3554	-	0	0	0	0%	385,000		Purchase order raised this year but delivered next FY due to supply timescales therefore carry forward to FY 2022-23.
Single Axle Tipper Truck - 1BUF690 - P3261-AS2697	170,000	0	0	0	0%	163,850		Purchase order raised, awaiting delivery in May 2022.
Scarifier and vacuum system	20,000	6,000	5,591	(409)	(7%)	0		Project completed. Excess funds to remain in surplus.
Elevated Work Platform - Squirrel - 1TKV686 - P4027-AS3283	-	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								
FOGO 3 Bin	1,445,556	145,000	191,237	46,237	32%	1,078,705		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	2,258,056	483,500	546,445	62,945	13%	1,922,055		
<u>FURNITURE & EQUIPMENT ASSETS</u>								
F&E ASSETS - BP LEISURE CENTRE								
Lifeguard Tower renewal, Shade Sails, Fire alarm System, Umbrellas, Floor	132,000	75,000	55,524	(19,476)	(26%)	0		Works in progress.
Gym equipment - Strength and Group Fitness EquipmentGym equipment - C	868,366	0	0	0	0%	827,879		Contract awarded, to be completed by June 22.
F&E ASSETS - LOFTUS RECREATION CENTRE								
Replace damaged net on court	5,000	5,000	0	(5,000)	(100%)	0		
INFORMATION TECHNOLOGY								
Enterprise Applications upgrade	462,517	150,000	88,157	(61,843)	(41%)	106,725		Ongoing project, to be completed by June 22.
ICT infrastructure renewal (switches, UPS, audio visual, network links)	275,000	145,000	142,684	(2,316)	(2%)	104,808		Works in progress.
Beatty Park Leisure Centre								
Beatty Park Leisure Centre - Non Fixed Assets Renewal	50,942	50,942	34,480	(16,462)	(32%)	14,295		Works in progress, ongoing project.
POLICY & PLACE								
COVID-19 Artwork relief project	292,000	219,000	25,600	(193,400)	(88%)	215,000		Works in planning stage.
TOTAL EXPENDITURE FOR FURNITURE & EQUIPMENT ASSETS	2,085,825	644,942	346,446	(298,496)	(46%)	440,827		
TOTAL CAPITAL EXPENDITURE	16,494,239	9,525,019	6,280,729	(3,244,290)	(34%)	3,715,576		

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 30 APRIL 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 30/04/2022 \$	Budget Interest Earned 30/06/2022 \$	YTD Actual Interest Earned 30/04/2022 \$	Budget Transfers from Reserve 30/06/2022 \$	YTD Actual Transfers from Reserve 30/04/2022 \$	Budget Closing Balance 30/06/2022 \$	Actual Closing Balance 30/04/2022 \$
Beatty Park Leisure Centre Reserve	102,048	102,096	0	1,151	789	671	0	0	102,837	103,918
Cash In Lieu Parking Reserve	1,540,735	1,611,564	0	17,390	11,914	10,136	(391,000)	(8,995)	1,161,649	1,630,095
DSR Office Building Reserve	288,445	311,925	0	2,518	2,230	1,162	(290,675)	0	0	315,605
Leederville Oval Reserve	94,840	94,885	0	1,593	733	1,146	0	0	95,573	97,624
Loftus Community Centre Reserve	37,204	37,219	0	571	288	393	0	0	37,492	38,182
Loftus Recreation Centre Reserve	224,595	220,496	59,458	50,326	1,737	904	(72,091)	0	213,699	271,726
Parking Facility and Equipment Reserve	106,473	106,521	0	1,023	823	524	0	0	107,296	108,068
Plant and Equipment Reserve	22,667	22,680	0	195	175	89	(22,667)	(5,591)	175	17,374
State Gymnastics Centre Reserve	120,783	119,423	11,144	9,610	934	486	0	0	132,861	129,519
Waste Management Plant and Equipment Reserve	221,752	221,856	0	2,501	1,715	1,458	0	0	223,467	225,815
Tamala Park Land Sales Reserve	1,093,870	1,093,870	833,333	416,667	4,591	2,394	0	0	1,931,794	1,512,931
Asset Sustainability Reserve	5,890,677	5,749,402	2,142,834	543,041	45,550	38,809	(2,245,456)	(1,059,571)	5,833,605	5,271,681
Percent for Art Reserve	401,299	401,577	0	3,505	3,103	1,615	(292,000)	(2,200)	112,402	404,497
Land and Building Acquisition Reserve	299,910	300,049	0	2,617	2,319	1,207	0	0	302,229	303,873
Strategic Waste Management Reserve	1,005,650	1,006,113	0	0	7,776	4,055	(982,312)	(190,520)	31,114	819,648
Hyde Park Lake Reserve	160,575	160,649	0	0	1,242	1,669	0	0	161,817	162,318
POS reserve - General -202 Vincent St / 150 Charlie St	0	0	1,450,120	663,295	11,213	5,906	0	0	1,461,333	669,201
Strategic Waste Management Reserve	0	0	0	5,428	0	307	0	0	0	5,735
Underground Power Reserve	211,773	211,870	0	4,408	1,638	3,413	0	0	213,411	219,691
POS Reserve - Haynes Street Reserve	159,194	159,265	35,245	30,625	1,231	1,046	0	0	195,670	190,936
	11,982,490	11,931,460	4,532,134	1,756,464	100,001	77,390	(4,296,201)	(1,266,877)	12,318,423	12,498,438

**CITY OF VINCENT
NOTE 7 - RATING INFORMATION
AS AT 30 APRIL 2022**



**CITY OF VINCENT
NOTE 7 - RATING INFORMATION
FOR THE MONTH ENDED 30 APRIL 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	264,032	88.0%
Rates Waiver	0		(135,000)	(116,028)	85.9%
Total Amount Made up from Rates	458,505,588		36,745,248	36,822,814	
Non Payment Penalties					
Instalment Interest @ 5.5%			185,000	183,232	99.0%
Penalty Interest @ 8%			133,000	128,203	96.4%
Administration Charge - \$8 per instalment			150,000	132,780	88.5%
Interest Write Off			0	(2,296)	100.0%
			37,223,248	37,267,434	
Other Revenue					
Exempt Bins - Non Rated Properties			100,000	81,109	81.1%
Commercial / Residential Additional Bins			16,000	22,179	138.6%
Swimming Pools Inspection Fees			18,800	14,844	79.0%
			37,358,048	37,385,565	
Opening Balance				1,053,606	
Total Collectable			37,358,048	38,439,171	102.89%
Less					
Cash Received				37,853,566	
Rebates Allowed				(1,120,639)	
Rates write off				11,457	
ESL write off				624	
Rates Balance To Be Collected			37,358,048	1,694,164	4.53%
Add					
ESL Debtors				172,105	
Pensioner Rebates Not Yet Claimed				91,080	
ESL Rebates Not Yet Claimed				12,322	
Less					
Deferred Rates Debtors				(104,040)	
Current Rates Debtors Balance				1,865,633	



CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 30 APRIL 2022

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	2,916	(1,305)	837	196,156	198,604
DEBTOR CONTROL - CASH IN LIEU CAR PARKING				218,261	218,261
DEBTOR CONTROL - PROPERTY INCOME	29,167	7,651	(0)	5,745	42,563
DEBTOR CONTROL - RECOVERABLE WORKS	1,164	1,164		2,093	4,420
DEBTOR CONTROL - OTHER	145,082	105		99,335	244,522
DEBTOR CONTROL - % ART CONTRIBUTIONS					0
DEBTOR CONTROL - PLANNING SERVICES FEES	19,306	180	(1,410)	2,015	20,091
DEBTOR CONTROL - GST	(116,601)	(15,901)	(42,193)	174,713	19
DEBTOR CONTROL - INFRINGEMENT	131,450	77,050	43,664	998,128	1,250,291
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(198,651)	(198,651)
IMPAIRMENT OF RECEIVABLES	0	0	0	(181,916)	(181,916)
TOTAL DEBTORS OUTSTANDING AS AT 30/04/2022	212,483	68,943	898	1,315,879	1,598,204
	13.3%	4.3%	0.1%	82.3%	

ACCRUED INCOME	155,990
ACCRUED INTEREST	59,207
PREPAYMENTS	768,255
TOTAL TRADE AND OTHER RECEIVABLES	2,581,655

PROPERTY INCOME, RECOVERABLE WORKS AND OTHER DEBTORS: 311,614

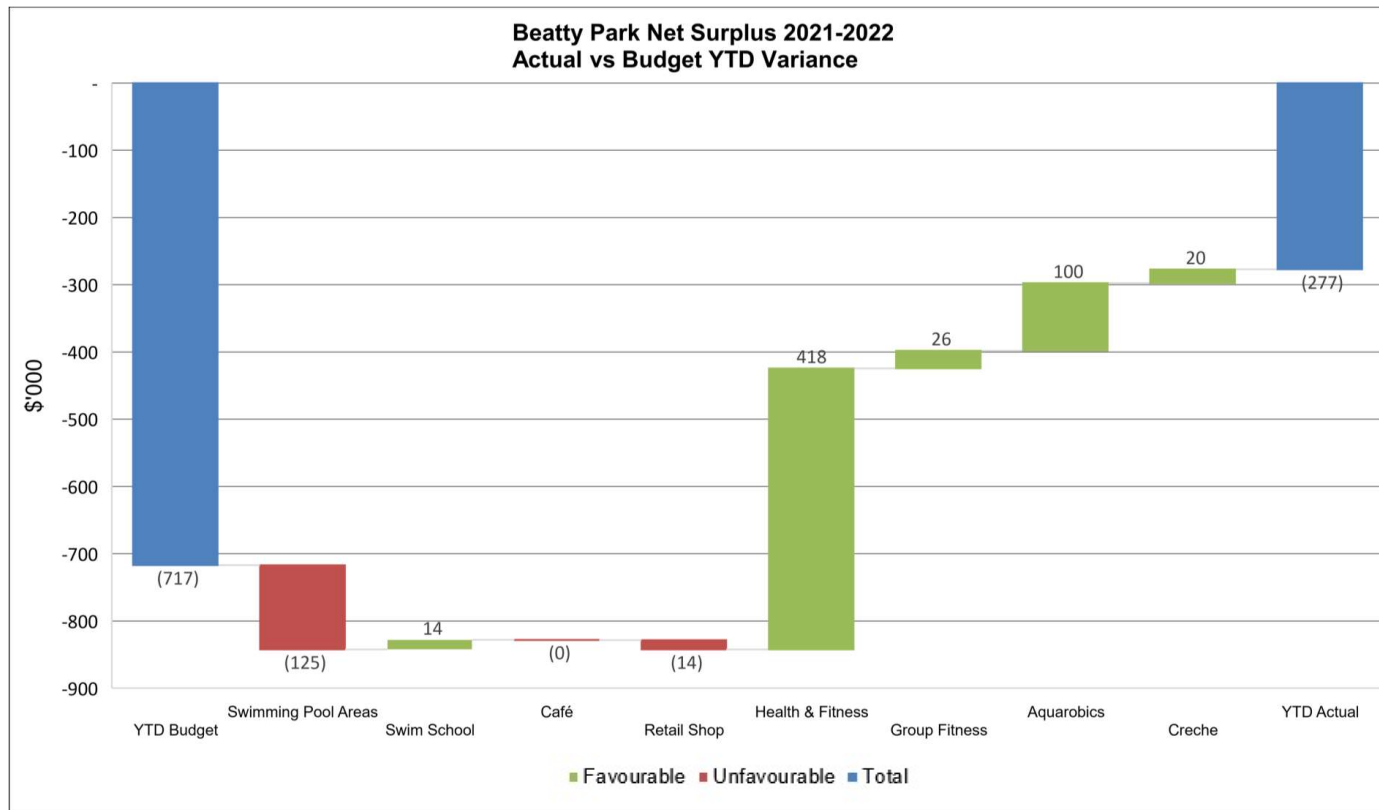
DATE	SUNDRY DEBTORS OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	5,728	Building Insurance 2018/19 & 2019/20	In the process to debt collection
01/01/2022	Holcim (Australia) Pty Ltd	1,164	Monthly Sweeping	Payment in May (PO issue rectified)
23/02/2021	Kre8 Constructions	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	Sent to debt collection agency
13/10/2020	D Bianchi	15,000	Court fines and costs re: 193-195 Scarborough	\$200 Monthly Repayment in progress from 30 Dec 20
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	826	Recoup salary overpayment	Entered payment arrangement
BALANCE OF 90 DAY DEBTORS OVER \$500		107,156		
% AGING DEBT OVER 90 DAYS		34%		
CASH IN LIEU PARKING DEBTORS:		218,261		
Payment plan: 3 out of 15 Debtors		13,863		
BALANCE OF 90 DAY DEBTORS OVER \$500		204,398		
% AGING DEBT OVER 90 DAYS		94%		
INFRINGEMENT DEBTORS:		1,250,291		
Referred to FER		998,128		
BALANCE OF 90 DAY DEBTORS OVER \$500		998,128		
% AGING DEBT OVER 90 DAYS		80%		

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 30 APRIL 2022



	Original Budget	YTD Budget	YTD Actuals	YTD Actuals	Month Actuals	Month Actuals
	2021/22	Budget Apr-22	Actuals Apr-22	Actuals Apr-21	Actuals Apr-22	Actuals Apr-21
	\$	\$	\$	\$	\$	\$
<u>ADMINISTRATION</u>						
Revenue	0	0	0	0	(48,284)	0
Expenditure	0	0	0	0	48,284	0
Surplus/(Deficit)	0	0	0	0	0	0
<u>SWIMMING POOLS AREA</u>						
Revenue	2,209,329	1,850,411	1,980,580	1,383,232	164,348	69,944
Expenditure	(3,902,208)	(3,242,357)	(3,497,962)	(3,042,485)	(398,338)	(297,549)
Surplus/(Deficit)	(1,692,879)	(1,391,946)	(1,517,382)	(1,659,253)	(233,990)	(227,605)
<u>SWIM SCHOOL</u>						
Revenue	1,530,316	1,235,930	1,220,856	1,066,296	148,539	66,645
Expenditure	(1,062,548)	(871,103)	(841,787)	(799,681)	(85,718)	(70,283)
Surplus/(Deficit)	467,768	364,827	379,069	266,615	62,821	(3,637)
<u>CAFÉ</u>						
Revenue	0	0	0	0	0	0
Expenditure	0	0	(91)	(35,015)	(1)	(3)
Surplus/(Deficit)	0	0	(91)	(35,015)	(1)	(3)
<u>RETAIL SHOP</u>						
Revenue	611,116	569,260	543,674	498,303	32,383	26,852
Expenditure	(510,646)	(455,670)	(444,398)	(359,840)	(60,408)	(42,306)
Surplus/(Deficit)	100,470	113,590	99,276	138,463	(28,025)	(15,455)
<u>HEALTH & FITNESS</u>						
Revenue	1,662,874	1,386,304	1,791,343	1,208,605	153,460	110,465
Expenditure	(1,337,059)	(1,102,640)	(1,089,462)	(1,010,089)	(110,293)	(96,418)
Surplus/(Deficit)	325,815	283,664	701,881	198,516	43,167	14,047
<u>GROUP FITNESS</u>						
Revenue	610,362	512,800	634,813	437,772	53,294	36,688
Expenditure	(499,922)	(415,249)	(510,923)	(434,672)	(51,017)	(44,275)
Surplus/(Deficit)	110,440	97,551	123,890	3,100	2,277	(5,586)
<u>AQUAROBIQS</u>						
Revenue	234,053	196,360	257,840	169,490	22,562	14,847
Expenditure	(234,347)	(195,457)	(156,565)	(107,927)	(30,139)	(11,602)
Surplus/(Deficit)	(294)	903	101,275	61,563	(7,577)	3,245
<u>CRECHE</u>						
Revenue	63,333	53,110	64,452	44,943	5,412	3,897
Expenditure	(288,747)	(238,735)	(229,581)	(204,053)	(22,475)	(18,340)
Surplus/(Deficit)	(225,414)	(185,625)	(165,129)	(159,110)	(17,063)	(14,443)
Net Surplus/(Deficit)	(914,094)	(717,036)	(277,211)	(1,185,121)	(178,391)	(249,438)
Less: Depreciation	(1,149,742)	(990,092)	(957,115)	(1,071,122)	(95,315)	(106,934)
Surplus/(Deficit)	235,648	273,056	679,904	(113,999)	(83,076)	(142,504)

**CITY OF VINCENT
NOTE 9 - STATEMENT OF FINANCIAL ACTIVITY
BY SERVICE - GRAPH
AS AT 30 APR 2022**



11.2	AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 APRIL 2022 TO 30 APRIL 2022
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- Attachments:**
1. Payments by EFT and Payroll April 22 [↓](#) 
 2. Payments by Cheque April 22 [↓](#) 
 3. Payments by Direct Debit April 22 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 April 2022 to 30 April 2022 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$5,811,164.16
Cheques	\$302.60
Direct debits, including credit cards	\$168,868.62
Total payments for April 2022	\$5,980,335.38

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 April 2022 to 30 April 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 April 2022 to 30 April 2022, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	2803 - 2815	\$4,423,038.16
Payroll by Direct Credit	April 2022	\$1,388,126.00
Sub Total		\$5,811,164.16
Cheques		
Cheques	82704 - 82707	\$605.20
Cancelled cheques	82704 and 82705	-\$302.60
Sub Total		\$302.60
Direct Debits (including Credit Cards)		
Lease Fees		\$29,064.30
Loan Repayments		\$100,782.60

Bank Charges – CBA	\$25,612.49
Credit Cards	\$13,409.23
Sub Total	\$168,868.62
 Total Payments	 \$5,980,335.38

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 and Payroll 01/04/22 to 30/04/22			
Date	Payee	Description	Amount
14/04/2022	A and T Chua	Part refund of Beatty Park Leisure Centre fees	\$ 294.35
14/04/2022	A Austin	Fitness instructor fees	\$ 227.36
14/04/2022	A Fink	Fitness instructor fees	\$ 729.51
29/04/2022	A H Mallett	Rates refund - due to overpayment	\$ 750.00
14/04/2022	A Team Printing	Printing services - BPLC	\$ 2,391.40
04/04/2022	A&E Wilmot Superfund	Superannuation	\$ 99.10
28/04/2022	A&E Wilmot Superfund	Superannuation	\$ 101.89
14/04/2022	A.D Cruickshank & A.K Yiap	Public artwork concept design fee - Arts Rebound	\$ 2,420.00
01/04/2022	Aaron and Fiona Natoli	Refund of infrastructure bond	\$ 2,000.00
01/04/2022	Acknowledge This!	Purchase of licence of recording of Close the Gap Day events	\$ 412.50
29/04/2022	Acrodyne Pty Ltd	Service waste water meter - BPLC	\$ 660.00
14/04/2022	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 1,419.00
01/04/2022	Adam and Lucy Sands	Refund of infrastructure bond	\$ 5,000.00
14/04/2022	Addform Pty Ltd	Refund of infrastructure bonds	\$ 5,000.00
14/04/2022	Adelphi Apparel	Uniform supplies - Rangers	\$ 187.00
01/04/2022	Alinta Energy	Gas charges - various locations	\$ 92.10
14/04/2022	Alinta Energy	Gas charges - Britannia Road Reserve	\$ 41.55
29/04/2022	Alinta Energy	Gas charges - various locations	\$ 185.85
01/04/2022	All Class Tiling Services	Pool retiling project - BPLC	\$ 1,650.00
29/04/2022	Allflow Industrial	Service oil/water separator	\$ 637.95
14/04/2022	Allstamps	Supply of date stamps	\$ 99.32
01/04/2022	Allstate Kerbing and Concrete	Kerbing services - various locations	\$ 11,428.78
14/04/2022	Allstate Kerbing and Concrete	Kerbing services - various locations	\$ 15,375.25
14/04/2022	ALS Library Services Pty Ltd	Supply of contact covering for library books	\$ 998.25
14/04/2022	Alsco Pty Ltd	Mat supplies - BPLC	\$ 812.82
29/04/2022	Alsco Pty Ltd	Air freshener supplies - various locations	\$ 61.44
14/04/2022	Ampol Australia Petroleum Pty Ltd	Fuel and oils	\$ 33,317.00
14/04/2022	AMS Technology Group Pty Ltd	Programmed service inspection of air conditioning and refrigeration - BPLC	\$ 15,191.00
14/04/2022	AMS Technology Group Pty Ltd	Air conditioning repairs - BPLC	\$ 6,148.01
01/04/2022	Androm Pty Ltd ATF KN Buckingham Family Trust	Refund of infrastructure bond	\$ 1,000.00
14/04/2022	Anna Cappelletta	Fitness instructor fees	\$ 2,850.00
01/04/2022	APARC	Sensors maintenance and software licensing	\$ 3,614.95
14/04/2022	APARC	Central management system, Ticketor enforcement, meter maintenance, software licensing and credit card transactions for parking terminals	\$ 54,273.61
01/04/2022	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 20,307.18

Date	Payee	Description	Amount
14/04/2022	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 18,449.80
29/04/2022	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 24,362.86
29/04/2022	Aqua Lung Australia Pty Ltd	Merchandise - BPLC	\$ 3,596.14
14/04/2022	Aquawellbeing.com	Fitness instructor fees	\$ 325.00
01/04/2022	ARM Security	Alarm monitoring - various locations	\$ 544.54
29/04/2022	Art Jam WA	Superhero Zoom workshop - Youth week 2022	\$ 400.00
01/04/2022	Asphaltech Pty Ltd	Asphalt supplies - various locations	\$ 104,819.84
14/04/2022	Asphaltech Pty Ltd	Asphalt supplies - various locations	\$ 125,051.34
01/04/2022	Atom Supply	Hardware supplies - bolt cutters	\$ 165.87
14/04/2022	Australia Post	Postage charges	\$ 3.75
14/04/2022	Australia Post (Agency Commission)	Commission charges	\$ 462.45
01/04/2022	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 8,872.98
14/04/2022	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 8,604.48
29/04/2022	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 5,455.23
01/04/2022	Australian Institute of Landscape Architects	Membership fee from 1 April 2022 to 30 June 2022	\$ 137.50
29/04/2022	Australian Renovation Group Pty Ltd	Refund of infrastructure bond	\$ 4,500.00
05/04/2022	Australian Services Union	Payroll deduction	\$ 284.90
14/04/2022	Australian Services Union	Payroll deduction	\$ 284.90
29/04/2022	Australian Services Union	Payroll deduction	\$ 284.90
05/04/2022	Australian Taxation Office	Payroll deduction	\$ 201,922.96
14/04/2022	Australian Taxation Office	Payroll deduction	\$ 199,670.96
29/04/2022	Australian Taxation Office	Payroll deduction	\$ 214,226.00
01/04/2022	Award Contracting	Locating services - various locations	\$ 935.00
14/04/2022	Award Contracting	Locating services - Britannia Road	\$ 621.50
01/04/2022	B Christmass	Expense reimbursement - mirror for swim school	\$ 58.49
14/04/2022	B D'Acunto	Part refund of Beatty Park Leisure Centre fees	\$ 397.21
01/04/2022	B Marvelli	Crossover subsidy	\$ 535.00
01/04/2022	B Marvelli	Refund of infrastructure bond	\$ 275.00
14/04/2022	B O'Shaughnessy	Part refund of Beatty Park Leisure Centre fees	\$ 634.96
14/04/2022	B Pfaffel	Part refund of Beatty Park Leisure Centre fees	\$ 947.27
14/04/2022	BCITF Building & Construction Industry Training Fund	Levy collection	\$ 5,206.04
14/04/2022	BDD Australia Pty Ltd	Milk supplies - BPLC	\$ 47.92
29/04/2022	BDD Australia Pty Ltd	Milk supplies - BPLC	\$ 62.59
14/04/2022	Beatty Park Physiotherapy Pty Ltd	Fitness instructor fees	\$ 900.00
14/04/2022	Benara Nurseries	Supply of plants	\$ 2,526.74
01/04/2022	Bent Logic	Supply of wrist bands and key tags - BPLC	\$ 2,662.00
29/04/2022	Bicycles for Humanity (WA) Inc.	Bike Market stall fees	\$ 25.00
01/04/2022	Blackwoods	Hardware supplies - Depot	\$ 1,182.89
14/04/2022	Blackwoods	Hardware supplies - Depot	\$ 3,118.84

Date	Payee	Description	Amount
29/04/2022	Bladon WA Pty Ltd	Prizes for Youth Week and Youth action plan consultation	\$ 5,009.13
14/04/2022	Blue Heeler Trading	Uniform supplies - BPLC	\$ 2,251.48
14/04/2022	Blyth Enterprises Pty Ltd	Supply of trolley - Depot	\$ 324.50
14/04/2022	BOC Limited	Medical oxygen supplies and CO2 for beverage	\$ 876.50
14/04/2022	Boral Construction Materials Group Limited	Concrete supplies	\$ 2,443.72
01/04/2022	Boss Electrical & Mechanical	Refund of infrastructure bond	\$ 1,000.00
01/04/2022	Boyan Electrical Services	Electrical services - various locations	\$ 5,815.06
14/04/2022	Boyan Electrical Services	Electrical services - identifying the origin of all circuits fed from four sub boards (BPLC)	\$ 26,796.00
29/04/2022	Boyan Electrical Services	Electrical services - various locations	\$ 1,580.88
14/04/2022	Bredideca Pty Ltd	Plant repairs and maintenance	\$ 522.50
14/04/2022	Briskleen Supplies Pty Ltd	Toiletry and cleaning products and sanipod service - BPLC	\$ 11,629.51
29/04/2022	Briskleen Supplies Pty Ltd	Sanipod service - BPLC	\$ 1,224.07
14/04/2022	Brolly Australasia Pty Ltd	Annual subscription - social media record keeping	\$ 9,226.80
14/04/2022	Browne Master Builders	Sauna rental - BPLC	\$ 2,860.00
14/04/2022	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 4,724.17
29/04/2022	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 5,778.81
14/04/2022	Bunnings Trade	Hardware supplies - various departments	\$ 1,612.21
29/04/2022	C Doherty	Part refund of Beatty Park Leisure Centre fees	\$ 320.00
14/04/2022	C J Murty	Part refund of dog registration	\$ 100.00
29/04/2022	C K Aylett	Expense reimbursement - supplies for various City events	\$ 462.66
01/04/2022	C Saffer	Fitness instructor fees	\$ 195.00
29/04/2022	C Stotzer	Refund of infrastructure bond	\$ 1,000.00
14/04/2022	C.R. Kennedy & Company Pty Ltd	Repairs to body worn camera - Rangers	\$ 327.69
14/04/2022	Canningvale Flooring Xtra	Remove and replace carpet - Depot	\$ 8,872.00
01/04/2022	Carramar Coastal Nursery	Supply of plants	\$ 170.50
01/04/2022	Centre for Stories	Filming service - Harmony Week video interview	\$ 880.00
14/04/2022	Charmaine Amanda Magness	Fitness instructor fees	\$ 454.72
01/04/2022	Chindarsi Architects	Design advisory consultancy fees	\$ 935.00
29/04/2022	Chindarsi Architects	Design advisory consultancy fee	\$ 330.00
14/04/2022	Chittering Valley Worm Farm	Worms and castings	\$ 120.00
14/04/2022	Christine Coyne & Associates	Strategic employment consultant for Reconciliation Action Plan (50% claim)	\$ 11,880.00
01/04/2022	Christou Design Group Pty Ltd	Design advisory meeting and consultancy fees	\$ 1,045.00
29/04/2022	City Of Perth	BA archive retrievals	\$ 153.66
14/04/2022	City of Stirling	Mixed waste tipping fees - March 22	\$ 927.00
29/04/2022	City of Stirling	Meals on Wheels - February 22	\$ 640.24
05/04/2022	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 692.38
14/04/2022	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 692.38
29/04/2022	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 692.38

Date	Payee	Description	Amount
05/04/2022	City of Vincent Staff Social Club	Payroll deduction	\$ 196.00
14/04/2022	City of Vincent Staff Social Club	Payroll deduction	\$ 192.00
29/04/2022	City of Vincent Staff Social Club	Payroll deduction	\$ 188.00
01/04/2022	Civica Pty Limited	Authority - prepaid support	\$ 11,000.00
14/04/2022	Cleanaway	Recycling contract - part February 22	\$ 71,890.68
29/04/2022	Cleanaway	Recycling contract - part February 23	\$ 34,276.77
29/04/2022	Cleanaway	Recycling education and promotion - various schools	\$ 2,772.00
01/04/2022	Cleansweep WA	Hire of road sweepers - various locations	\$ 5,074.10
14/04/2022	CMJ Australia	Merchandise - BPLC	\$ 3,927.00
01/04/2022	Cobblestone Concrete Pty Ltd	Concrete path repairs - various locations	\$ 39,148.73
14/04/2022	Cobblestone Concrete Pty Ltd	Concrete path repairs - various locations	\$ 41,731.63
14/04/2022	Cockburn Cement Limited	Cement and pallets	\$ 396.66
14/04/2022	Cockburn Party Hire	Hire of marquees and furniture - native plant sale	\$ 1,876.25
29/04/2022	Cockburn Party Hire	Hire of marquees and furniture - ANZAC Day	\$ 3,613.60
14/04/2022	Commercial Aquatics Australia	Pool equipment maintenance and water treatment - BPLC	\$ 9,180.75
29/04/2022	Commercial Aquatics Australia	Water treatment - BPLC	\$ 594.00
14/04/2022	Compu-Stor	Records digitisation and off-site storage	\$ 1,004.86
01/04/2022	Connect Call Centre Services	After hours calls service - February 22	\$ 1,140.26
29/04/2022	Connect Call Centre Services	After hours calls service - March 22	\$ 1,435.01
01/04/2022	Contraflow Pty Ltd	Traffic management services - various locations	\$ 1,623.60
14/04/2022	Contraflow Pty Ltd	Traffic management services - various locations	\$ 103,216.06
14/04/2022	Corsign WA Pty Ltd	Sign supplies - various locations	\$ 4,416.50
14/04/2022	Cr A Castle	Council meeting fee	\$ 1,935.83
14/04/2022	Cr A Castle	ICT allowance (50%)	\$ 1,250.00
14/04/2022	Cr Ashley Wallace	Council meeting fee	\$ 1,935.83
14/04/2022	Cr Ashley Wallace	ICT allowance (50%)	\$ 1,250.00
14/04/2022	Cr D Loden	Council meeting fee	\$ 1,935.83
14/04/2022	Cr D Loden	ICT allowance (50%)	\$ 1,250.00
14/04/2022	Cr J Hallett	Council meeting fee	\$ 1,935.83
14/04/2022	Cr J Hallett	ICT allowance (50%)	\$ 1,250.00
14/04/2022	Cr Ron Alexander	Council meeting fee	\$ 1,935.83
14/04/2022	Cr Ron Alexander	ICT allowance (50%)	\$ 1,250.00
14/04/2022	Cr Ross Ioppolo	Council meeting fee	\$ 1,935.83
14/04/2022	Cr Ross Ioppolo	ICT allowance (50%)	\$ 1,250.00
14/04/2022	Cr S Gontaszewski	Council meeting fee	\$ 3,255.70
14/04/2022	Cr S Gontaszewski	ICT allowance (50%)	\$ 1,250.00
14/04/2022	Cr Suzanne Worner	Council meeting fee	\$ 1,935.83
14/04/2022	Cr Suzanne Worner	ICT allowance (50%)	\$ 1,250.00
14/04/2022	Credit Clear Pty Ltd	Debt recovery services	\$ 669.08

Date	Payee	Description	Amount
14/04/2022	CSE Crosscom Pty Ltd	Software and network access for hand held radios	\$ 6,688.00
14/04/2022	CSE Crosscom Pty Ltd	Supply of two way radio battery and microphone speakers - Rangers	\$ 806.30
01/04/2022	CSP Group Pty Ltd	Supply of multispray tool cleaner	\$ 64.00
29/04/2022	CSP Group Pty Ltd	Supply of multispray tool cleaner	\$ 320.00
01/04/2022	Cundall	Design advisory meeting fee	\$ 440.00
01/04/2022	D Dama	Fitness instructor fees	\$ 56.84
14/04/2022	D Quek	Refund of parking permit	\$ 180.00
01/04/2022	Dale Alcock Homes	Refund of infrastructure bonds	\$ 3,500.00
01/04/2022	Damien and Natasha Caraher	Refund of infrastructure bonds	\$ 2,475.00
14/04/2022	Damien and Natasha Caraher	Crossover subsidy	\$ 562.65
01/04/2022	Daniel Bullen	Fitness instructor fees	\$ 1,625.00
14/04/2022	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 9,731.85
05/04/2022	Department of Planning Lands and Heritage	Amended DAP fee	\$ 5,701.00
05/04/2022	Department of Social Services	Payroll deduction	\$ 816.35
14/04/2022	Department of Social Services	Payroll deduction	\$ 762.59
29/04/2022	Department of Social Services	Payroll deduction	\$ 413.27
14/04/2022	Department of Transport	Vehicle ownership searches	\$ 3,530.10
29/04/2022	Department of Transport	Annual jetty fee - adjacent to East Perth power station	\$ 42.95
14/04/2022	Design Right Pty Ltd	Design services - Admin reception counter service area	\$ 2,024.00
29/04/2022	Design Right Pty Ltd	Demolition plans - North Perth playgroup and Shalom dentist	\$ 2,200.00
01/04/2022	Devco Builders	Maintenance and repairs - various locations	\$ 31,210.19
01/04/2022	Devco Builders	Scaffolding access for window awning repairs - DLGSC	\$ 19,844.00
14/04/2022	Devco Builders	Maintenance and repairs - various locations	\$ 647.03
29/04/2022	Devco Builders	Maintenance and repairs - various locations	\$ 49,938.24
29/04/2022	Devco Builders	Remove internal brick wall, replace garage door and install sensor lights - WA Volleyball building	\$ 15,978.49
29/04/2022	Devco Builders	Retailing steam room - BPLC	\$ 16,277.53
29/04/2022	Devco Builders	Supply and install stainless steel handrail and gate to spa area - BPLC	\$ 6,129.75
29/04/2022	Devco Builders	Preparation and painting - North Perth Town Hall	\$ 8,236.25
29/04/2022	Devco Builders	Supply and install carpet tiles; supply and install blinds and frosting to selected windows - Loftus Community Centre	\$ 16,915.80
29/04/2022	Devco Builders	Facade shading works to eastern elevation - DLGSC	\$ 37,038.89
14/04/2022	DGL Ausblue Pty Ltd	Ad blue supplies - additive to reduce truck carbon	\$ 2,114.20
14/04/2022	Dial-A-Nappy	Merchandise - BPLC	\$ 495.00
14/04/2022	Diversity Cleaning Services Pty Ltd	Window cleaning services - BPLC	\$ 132.00
14/04/2022	Domus Nursery	Supply of plants	\$ 1,466.76
29/04/2022	Domus Nursery	Supply of plants	\$ 624.45
14/04/2022	Donegan Enterprises Pty Ltd	Playground repairs, maintenance and safety inspections - various locations	\$ 5,889.40
14/04/2022	Downer EDI Engineering Power Pty Ltd	Supply and install gate access control system cabinet - Depot	\$ 5,510.16
14/04/2022	Dulux Australia	Supply of paint	\$ 87.05

Date	Payee	Description	Amount
14/04/2022	E Bentley	Expense reimbursement - Les Mills workshop and digital kits and CPR course	\$ 207.54
14/04/2022	EcoAdvance	Inspection of solar photovoltaic system installations - various locations	\$ 3,608.55
14/04/2022	EcoAdvance	Lodgement of electricity generation return for 2021 - BPLC	\$ 534.60
14/04/2022	Ed Art Supplies	Library supplies	\$ 110.99
29/04/2022	EJ Australia Pty Ltd	Supply of hydro wave grates	\$ 12,237.50
14/04/2022	Element Advisory Pty Ltd	Economic study for Beatty Park 2062 project	\$ 2,548.98
14/04/2022	Ellenby Tree Farm Pty Ltd	Supply of plants and trees	\$ 4,570.50
01/04/2022	Enviroblast Cannington	Pressure cleaning services	\$ 1,559.25
29/04/2022	Environmental Health Australia (WA) Inc	Registration fees - WA conference 2022	\$ 2,385.00
01/04/2022	Erections (WA)	Repair damaged guardrail - Green/Merredin Street	\$ 2,530.00
14/04/2022	Ethnoscience	Consultation fee - Section 18 Walter Creek footbridge	\$ 5,096.46
01/04/2022	Exteria	Supply of park benches	\$ 3,478.20
01/04/2022	F Taylor	Part refund of dog registration	\$ 150.00
01/04/2022	Farinosi & Sons Pty Ltd	Hardware supplies	\$ 54.05
01/04/2022	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 39,017.76
14/04/2022	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 30,985.55
29/04/2022	Flexi Staff Pty Ltd	Temporary staff - Waste	\$ 9,552.60
14/04/2022	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 2,746.32
01/04/2022	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 84,956.91
14/04/2022	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 253.00
29/04/2022	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 27,844.91
29/04/2022	Freestyle Now	Skateboard workshops - Youth Week	\$ 1,155.00
14/04/2022	G C and C F Chave	Rates refund - due to overpayment	\$ 726.55
01/04/2022	G Chong	Rates refund - due to overpayment	\$ 313.66
14/04/2022	G Edwards	Fitness instructor fees	\$ 56.84
29/04/2022	G P Smith	Refund of infrastructure bond	\$ 2,000.00
01/04/2022	G Surendorff	Expense reimbursement - gifts for Elders for workshop	\$ 304.70
14/04/2022	G Wong	Expense reimbursement - cash float for native plant sale	\$ 200.00
14/04/2022	GC Sales (WA)	Supply of bin lids	\$ 102.30
29/04/2022	GC Sales (WA)	Supply of bin lids and bin wheels	\$ 6,627.50
01/04/2022	Giant Autos (1997) Pty Ltd	Purchase of vehicle, as per fleet management programme	\$ 31,406.33
01/04/2022	Giant Autos (1997) Pty Ltd	Vehicle service and repairs	\$ 569.00
14/04/2022	Giant Autos (1997) Pty Ltd	Vehicle services and repairs	\$ 1,355.00
01/04/2022	Godden Projects Pty Ltd	Refund of planning application fee	\$ 147.00
01/04/2022	Graffiti Force Pty Ltd	Graffiti removal services - Monger/William Street	\$ 176.00
14/04/2022	Grove Propagation Nursery	Supply of plants	\$ 1,633.83
01/04/2022	Gymcare	Gym equipment repairs and maintenance - BPLC	\$ 351.73
14/04/2022	Gymcare	Gym equipment repairs and maintenance - BPLC	\$ 248.94
29/04/2022	Gymcare	Gym equipment repairs and maintenance - BPLC	\$ 883.30

Date	Payee	Description	Amount
29/04/2022	H L Flavell	Rates refund - due to overpayment	\$ 801.16
14/04/2022	H Q Tran	Crossover subsidy	\$ 562.65
01/04/2022	H Tan	Part refund of Beatty Park Leisure Centre fees	\$ 471.79
05/04/2022	Health Insurance Fund of WA	Payroll deduction	\$ 178.10
14/04/2022	Health Insurance Fund of WA	Payroll deduction	\$ 178.10
29/04/2022	Health Insurance Fund of WA	Payroll deduction	\$ 185.30
01/04/2022	ID Consulting Pty Ltd	Population profile subscription fee	\$ 35,200.00
14/04/2022	Image Extra	Bollard repairs - Newcastle Street	\$ 495.00
01/04/2022	Imagesource Digital Solutions	Printing services - decals for creche (BPLC)	\$ 286.00
14/04/2022	Imagesource Digital Solutions	Printing services - signs for indoor facilities (BPLC)	\$ 434.50
01/04/2022	Initial Hygiene	Sharps disposal services (two months)	\$ 1,625.08
01/04/2022	Instant Toilets & Showers Pty Ltd t/as Instant Products Hire	Hire of portable toilet - Bike market	\$ 191.52
01/04/2022	Institute of Public Administration Australia WA	Staff training - Good report writing skills	\$ 3,520.00
29/04/2022	Isubscribe Pty Ltd	Library magazine subscriptions	\$ 931.43
01/04/2022	J & K Hopkins	Office furniture supplies - Loftus Community Centre	\$ 8,089.00
14/04/2022	J Chung	Fitness instructor fees	\$ 284.20
01/04/2022	J D Fuller	Refund of infrastructure bond and crossover subsidy	\$ 1,000.00
29/04/2022	J D Taylor	Refund of infrastructure bond and crossover subsidy	\$ 765.00
14/04/2022	J Hall	Rates refund - due to overpayment	\$ 576.21
01/04/2022	J Love	Part refund of Beatty Park Leisure Centre fees	\$ 726.49
01/04/2022	J Rekelhof	Part refund of Beatty Park Leisure Centre fees	\$ 732.58
29/04/2022	J S Long	Refund of infrastructure bond	\$ 1,500.00
29/04/2022	J Zoroje	Rates refund - due to overpayment	\$ 538.61
01/04/2022	Jackson McDonald	Legal services - local law review (parking)	\$ 5,286.86
14/04/2022	Jackson McDonald	Legal services - local law review (parking and animals) and advice regarding Local Government property local law	\$ 11,947.65
01/04/2022	Janet Verburg	Fitness instructor fees	\$ 260.52
01/04/2022	Jim's Mowing (Dalkeith)	Gardening services - Loftus Community Centre	\$ 80.00
14/04/2022	Jim's Mowing (Dalkeith)	Gardening services - Loftus Community Centre	\$ 80.00
29/04/2022	Jim's Mowing (Dalkeith)	Gardening services - Loftus Community Centre	\$ 80.00
01/04/2022	K E Williams	Part refund of cat registration	\$ 50.00
01/04/2022	K F Moss	Refund of infrastructure bond	\$ 1,000.00
14/04/2022	K McCumiskey	Fitness instructor fees	\$ 227.36
14/04/2022	K Smith	Fitness instructor fees	\$ 1,136.80
29/04/2022	Karri Real Estate	Parking revenue distribution from 1 January 2022 to 31 March 2022 - 375 William Street	\$ 31,938.69
14/04/2022	KC Distributors (Aust) Pty Ltd	Supply and embroider waist bags - BPLC	\$ 385.00
14/04/2022	Kennards Hire	Equipment hire - concrete mixer	\$ 56.76

Date	Payee	Description	Amount
29/04/2022	Kennards Hire	Equipment hire - various	\$ 228.49
29/04/2022	Kindling Creative	Nature craft and play space for Youth Week	\$ 800.00
04/04/2022	KJ Concha Pty Ltd ATF HODL Superannuation Fund	Superannuation	\$ 1,234.44
28/04/2022	KJ Concha Pty Ltd ATF HODL Superannuation Fund	Superannuation	\$ 1,376.15
14/04/2022	Kleen West Distributors	Cleaning supplies	\$ 904.64
29/04/2022	Kobi A Morrison	Fee for live music - Banks Reserve by the Swan	\$ 750.00
01/04/2022	Kone Elevators Pty Ltd	Lift service fee - BPLC	\$ 958.16
14/04/2022	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various locations	\$ 2,689.28
01/04/2022	KS Black Pty Ltd	Bore/pump maintenance and electrical works - various locations	\$ 4,188.80
14/04/2022	KS Black Pty Ltd	Bore/pump maintenance and electrical works - various locations	\$ 1,116.50
29/04/2022	Kuditj Pty Ltd	Catering for City events - staff and workshop	\$ 657.80
29/04/2022	L J Sharp	Fitness instructor fees	\$ 56.84
14/04/2022	L Tate	Refund of parking permit	\$ 180.00
05/04/2022	L.G.R.C.E.U.	Payroll deduction	\$ 22.00
14/04/2022	L.G.R.C.E.U.	Payroll deduction	\$ 22.00
29/04/2022	L.G.R.C.E.U.	Payroll deduction	\$ 22.00
14/04/2022	Lalli Consulting Engineers	Structural report and inspection - waterside footings (BPLC)	\$ 1,683.00
01/04/2022	Landgate	Gross rental valuations for interims	\$ 283.90
14/04/2022	Landgate	Gross rental valuations for interims	\$ 282.08
29/04/2022	Landgate	Gross rental valuations for interims	\$ 435.68
14/04/2022	Leederville Cameras	Printing services - consultation flyers	\$ 173.00
29/04/2022	Leederville Cameras	Printing services - consultation and advertising flyers	\$ 15.00
29/04/2022	Leederville Foods Pty Ltd	Catering for City event - workshop	\$ 367.02
01/04/2022	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 86,064.00
14/04/2022	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 33,033.00
29/04/2022	Leo Heaney Pty Ltd	Retic flushing	\$ 528.00
14/04/2022	Les Mills Asia Pacific	Licence fees for fitness classes	\$ 1,663.28
01/04/2022	LGISWA	Insurance excess -	\$ 500.00
01/04/2022	Lighthouse OHS Consultancy	Creation of asbestos management documents - Parks	\$ 220.00
01/04/2022	Line Marking Specialists	Line marking services - various locations	\$ 3,033.80
14/04/2022	Line Marking Specialists	Line marking services - various locations	\$ 7,277.60
29/04/2022	Line Marking Specialists	Line marking services - various locations	\$ 12,369.50
29/04/2022	Little Pride Pin Shop	Supply of Pride rainbow flag pins	\$ 400.00
01/04/2022	M Chau	Refund of parking permit	\$ 180.00
01/04/2022	M G Jajko	Fitness instructor fees	\$ 56.84
14/04/2022	M G Jajko	Fitness instructor fees	\$ 113.68
29/04/2022	M G Jajko	Fitness instructor fees	\$ 56.84
14/04/2022	M J Gillies	Rates refund - due to overpayment	\$ 63.95
14/04/2022	M Nissinen	Part refund of Beatty Park Leisure Centre fees	\$ 490.84

Date	Payee	Description	Amount
01/04/2022	M P Healy	Part refund of dog registration	\$ 100.00
01/04/2022	M P Rea	Refund of infrastructure bond	\$ 1,000.00
01/04/2022	M Slater	Fitness instructor fees	\$ 60.29
14/04/2022	M Slater	Fitness instructor fees	\$ 180.87
14/04/2022	M Smith	Part refund of Beatty Park Leisure Centre fees	\$ 263.27
01/04/2022	M Swann	Refund of infrastructure bond	\$ 6,000.00
29/04/2022	M Tartaglia	Crossover subsidy	\$ 490.00
14/04/2022	M V Vessels	Rates refund - due to overpayment	\$ 59.96
01/04/2022	Major Motors Pty Ltd	Truck repairs and maintenance	\$ 1,382.21
14/04/2022	Manheim Pty Ltd	Towing services	\$ 236.50
14/04/2022	Marketforce Pty Ltd	Advertising services - various departments	\$ 6,181.26
01/04/2022	Massey's Herd	Milk supplies - Depot	\$ 334.05
29/04/2022	Massey's Herd	Milk supplies - Depot	\$ 326.40
01/04/2022	Max Wax Auto Detailing	Vehicle detailing service	\$ 225.00
29/04/2022	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 931.70
14/04/2022	Mayor E Cole	Council meeting fee	\$ 7,875.25
14/04/2022	Mayor E Cole	ICT allowance (50%)	\$ 1,250.00
14/04/2022	McGees Property	Market rental valuation - Lee Hops Cottage	\$ 1,512.50
01/04/2022	McLeods Barristers & Solicitors	Legal services - compliance matter	\$ 578.27
29/04/2022	McLeods Barristers & Solicitors	Legal services - compliance matters, heritage conservation notice and advice regarding tree of significance	\$ 5,800.78
04/04/2022	Mercer Spectrum	Superannuation	\$ 3,910.07
28/04/2022	Mercer Spectrum	Superannuation	\$ 3,350.16
14/04/2022	MessageMedia	SMS integrating for Phoenix	\$ 471.52
14/04/2022	Messages on Hold	'On hold' equipment and programming	\$ 456.06
01/04/2022	Metal Artwork Creations	Supply of staff name badges - Library	\$ 306.90
14/04/2022	Metal Artwork Creations	Supply of staff name badges - BPLC	\$ 292.33
01/04/2022	Metal Works Perth	Supply of shelter and picnic table sets - Banks Reserve	\$ 32,307.00
14/04/2022	Meter Australia Pty Ltd	Library supplies - slide binders	\$ 108.90
01/04/2022	Mindarie Regional Council	Non processable waste	\$ 13,536.76
14/04/2022	Mindarie Regional Council	Processable and non processable waste	\$ 57,505.72
14/04/2022	Mindarie Regional Council	Reimbursement of administration expenses	\$ 32,208.09
29/04/2022	Mindarie Regional Council	Processable and non processable waste	\$ 29,786.95
29/04/2022	Minter Ellison	Legal services - General employment matters	\$ 299.20
29/04/2022	Mojo Digital Studio	Photography services - Anzac Day service	\$ 484.00
05/04/2022	Moodjar Consultancy	Desktop study and workshops for an Aboriginal heritage trail interpretation framework	\$ 35,491.50
01/04/2022	Morita and Michael Brack	Part refund of dog registration	\$ 30.00
14/04/2022	My Best Friend Veterinary Centre	Vet services - March 22	\$ 1,833.10

Date	Payee	Description	Amount
29/04/2022	My Best Friend Veterinary Centre	Vet services - February 22	\$ 1,942.80
14/04/2022	My Media Intelligence Pty Ltd	Copyright charges for press articles	\$ 435.84
14/04/2022	My Ride Perth Central	Tyre repairs - Ebike	\$ 29.75
01/04/2022	N DeSousa	Expense reimbursement - games and mats for Loftus Community Centre	\$ 200.48
14/04/2022	N Elliss	Refund of parking permit	\$ 180.00
		Distribution services - 600 Edinboro Reserve pop up play flyers and 500 Washing Lane closure flyers	\$ 199.00
29/04/2022	N Kumar		\$ 199.00
01/04/2022	Natale Group Australia Pty Ltd	Security services - BPLC	\$ 1,678.34
01/04/2022	Naturalis Spring Water	Bottled spring water supplies - Customer service	\$ 75.60
01/04/2022	Newground Water Services Pty Ltd	Design for new irrigation system - Menzies Park	\$ 2,310.00
29/04/2022	News Limited	Newspaper subscription - Library	\$ 624.01
01/04/2022	Nightlife Music Pty Ltd	Crowd DJ - BPLC (April 22)	\$ 417.94
29/04/2022	Nightlife Music Pty Ltd	Crowd DJ - BPLC (May 22)	\$ 417.94
14/04/2022	Node1 Internet	Fixed wireless internet charges	\$ 189.00
29/04/2022	Noma Pty Ltd	Design advisory consultancy fees	\$ 2,420.00
29/04/2022	Northsands Resources	Construction waste disposal services and sand supplies	\$ 4,709.39
29/04/2022	Northshore Unit Inc. - SES	FESA SES contribution - 4th quarter 2022	\$ 14,828.00
01/04/2022	NovoFit WA Pty Ltd	Gym equipment repairs - BPLC	\$ 396.91
01/04/2022	Objective Corporation Limited	Software licences and maintenance - Trapeze	\$ 14,437.50
01/04/2022	Office of the Auditor General	Audit fee for the year ended 30 June 21	\$ 74,140.00
01/04/2022	Officeworks Ltd	Office supplies and consumables	\$ 75.88
14/04/2022	Officeworks Ltd	Office supplies and consumables	\$ 686.67
29/04/2022	Officeworks Ltd	Office supplies and consumables	\$ 199.80
01/04/2022	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Consultancy services - February 22	\$ 4,730.00
01/04/2022	Open Systems Technology Pty Ltd (T/A CouncilFirst)	CRM pilot licensing - March and April 22	\$ 1,320.00
01/04/2022	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	\$ 20,848.34
01/04/2022	Optus Billing Services Pty Ltd	Microsoft Teams calling implementation	\$ 40,871.00
01/04/2022	Optus Billing Services Pty Ltd	Purchase of 2 iPads - Customer service	\$ 1,397.99
29/04/2022	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	\$ 7,118.40
14/04/2022	Orig-equip Auto Tops	Supply of tonneau bar and roller	\$ 330.00
01/04/2022	Osborne Park Volkswagen	Vehicle service and repairs	\$ 627.00
01/04/2022	P J Buttigieg	Refund of infrastructure bond	\$ 275.00
14/04/2022	P Tran	Fitness instructor fees	\$ 341.04
29/04/2022	P Tran	Fitness instructor fees	\$ 284.20
14/04/2022	P Villanueva	Refund of parking permits	\$ 360.00
29/04/2022	Parties Kids Remember	Fitness style session for youth - Edinboro Reserve	\$ 415.00
14/04/2022	Paul and Maree Dalwood	Refund of planning application fee	\$ 1,440.00
14/04/2022	Paul Balinski	Deliver, install and dismantle marquees - Bike market	\$ 300.00
14/04/2022	Pavigym Australia Pty Ltd	Replacement floor tiles for fitness area - BPLC (25% claim)	\$ 18,035.86

Date	Payee	Description	Amount
29/04/2022	Pavigym Australia Pty Ltd	Replacement floor tiles for fitness area - BPLC (25% claim)	\$ 18,035.86
01/04/2022	PeopleSense by Altius	Counselling services	\$ 1,313.40
29/04/2022	PeopleSense by Altius	Counselling services	\$ 1,751.20
14/04/2022	Perth Property Management	Refund of parking permits	\$ 540.00
14/04/2022	Perth Sail Shades & Umbrellas	Supply of shade sail to cover solar inverters - BPLC	\$ 1,860.10
14/04/2022	Pirtek Malaga	Plant repairs and maintenance	\$ 193.42
14/04/2022	Planning Institute Australia	Staff training - Planning and design priority	\$ 35.00
14/04/2022	Plantrite	Supply of plants	\$ 8,955.10
01/04/2022	Positively Green	Returfing of verge - Tennyson Avenue	\$ 2,035.00
01/04/2022	Powerbrite	Lighting sensor repairs - Loton Park	\$ 600.00
14/04/2022	PPE Tech Pty Ltd	Supply of face masks	\$ 399.95
14/04/2022	PriceMark Pty Ltd	Supply of bar-loks and Watch around Water wristbands - BPLC	\$ 1,720.40
01/04/2022	Print and Sign Co	Printing services - various departments	\$ 4,555.98
14/04/2022	Print and Sign Co	Printing services - various departments	\$ 6,014.31
01/04/2022	Pro Turf Services	Plant repairs and maintenance	\$ 2,756.05
14/04/2022	Pro Turf Services	Plant repairs and maintenance	\$ 1,463.22
01/04/2022	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 27,269.83
14/04/2022	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 10,062.80
29/04/2022	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 4,712.95
01/04/2022	Profounder Turfmaster Pty Ltd	Turf maintenance - various locations	\$ 8,783.04
14/04/2022	Profounder Turfmaster Pty Ltd	Turf maintenance - various locations	\$ 9,192.79
01/04/2022	Programmed Integrated Workforce Ltd	Temporary staff - Parks	\$ 1,625.80
14/04/2022	Propel Youth Arts WA	Community support grant - Moorditj Mural Masters	\$ 3,950.00
14/04/2022	Protector Fire Services Pty Ltd	Fire equipment maintenance and servicing - various locations	\$ 357.50
29/04/2022	Protector Fire Services Pty Ltd	Fire equipment maintenance and servicing - various locations	\$ 2,406.25
29/04/2022	Psaros Property Group Holdings	Rates refund - due to overpayment	\$ 216.00
14/04/2022	Quality Press	Printing services - various departments	\$ 1,518.59
14/04/2022	R Hall	Part refund of Beatty Park Leisure Centre fees	\$ 410.98
14/04/2022	R Howell	Refund of infrastructure bond	\$ 3,000.00
01/04/2022	R Ismail	Public speaker fee - Unlimited futures	\$ 360.00
29/04/2022	R Luppino	Rates refund - due to overpayment	\$ 371.68
14/04/2022	R Sanders	Vehicle repairs	\$ 220.00
14/04/2022	R T Hamilton	Refund of infrastructure bond	\$ 1,000.00
01/04/2022	R.K Patel & S.R Patel	Library newspaper delivery	\$ 24.00
29/04/2022	R.K Patel & S.R Patel	Library newspaper delivery	\$ 19.20
01/04/2022	Rada & Neso Services	Cleaning services - BPLC (February 22)	\$ 9,600.00
14/04/2022	Rada & Neso Services	Cleaning services - BPLC (March 22)	\$ 9,600.00
14/04/2022	REALMstudios Pty Ltd	Design advisory meeting fees	\$ 440.00
01/04/2022	Reconciliation Western Australia Inc	Membership renewal	\$ 1,787.50

Date	Payee	Description	Amount
01/04/2022	Redimed Pty Ltd	Employee medical services	\$ 335.50
01/04/2022	Regents Commercial	Rent and variable outgoings - Barlee Street car park (April 22)	\$ 11,176.64
14/04/2022	Regents Commercial	Variable outgoings - Barlee Street car park	\$ 7,388.37
29/04/2022	Regents Commercial	Rent - Barlee Street car park (May 22)	\$ 8,048.34
29/04/2022	Regents Commercial	Legal fees - preparation of new lease for Barlee Street car park	\$ 1,820.18
14/04/2022	Renew Property Maintenance	Clearing rights of way and tipping fees - various locations	\$ 8,129.00
14/04/2022	Repco	Auto part supplies	\$ 919.80
29/04/2022	Repco	Auto part supplies	\$ 243.46
14/04/2022	Retech Rubber	Repairs to soft fall play area - various locations	\$ 2,560.00
01/04/2022	Richard Harrison	Bee removal services - various locations	\$ 450.00
14/04/2022	Richard Harrison	Bee removal services - various locations	\$ 1,350.00
14/04/2022	Roadline Removal (WA)	Line marking removal services - various locations	\$ 825.00
29/04/2022	Rockwater Pty Ltd	Geothermal monitoring review - BPLC	\$ 422.40
29/04/2022	Rosemount Hotel	Parking revenue distribution - January to March 22	\$ 18,196.52
14/04/2022	RPG Auto Electrics	Plant repairs and maintenance	\$ 1,565.85
29/04/2022	RPG Auto Electrics	Plant repairs and maintenance	\$ 3,124.22
14/04/2022	RTRfm 92.1	Refund of bond - Neon picnic 2022	\$ 2,200.00
14/04/2022	Rubek Automatic Doors	Automatic door repair - BPLC	\$ 980.10
29/04/2022	S Foster	Expense reimbursement - purchase of USBs	\$ 58.00
01/04/2022	S Hout	Refund of infrastructure bond and crossover subsidy	\$ 670.00
29/04/2022	S Law	Part refund of Beatty Park Leisure Centre fees	\$ 30.24
14/04/2022	S McGregor	Part refund of two dog registrations	\$ 200.00
29/04/2022	S McGregor	Refund of infrastructure bond	\$ 1,000.00
01/04/2022	S Nicholls	Rates refund - due to overpayment	\$ 482.22
01/04/2022	S Patchett	Fitness instructor fees	\$ 405.00
14/04/2022	S Patchett	Fitness instructor fees	\$ 360.00
29/04/2022	S Patchett	Fitness instructor fees	\$ 360.00
14/04/2022	S Pearson	Fitness instructor fees	\$ 360.00
01/04/2022	S Smart	Fitness instructor fees	\$ 56.85
14/04/2022	S Smart	Fitness instructor fees	\$ 56.85
01/04/2022	S Subramonium	Refund of parking permit	\$ 180.00
14/04/2022	S Y Siow	Refund of parking permit	\$ 180.00
01/04/2022	Sage Consulting Engineers	Electrical consultancy - Britannia Reserve floodlighting	\$ 2,750.00
14/04/2022	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 2,266.00
29/04/2022	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 8,833.00
14/04/2022	Sanax Medical & First Aid Supplies	First aid supplies - BPLC	\$ 38.06
29/04/2022	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 1,383.00
29/04/2022	Sarah Chopra	Fitness instructor fees	\$ 120.58
14/04/2022	Sarah M Blake Pty Ltd	Executive coaching services - Mayor and CEO	\$ 1,705.00

Date	Payee	Description	Amount
01/04/2022	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$ 159.20
14/04/2022	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$ 162.00
01/04/2022	Scarboro Toyota	Vehicle services and repairs	\$ 807.17
14/04/2022	Scarboro Toyota	Vehicle services and repairs	\$ 2,371.67
29/04/2022	Sean Cappeau	Installation of stickers on signage - HBF Park	\$ 1,203.00
01/04/2022	Securus	Security services - various locations	\$ 678.48
14/04/2022	Securus	Security services - Admin	\$ 1,070.40
01/04/2022	SEEK Limited	Job advertisements	\$ 357.50
29/04/2022	SEEK Limited	Job advertisements	\$ 699.34
01/04/2022	ServiceFM Pty Ltd	Cleaning services and cleaning materials - various locations (part February 22)	\$ 16,708.59
14/04/2022	ServiceFM Pty Ltd	Washroom consumables - March 22	\$ 2,762.85
29/04/2022	ServiceFM Pty Ltd	Cleaning services and cleaning materials - various locations (part March 22)	\$ 13,643.16
14/04/2022	Shred-X Pty Ltd	Security bin exchange - BPLC	\$ 115.50
14/04/2022	Sifting Sands	Sand cleaning services - Menzies Park	\$ 924.00
14/04/2022	Sigma Chemicals	Pool chemicals and pool equipment repairs - BPLC	\$ 3,134.89
29/04/2022	Sigma Chemicals	Pool chemicals - BPLC	\$ 39.44
14/04/2022	Signs and Lines	Supply of pylon signs - BPLC	\$ 4,068.90
01/04/2022	Slater-Gartrell Sports	Remove and replace cricket wicket - Menzies Oval	\$ 5,159.00
14/04/2022	Smart Office Systems	Risk register application (30% claim)	\$ 1,782.00
14/04/2022	Smart Office Systems	Environment, search and security set up (30% claim)	\$ 1,782.00
01/04/2022	Soundtown	Accessories for PA system - BPLC	\$ 406.00
14/04/2022	Soundtown	Repairs to PA system - BPLC	\$ 66.00
14/04/2022	Source Energy Co Pty Ltd	Refund of planning application fee	\$ 230.40
14/04/2022	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	\$ 660.00
14/04/2022	Speedo Australia Pty Ltd	Merchandise - BPLC	\$ 15,148.65
01/04/2022	Sportsworld Of WA	Merchandise - BPLC	\$ 741.40
14/04/2022	Sportsworld Of WA	Merchandise - BPLC	\$ 7,530.05
29/04/2022	Sportsworld Of WA	Merchandise - BPLC	\$ 464.75
29/04/2022	St John Ambulance Western Australia Ltd	Supply of defibrillator wall brackets - Rangers	\$ 108.88
29/04/2022	Stantec Australia Pty Ltd	Consultancy - Safe active streets (progress claim)	\$ 1,749.00
14/04/2022	State of Kin Constructions Pty Ltd	Refund of infrastructure bonds	\$ 2,275.00
29/04/2022	Steann Pty Ltd	Bulk verge green waste collection	\$ 13,272.36
04/04/2022	Steeg Banham Superannuation Fund	Superannuation	\$ 232.82
28/04/2022	Steeg Banham Superannuation Fund	Superannuation	\$ 175.11
29/04/2022	Stephen Carrick Architects Pty Ltd	Heritage advice	\$ 440.00
01/04/2022	Stott Hoare	Consultancy - Microsoft InTune environment review	\$ 6,380.00
01/04/2022	Stott Hoare	Supply of computer monitors	\$ 8,316.00
29/04/2022	Stott Hoare	Supply of computer docking stations	\$ 6,006.00
14/04/2022	StrataGreen	Supply of root barrier	\$ 1,185.80

Date	Payee	Description	Amount
14/04/2022	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC (March 22)	\$ 1,353.18
04/04/2022	SuperChoice Services Pty Ltd	Superannuation	\$ 251,419.31
28/04/2022	SuperChoice Services Pty Ltd	Superannuation	\$ 253,721.20
14/04/2022	Swan Towing Service Pty Ltd	Towing services - water trailer	\$ 165.00
29/04/2022	Sydney Tools	Supply of tools - various departments	\$ 1,127.00
01/04/2022	Synergy	Electricity and gas charges - various locations	\$ 29,920.28
14/04/2022	Synergy	Electricity and gas charges - various locations	\$ 99,799.53
29/04/2022	Synergy	Electricity and gas charges - various locations	\$ 10,576.20
14/04/2022	T Chiranakorn	Refund of parking permit	\$ 180.00
14/04/2022	T Gari	Part refund of Beatty Park Leisure Centre fees	\$ 964.51
14/04/2022	T Kim	Refund of parking permit	\$ 180.00
01/04/2022	T Lam	Refund of infrastructure bond	\$ 1,500.00
14/04/2022	T Van	Part refund of Beatty Park Leisure Centre fees	\$ 386.60
01/04/2022	T&H Wilkes Pty Ltd	Gravel supplies	\$ 2,200.00
14/04/2022	Tamala Park Regional Council	Account for GST for TPRC sale of land Ma	\$ 20,505.46
14/04/2022	Technology One Ltd	GIS consulting services	\$ 6,468.00
01/04/2022	Teena Smith	Fitness instructor fees	\$ 420.00
14/04/2022	Teena Smith	Fitness instructor fees	\$ 350.00
01/04/2022	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 889.96
29/04/2022	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 498.38
01/04/2022	Temptations Catering	Catering for City event - workshop	\$ 346.58
14/04/2022	Temptations Catering	Catering for City event - workshop	\$ 157.75
01/04/2022	The BBQ Man	Pressure cleaning services - Oxford Street (February 22)	\$ 440.00
14/04/2022	The BBQ Man	BBQ cleaning and maintenance services - various locations	\$ 5,677.64
29/04/2022	The BBQ Man	Pressure cleaning services - Oxford Street (March 22)	\$ 660.00
14/04/2022	The de Mol Group of Companies Pty Ltd ATFT DGC Trust t/as TDGC	Electricity reimbursement for CCTV equipment usage	\$ 33.00
29/04/2022	The Juice Junky	Part refund of vending fee	\$ 151.50
14/04/2022	The Pickle District Inc	Festival and event sponsorship - Pickle Lit	\$ 23,000.00
14/04/2022	The Pink Tank	Photography services - BPLC	\$ 990.00
14/04/2022	The Play Room	Supply of pool toys - BPLC	\$ 229.90
01/04/2022	The Royal Life Saving Society Western Australia Inc	Maintenance of Hyde Park water playground - February 22 (additional)	\$ 1,424.28
14/04/2022	The Royal Life Saving Society Western Australia Inc	Staff training - CPR refresher course	\$ 472.00
14/04/2022	The Royal Life Saving Society Western Australia Inc	Maintenance of Hyde Park water playground - March 22	\$ 5,610.88
14/04/2022	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain - March 22	\$ 792.00
14/04/2022	The Royal Life Saving Society Western Australia Inc	Supply and fit dumping bells - Hyde Park water playground	\$ 2,676.10
04/04/2022	The Trustee for Fergco Family Super Fund	Superannuation	\$ 1,978.80
28/04/2022	The Trustee for Fergco Family Super Fund	Superannuation	\$ 1,978.80

Date	Payee	Description	Amount
01/04/2022	The Trustee for the Forever Project Trust	Research and development for video content and deposit for videographer - Education for sustainable development campaign	\$ 8,800.00
14/04/2022	Thriving in Motion	Partial refund of hire fees	\$ 60.00
14/04/2022	TJ Depiazzi & Sons	Supply of mulch	\$ 3,514.50
01/04/2022	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 10,387.30
14/04/2022	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 10,360.90
29/04/2022	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees	\$ 12,290.30
01/04/2022	Total 4x4	Vehicle repairs and maintenance	\$ 865.00
14/04/2022	Totally Workwear Mt Hawthorn	Uniform supplies - various departments	\$ 4,603.06
29/04/2022	Totally Workwear Mt Hawthorn	Uniform supplies - Rangers	\$ 308.70
29/04/2022	Town of Victoria Park	Supply black cockatoo water station - Keith Frame Reserve	\$ 4,713.50
01/04/2022	T-Quip	Plant repairs and maintenance	\$ 427.25
14/04/2022	Traffic Systems West (Ennis Traffic Safety Solutions Pty Ltd)	Supply and install traffic control product - Fitzgerald Street	\$ 1,085.55
14/04/2022	Traffic Systems West (Ennis Traffic Safety Solutions Pty Ltd)	Supply of road marking materials	\$ 821.70
14/04/2022	Travis Hayto Photography	Videography services - various events	\$ 1,427.25
01/04/2022	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 49,597.90
14/04/2022	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 59,864.75
29/04/2022	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 8,400.70
14/04/2022	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 4,530.47
01/04/2022	Tyres4U Pty Ltd	Tyre replacements and maintenance	\$ 1,945.68
14/04/2022	Tyres4U Pty Ltd	Tyre replacements and maintenance	\$ 1,181.07
14/04/2022	Universal Diggers	Plant hire - Depot	\$ 1,716.00
29/04/2022	Universal Diggers	Plant hire - Depot	\$ 14,616.25
01/04/2022	V V Mannapperuma	Refund of parking permit	\$ 180.00
01/04/2022	VisAbility	Supply of braille labels for signage and bins	\$ 176.00
01/04/2022	VisAbility	Supply of bump ons	\$ 37.01
01/04/2022	Vorgee Pty Ltd	Merchandise - BPLC	\$ 2,380.40
14/04/2022	Vorgee Pty Ltd	Merchandise - BPLC	\$ 3,199.14
01/04/2022	W Barnard	Expense reimbursement - catering for City event - Council	\$ 119.50
14/04/2022	W Barnard	Expense reimbursement - catering for City event - Council	\$ 146.00
14/04/2022	W.A. Limestone Co	Supply of limestone	\$ 1,392.60
14/04/2022	WA Flags and Banners	Purchase of various flags	\$ 5,326.20
01/04/2022	WALGA	Supply of rapid antigen tests	\$ 3,564.00
01/04/2022	WALGA	Annual subscription - employee relations	\$ 6,875.00
14/04/2022	WALGA	Staff training - Effective supervision	\$ 990.00
14/04/2022	WALGA	Councillor training - Serving on Council	\$ 214.50
01/04/2022	Water Corporation	Water charges - various locations	\$ 1,723.51
14/04/2022	Water Corporation	Water charges - various locations	\$ 9,896.51
29/04/2022	Water Corporation	Water charges - Depot	\$ 974.11

Date	Payee	Description	Amount
01/04/2022	WC Convenience Management Pty Ltd	Maintenance of exelooos - various locations	\$ 3,992.44
14/04/2022	WC Convenience Management Pty Ltd	Maintenance of exeloo - Weld Square	\$ 1,237.50
14/04/2022	Webb & Brown-Neaves Pty Ltd	Refund of infrastructure bond	\$ 2,000.00
01/04/2022	West Coast Shade	Remove and replace sail shades - Britannia Reserve	\$ 12,650.00
14/04/2022	Westcare Incorporated	Printing services - labels for library	\$ 435.60
01/04/2022	Western Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 5,998.65
14/04/2022	Western Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 1,485.96
29/04/2022	Western Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 2,511.04
14/04/2022	Western Metropolitan Regional Council	Processing FOGO waste	\$ 39,791.84
29/04/2022	Western Metropolitan Regional Council	Processing FOGO waste	\$ 49,133.60
29/04/2022	Western Metropolitan Regional Council	Verge waste collection and processing	\$ 24,913.79
14/04/2022	Western Power	Supply and install two streetlights - Newcastle Street	\$ 5,501.00
29/04/2022	Western Resource Recovery Pty Ltd	Grease trap maintenance - Loftus Recreation Centre	\$ 192.50
01/04/2022	West-Sure Group Pty Ltd	Cash collection services - BPLC	\$ 125.40
14/04/2022	West-Sure Group Pty Ltd	Cash collection services - various locations	\$ 2,054.75
14/04/2022	Wilson Security	Security services - Loftus Recreation Centre	\$ 71.50
29/04/2022	Wilson Security	Security services - Loftus Recreation Centre	\$ 71.50
01/04/2022	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,053.28
14/04/2022	Winc Australia Pty Ltd	Office supplies and consumables	\$ 2,167.72
01/04/2022	Woodlands Distributors Pty Ltd	Supply of three pet friendly drink stations	\$ 13,535.50
14/04/2022	Woodlands Distributors Pty Ltd	Supply of compostable dog waste bags	\$ 8,537.76
14/04/2022	Work Metrics Pty Ltd	Online inductions - BPLC	\$ 110.00
01/04/2022	Worldwide East Perth	Printing services - business cards	\$ 77.00
14/04/2022	Worldwide East Perth	Printing services - various departments	\$ 461.00
29/04/2022	Worldwide East Perth	Printing services - various departments	\$ 462.00
14/04/2022	YogaNut	Fitness instructor fees	\$ 420.00
01/04/2022	Yolande Gomez	Fitness instructor fees	\$ 497.36
29/04/2022	Yolande Gomez	Fitness instructor fees	\$ 260.52
01/04/2022	Z N Blinco	Refund of infrastructure bond	\$ 275.00
14/04/2022	Z N Blinco	Crossover subsidy	\$ 725.00
14/04/2022	Zipform	Rates reminder notices 2021/22	\$ 2,819.43
14/04/2022	Zoho Corporation Pty Ltd	Annual subscription - ManageEngine	\$ 8,104.80
14/04/2022	Zumba Fitness Patricia Rojo	Fitness instructor fees	\$ 310.00
14/04/2022	Zurich Australian Insurance Ltd	Insurance excess	\$ 500.00
			\$ 4,423,038.16
Payroll			
12/04/22	Pay 21		\$ 685,837.64
26/04/22	Pay 22		\$ 701,328.75

<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
29/04/22	Ad hoc		\$ 959.61
Total Payroll			\$ 1,388,126.00
Total Payments			\$ 5,811,164.16

Creditors Report - Payments by Cheque 01/04/22 to 30/04/22				
Creditor	Date	Payee	Description	Amount
00082704	06/04/2022	Petty Cash - Library	Petty cash recoup	\$ 111.80
00082705	06/04/2022	Petty Cash - Depot	Petty cash recoup	\$ 190.80
00082706	12/04/2022	Petty Cash - Library	Petty cash recoup	\$ 111.80
00082707	12/04/2022	Petty Cash - Depot	Petty cash recoup	\$ 190.80
				\$ 605.20
Cancelled Cheques				
00082704	06/04/2022	Petty Cash - Library	Cheque spoilt, replaced by 00082706	-\$ 111.80
00082705	06/04/2022	Petty Cash - Depot	Cheque spoilt, replaced by 00082707	-\$ 190.80
Total Cancelled Cheques				-\$ 302.60
Total Nett Cheque Payments				\$ 302.60

Creditors Report - Payments by Direct Debit				
01/04/22 to 30/04/22				
Credit Card Transactions for the Period 8 March 22 - 6 April 22				
Card Holder	Date	Payee	Description	Amount
CEO	16/03/2022	WA News	WA newspaper subscription - digital and paper	\$ 83.60
	21/03/2022	Wilson Parking	Parking - meeting with Department of Transport	\$ 17.21
	25/03/2022	WA Local Government	Staff training - Local Government Act essentials	\$ 578.00
	29/03/2022	WA Local Government	Staff training - Meeting practices for good governance outcomes	\$ 578.00
	31/03/2022	WA Local Government	Mayoral training - Emergency management for Local Government	\$ 344.00
				\$ 1,600.81
Manager Marketing & Partnerships	10/03/2022	Mailchimp	Email campaign	\$ 1,346.00
	29/03/2022		Refund of disputed transaction	-\$ 329.05
	29/03/2022		Refund of disputed transaction	-\$ 8.23
	29/03/2022		Refund of disputed transaction	-\$ 30.00
	29/03/2022		Refund of disputed transaction	-\$ 20.00
				\$ 958.72
Branch Librarian	22/03/2022	Leederville Cameras	Purchase of camera and memory card	\$ 252.95
	22/03/2022	The Re Store	Supply of prizes for Quiz Night	\$ 91.25
	22/03/2022	Royal Life Saving WA	Staff training - CPR course	\$ 59.00
				\$ 403.20
Manager ICT	08/03/2022	Adapter Store	IT accessory - laptop car charger	\$ 51.99
	19/03/2022	Zoom	Video conferencing	\$ 338.68
	25/03/2022	Devolutions Inc	Software licence - ICT secure account/password manager	\$ 1,339.56
	25/03/2022	International transaction fee	Software licence - ICT secure account/password manager	\$ 33.49
	25/03/2022	Devolutions Inc	Software licence - ICT secure account/password manager	\$ 1,004.67
	25/03/2022	International transaction fee	Software licence - ICT secure account/password manager	\$ 25.12
	30/03/2022	JB Hifi	IT accessories - iPad cases	\$ 409.89
	02/04/2022	Assetsonar.com	IT asset management software	\$ 307.83
	02/04/2022	International transaction fee	IT asset management software	\$ 7.70
	03/04/2022	Intruder Systems Ltd	Subscription - cyber security testing	\$ 335.71
	03/04/2022	International transaction fee	Subscription - cyber security testing	\$ 8.39
	04/04/2022	Deputy	Online timesheet software	\$ 859.10
	05/04/2022	Landis Technologies	Software licence - call centre for Customer Service	\$ 1,176.16

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	05/04/2022	International transaction fee	Software licence - call centre for Customer Service	\$ 29.40
				\$ 5,927.69
Procurement and Contracts Officer	19/03/2022	Shutterstock	Image download subscription	\$ 99.00
	22/03/2022	ASIC	Company search	\$ 18.00
	23/03/2022	Asana.com	Subscription - work flow graphic design tool	\$ 826.85
	23/03/2022	International transaction fee	Subscription - work flow graphic design tool	\$ 20.67
	29/03/2022	ASIC	Company search	\$ 9.00
	31/03/2022	Facebook	Advertising	\$ 14.29
	04/04/2022	The Heights Medical Centre	Employee medical report	\$ 363.00
	05/04/2022	Moore Stephens	Workshop - 2022 financial reporting	\$ 3,168.00
				\$ 4,518.81
Total Corporate Credit Cards				\$ 13,409.23
Direct Debits				
Lease Fees	01/04/2022	All Leasing 279258	Beatty Park Leisure Centre cleaning equipment	\$ 2,642.54
	01/04/2022	All Leasing 279259	Upgrade kit for parking meters	\$ 26,025.92
			Total All Leasing	\$ 28,668.46
	21/04/2022	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	\$ 100,782.60
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 25,612.49
Total Direct Debits including Credit Cards				\$ 168,868.62

11.3 INVESTMENT REPORT AS AT 30 APRIL 2022

Attachments: 1. **Investment Statistics as at 30 April 2022**  

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 30 April 2022 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 30 April 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**

- The City holds 11,000 equity shares in the North Perth Community Bank, purchased at \$1 per share on 23 November 2001. The City is currently awaiting the updated share transfer form to complete the divestment.

The City's non-fossil fuel exposure has been maintained at low levels for the past few months due to the following reasons:

- Record low interest rates offered by banks divested in fossil fuel activities; and
- Smaller divested banks have capped the number of term deposits they can undertake due to surplus cash positions primarily fuelled by low borrowing costs in the market. This is impacting the City's ability to provide investment preference to these organisations.

Investment Status

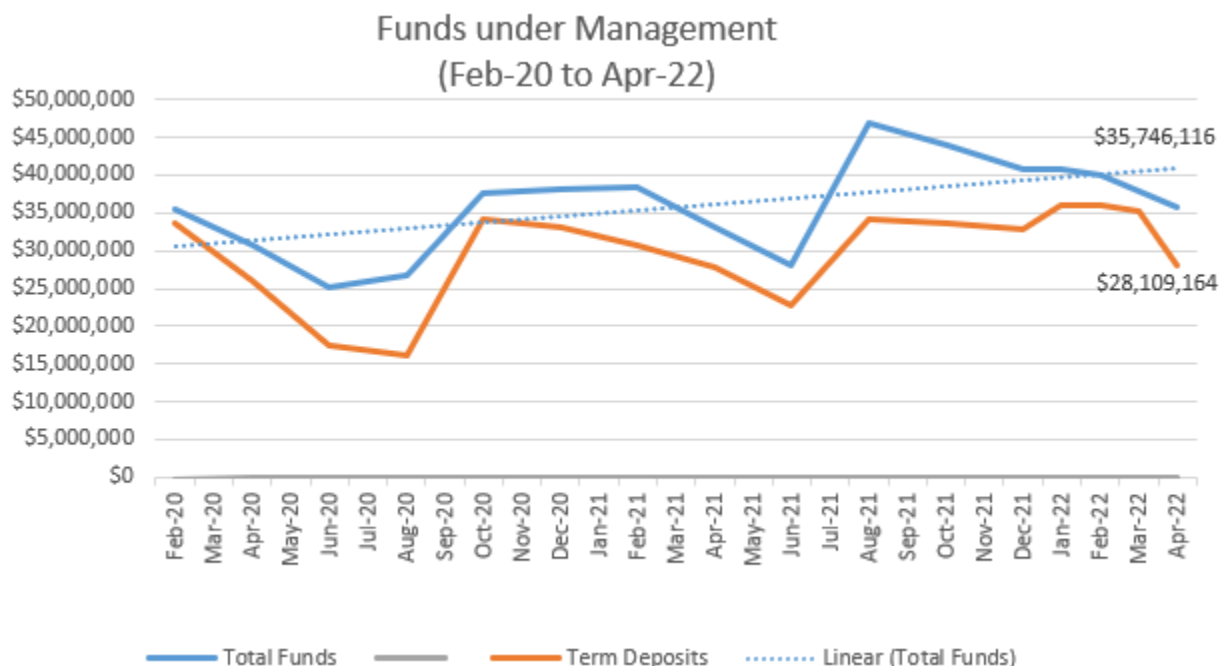
The City's investment portfolio is diversified across several accredited financial institutions.

As of 30 April 2022, the total funds held in the City's operating account (including on call) is \$35,746,115 compared to \$33,129,488 for the period ending 30 April 2021.

Interest bearing term deposits and the online saver represented \$28,912,084 while non-interest bearing amounts were \$6,834,032.

The total term deposit investments for the period ended 30 April 2022 were \$28,109,164 compared to \$27,858,186 for the period ended 30 April 2021.

The following chart shows funds under management from February 2020 to April 2022.



Interest Status

Total accrued interest earned on investments at 30 April 2022 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of FY Budget
Municipal	\$100,000	\$76,550	\$79,034	103.25%
Reserve	\$100,000	\$100,000	\$42,322	42.32%
Subtotal	\$200,000	\$176,550	\$121,357	64.74%
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$69,053	0.00%
Total	\$200,000	\$176,550	\$190,409	107.85%

*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 0.64% for current investments whereas the Reserve Bank 90 days accepted bill rate for April 2022 is 0.41%. The online Saver interest rate has been maintained at 0.20% and is subject for review by CommBank in July 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%	21.36%	90%	57.50%
A-1	25%	0.0%	90%	0.0%
A-2	20%	18.03%	90%	42.50%

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.

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.
Our community is aware of what we are doing and how we are meeting our goals.
Our community is satisfied with the service we provide.
We are open and accountable to an engaged community.*

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*, however focussing on non-fossil fuel investments contributes to a Sustainable Environment.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

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

**CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 30 APRIL 2022**

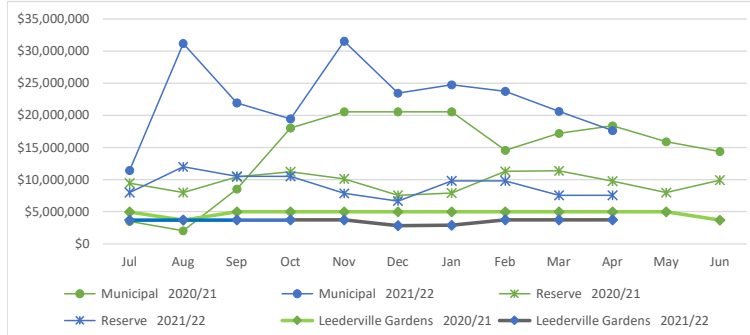
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS					
Municipal Account	6,834,032	0	0	6,834,032	19.1%
Online Saver	802,920	0	0	802,920	2.2%
Term Deposits	16,822,488	7,543,860	3,731,816	28,098,164	78.6%
Equity Shares	11,000	0	0	11,000	0.0%
	24,470,440	7,543,860	3,731,816	35,746,116	100.0%
BY INSTITUTION					
Bank of Queensland	4,876,244	0	0	4,876,244	13.64%
Commonwealth Bank of Australia	7,636,952	0	0	7,636,952	21.36%
Members Equity Bank	3,000,000	0	854,727	3,854,727	10.78%
National Australia Bank	1,871,590	1,191,330	2,858,029	5,920,949	16.56%
North Perth Community Bank	11,000	0	0	11,000	0.03%
AMP Bank	2,574,654	3,852,530	19,060	6,446,244	18.03%
Macquarie Bank	4,500,000	2,500,000	0	7,000,000	19.58%
	24,470,440	7,543,860	3,731,816	35,746,116	100.00%
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	14,008,542	3,691,330	2,858,029	20,557,901	57.5%
A-2	10,461,898	3,852,530	873,787	15,188,215	42.5%
	24,470,440	7,543,860	3,731,816	35,746,116	100.0%
BY TERMS					
0-30 days	7,636,952	0	0	7,636,952	21.4%
91-180 days	2,500,000	3,043,860	19,060	5,562,920	15.6%
181-270 days	1,000,000	2,000,000	0	3,000,000	8.4%
271-365 days	13,322,488	2,500,000	3,712,756	19,535,244	54.6%
> 1 year	11,000	0	0	11,000	0.0%
	24,470,440	7,543,860	3,731,816	35,746,116	100.0%
BY MATURITY					
0-30 days	10,136,952	3,043,860	19,060	13,199,872	36.9%
31-90 days	4,876,244	0	1,955,669	6,831,913	19.1%
91-180 days	2,946,244	2,000,000	0	4,946,244	13.8%
181-270 days	2,000,000	0	1,757,087	3,757,087	10.6%
271-365 days	4,500,000	2,500,000	0	7,000,000	19.6%
> 1 Year	11,000	0	0	11,000	0.0%
	24,470,440	7,543,860	3,731,816	35,746,116	100.0%
BY FOSSIL FUEL EXPOSURE (as determined by www.marketforces.org.au)					
Fossil Fuel Investments	21,459,440	7,543,860	2,877,089	31,880,389	89.2%
Non Fossil Fuel Investments	3,011,000	0	854,727	3,865,727	10.8%
	24,470,440	7,543,860	3,731,816	35,746,116	100.0%

**CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 30 APRIL 2022**

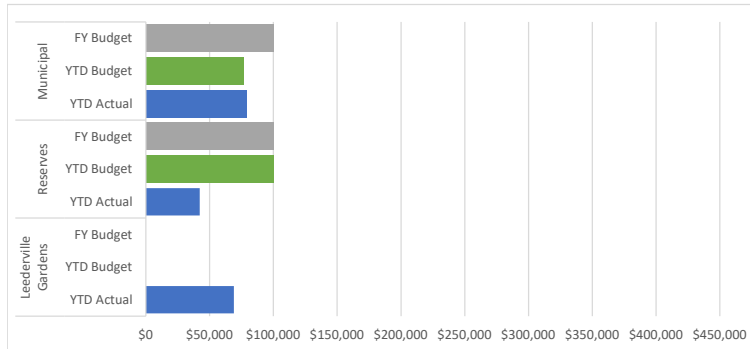
Funds	Institution	Investment Date	Maturity Date	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>					
Municipal	Commonwealth Bank of Australia			0.00%	6,834,032
Municipal	Commonwealth Bank of Australia	Ongoing		0.20%	802,920
Total Operating Funds					7,636,952
<u>EQUITY SHARES</u>					
	North Perth Community Bank	23/11/2001			11,000
Total Equity Shares					11,000
<u>TERM DEPOSITS</u>					
Leederville Gardens Inc Surplus Trust	AMP Bank	11/11/2021	09/05/2022	0.85%	19,060
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
Reserve	AMP Bank	11/11/2021	09/05/2022	0.85%	1,852,530
Reserve	National Australia Bank	12/01/2022	13/05/2022	0.45%	1,191,330
Municipal	Bank of Queensland	30/08/2021	02/06/2022	0.35%	4,876,244
Leederville Gardens Inc Surplus Trust	National Australia Bank	17/09/2021	18/06/2022	0.32%	1,955,669
Reserve	AMP Bank	20/08/2021	18/08/2022	0.75%	2,000,000
Municipal	AMP Bank	20/08/2021	20/08/2022	0.75%	1,946,244
Municipal	Members Equity Bank	22/03/2022	20/10/2022	0.90%	1,000,000
Leederville Gardens Inc Surplus Trust	Members Equity Bank	01/02/2022	01/11/2022	0.65%	854,727
Municipal	Members Equity Bank	29/03/2022	04/01/2023	1.20%	2,000,000
Leederville Gardens Inc Surplus Trust	National Australia Bank	12/01/2022	13/01/2023	0.70%	902,360
Municipal	Macquarie Bank	22/03/2022	22/03/2023	1.25%	4,500,000
Reserve	Macquarie Bank	29/03/2022	29/03/2023	1.60%	2,500,000
Total Term Deposits					28,098,164
Total Investment Including At Call					35,746,116

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 30 APRIL 2022**

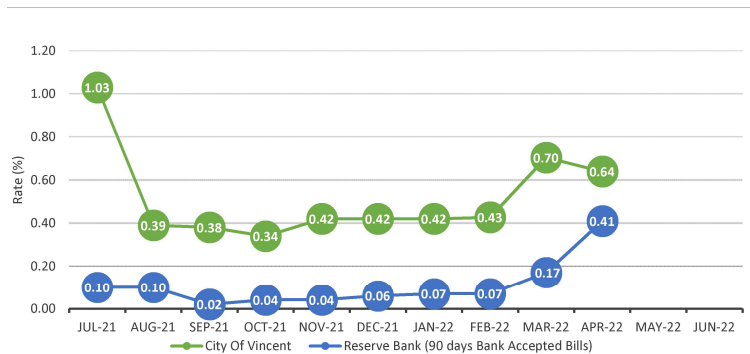
FUNDS INVESTED (ONLINE SAVER AND TERM DEPOSITS)



INTEREST EARNINGS

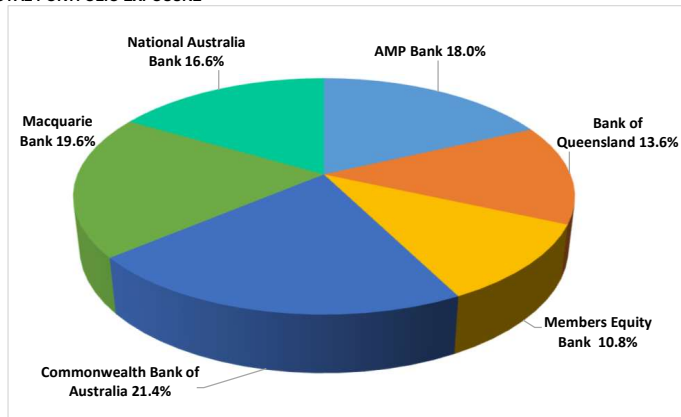


INTEREST RATE COMPARISON



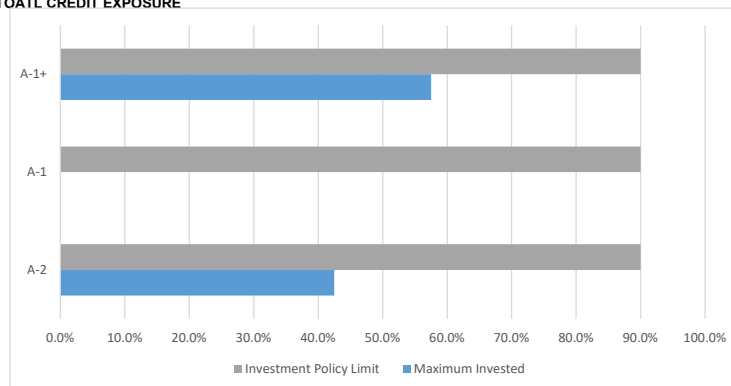
**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 30 APRIL 2022**

TOTAL PORTFOLIO EXPOSURE

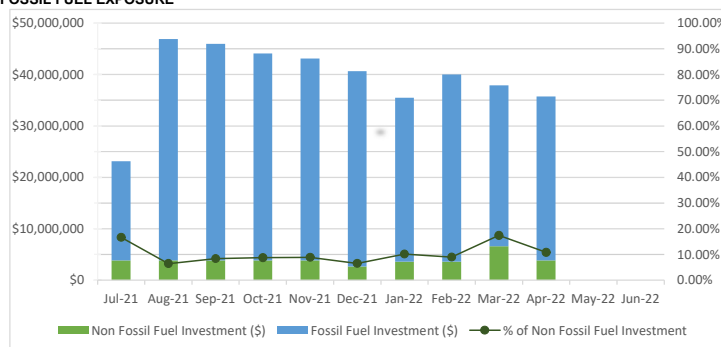


TOTAL CREDIT EXPOSURE

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 30 APRIL 2022**

	YTD 30/04/2022	PY YTD 30/04/2021	FY 2021/22	PY FY 2020/21
	\$	\$	\$	\$
MUNICIPAL FUNDS				
Budget	76,550	69,895	100,000	70,000
Interest Earnings	79,034	61,558	79,034	69,957
% Income to Budget	103.3%	88.1%	79.0%	99.9%
RESERVE FUNDS				
Budget	100,000	130,205	100,000	90,000
Interest Earnings	42,322	73,791	42,322	79,826
% Income to Budget	42.3%	56.7%	42.3%	88.7%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	69,053	60,501	69,053	58,921
% Income to Budget	0.0%	0.0%	0.0%	0.0%
TOTAL				
Budget	176,550	200,100	200,000	160,000
Interest Earnings	190,409	195,850	190,409	208,704
% Income to Budget	107.9%	97.9%	95.2%	130.4%
Variance	13,859	(4,250)	(9,591)	48,704
% Variance to Budget	7.9%	(2.1%)	(4.8%)	30.4%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	176,550	200,100	200,000	160,000
Interest Earnings	121,357	135,349	121,357	149,783
% Income to Budget	68.7%	67.6%	60.7%	93.6%
Variance	(55,193)	(64,751)	(78,643)	(10,217)
% Variance to Budget	(31.3%)	(32.4%)	(39.3%)	(6.4%)

11.4 EVENT AND FESTIVAL SPONSORSHIP 2022/2023

- Attachments:**
1. Event and Festival Application Detailed Summary  
 2. WA Jigsaw Competition - Confidential
 3. Mt Lawley Guided Walking Tours - Confidential
 4. Open Streets Leederville - Confidential
 5. Leederville Connect Events - Confidential
 6. Revelation Perth International Film Festival - Confidential
 7. City of Vincent Football Festival - Confidential
 8. Little People Festival - Confidential
 9. Little Day Out - Confidential
 10. Dogtober - Confidential
 11. Vincent Wellbeing Festival - Confidential
 12. Mt Hawthorn Hawkers Markets - Confidential
 13. Jazz Picnic In The Park - Confidential
 14. Twilight Christmas Market - Confidential
 15. PrideFEST 2022 Fairday - Confidential
 16. Party on The Pitch - Confidential
 17. Hyde Park Fair - Confidential
 18. Neon Picnic - Confidential
 19. St Patrick's Day Festival - Confidential
 20. Urban Wine Walk - Confidential
 21. City of Vincent Match - Confidential
 22. Pickle Lit - Confidential

RECOMMENDATION:

1. That Council **APPROVES** an amount of \$287,500 in 2022/2023 for Event and Festival Sponsorship as follows

Event	Amount
Australian Jigsaw Puzzle Association WA Jigsaw Competition	\$0
Oh Hey WA Mt Lawley Guided Walking Tours	\$15,000
Leederville Connect Open Streets Leederville	\$2,500
Leederville Connect Leederville Connect Event Calendar	\$30,000
Revelation Perth International Film Festival Revelation International Film Festival	\$20,000
East Perth Football Club City of Vincent Football Festival	\$5,000
Premier Events Little People Festival	\$1,500
Mt Hawthorn Hub Little Day Out	\$10,000
Beaufort Street Network Dogtober	\$7,000
Evolve WA Vincent Wellbeing Festival	\$0
Heart Inspired Events Mt Hawthorn Hawkers Markets	\$5,000
Perth International Jazz Festival Jazz Picnic in The Park	\$20,000
Beaufort Street Network Twilight Christmas Market	\$5,000
Pride WA Pride Fairday	\$20,000
Floreat Athena Party on the Pitch – New Year's Eve	\$10,000

Rotary Club of North Perth Hyde Park Fair	\$15,000
RTRFM Neon Picnic	\$10,000
St Patricks Day WA St Patricks Day Festival	\$20,000
Neighbourhood Events Co Urban Wine Walk	\$4,500
Subiaco Football Club City of Vincent Match	\$7,000
The Pickle District Pickle Lit	\$30,000
Event Allocation Year-Round Applications	\$50,000
TOTAL EVENT SPONSORSHIP	\$287,500

2. **NOTES that the allocation of all 2022/2023 Festival and Events Sponsorships remains subject to the recipient signing a Sponsorship Agreement with the City of Vincent identifying all related expectations and obligations; and**

1.

3. **NOTES that the allocation of the \$50,000 year-round budget is for events that apply in the 2022/2023 financial year and meet the criteria in the Event and Festival Sponsorship Application. Subject to approval by Executive Director Community and Businesses Services.**

PURPOSE OF REPORT:

To approve the proposed 2022/2023 Festivals and Events Sponsorship and associated operating budget allocations.

BACKGROUND:

The City of Vincent has adopted a contemporary, collaborative approach to place activation and vibrancy by collaborating with community, not-for-profit and other creative organisations to deliver a range of activities through annual festivals and events sponsorship. Applications for Event Sponsorship in 2021/2022 are outlined below.

Event	Amount Sponsored 2021/2022
Revelation Film Festival Revelation Perth International Film Festival	\$20,000
Open House Open House Vincent	\$10,000
Mt Hawthorn Hub Little Day Out	\$9,000
Pride WA Pride Fairday	\$15,000
Perth International Jazz Festival Jazz Picnic In The Park	\$15,000
Floreat Athena FC New Year's Eve on The Pitch	\$10,000
WA Italian Club Festival Italia	\$15,000
RTRFM Neon Picnic	\$10,000
Rotary Club of North Perth Hyde Park Fair	\$15,000

St Patricks Day WA Inc St Patricks Day Festival	\$20,000
Noongar Radio First Nations Welcome All Nations	\$15,000
Beaufort Street Network Beaufort Street Festival Events	\$15,000
Allocation to Town Teams Town Centre Events <ul style="list-style-type: none"> Pickle District \$25,000 Leederville Connect \$5,000 	\$60,000
TOTAL EVENT SPONSORSHIP	\$229,000

DETAILS:Process for Seeking Applications

Applications for the 2022/23 Event and Festival Sponsorship opened on 31 January 2022 with a call-out for community festivals, events, activations, roving entertainment and concerts. The availability of sponsorship was promoted through the City's Facebook page, website, e-newsletter, monthly ad and direct correspondence to both previous and prospective event organisers.

Administration also attended the Town Team Roundtable meeting on 23 February 2022 to discuss community funding opportunities and promoted the Event and Festival Sponsorship for 2022/23.

Applications then closed on 14 March 2022.

Assessment Criteria

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

Five (5) assessment criteria were included:

Enhanced Environment

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

Accessible City

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

Connected Community

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

Thriving Places

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

Innovative and Accountable

- Provide evidence the event can be delivered

Application Outcomes

An Event and Festival Detailed Summary is at **Attachment 1**.

A total of 21 applications were received as shown in the following table, and the detail of the submissions is shown in **Confidential Attachments 2 – 22**.

The total amount requested was \$383,290 and the recommended sponsorship total is \$287,500.

Event	Amount Requested	Amount Recommended
Australia Jigsaw Puzzle Association WA Jigsaw Competition	\$4,000	\$0
Oh Hey WA Mt Lawley Guided Walking Tours	\$15,565	\$15,000
Leederville Connect Open Streets Leederville	\$2,500	\$2,500
Leederville Connect Leederville Connect Event Calendar	\$40,000	\$30,000
Revelation Perth International Film Festival Revelation Film Festival	\$40,000	\$20,000
East Perth Football Club City of Vincent Football Festival	\$10,000	\$5,000
Premier Events Little People Festival	\$2,000	\$1,500
Mt Hawthorn Hub Little Day Out	\$15,000	\$10,000
Beaufort Street Network Dogtober	\$9,000	\$7,000
EvolveWA Vincent Wellbeing Festival	\$40,000	\$0
Heart Inspired Events Mt Hawthorn Hawkers Market	\$5,225	\$5,000
Perth International Jazz Festival Jazz Picnic In The Park	\$30,000	\$20,000
Beaufort Street Network Twilight Christmas Market	\$13,000	\$5,000
Pride WA Pride Fairday	\$30,000	\$20,000
Floreat Athena Party on The Pitch – New Year's Eve	\$15,000	\$10,000
Rotary Club of North Perth Hyde Park Fair	\$20,000	\$15,000
RTRFM Neon Picnic	\$10,000	\$10,000
St Patricks Day WA St Patricks Day Festival	\$30,000	\$20,000
Neighbourhood Events Co Urban Wine Walk	\$4,500	\$4,500
Subiaco Football Club City of Vincent Match	\$7,500	\$7,000
The Pickle District Pickle Lit	\$40,000	\$30,000
Event Allocation Year-round Applications	\$0	\$50,000
TOTAL EVENT SPONSORSHIP	\$383,290	\$287,500

Calendar and Location Summary

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

Month	Event	Location
July – December	Mt Lawley Guided Walking Tours	Mt Lawley and Highgate
July – June	Open Streets Leederville	Electric Lane Leederville
July – June	Leederville Connect Events Calendar	Leederville Town Centre
July	Revelation Film Festival	Luna Cinema Leederville
July	City of Vincent Football Festival	Leederville Oval
October	Little People Festival	Hyde Park – request to move to town squares
October	Little Day Out	Braithwaite Park Mt Hawthorn
October	Dogtober	Barlee St Carpark, Mt Lawley
November – March	Mt Hawthorn Hawkers Market	Axford Park, Mt Hawthorn
November	Jazz Picnic In The Park	Hyde Park
November	Pride Fairday	Hyde Park
December	Twilight Christmas Market	St Albans Church, Highgate
December	Party on The Pitch – New Year's Eve	Litis Stadium, Mt Hawthorn
March	Hyde Park Fair	Hyde Park
March	Neon Picnic	Hyde Park
March	St Patricks Day Festival	Leederville Town Centre and Oval
April	Urban Wine Walk	All Town Centres
April	City of Vincent Match	Leederville Oval
May	Pickle Lit	Pickle District, West Perth

CONSULTATION/ADVERTISING:

Consultation and advertising were not required.

LEGAL/POLICY:

- Policy No 3.8.3 – Concerts and Events
- Policy - Community Funding

RISK MANAGEMENT IMPLICATIONS

Medium: Events in WA have been impacted by COVID-19 restrictions and remain with the risk of last minute restriction changes.

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

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

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

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

Accessible City

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

Connected Community

An arts culture flourishes and is celebrated in the City of Vincent.

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

Our many cultures are celebrated.

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

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.

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 specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

PUBLIC HEALTH IMPLICATIONS:

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

Increased mental health and wellbeing

Increased physical activity

FINANCIAL/BUDGET IMPLICATIONS:

Event and Festival Sponsorship funding of \$287,500 approved by Council in the annual budget for 2022/23.

COMMENTS:

The support of a range of different festivals and events through Council's 2022/2023 sponsorship will continue the activation of our Town Centres and public open spaces, and engagement of our local community in Vincent life.

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



CITY OF VINCENT

Event Sponsorship

Event Name	WA Jigsaw Competition				
Event Date	12 February 2021				
Event Location	WA Italian Club				
Event Organiser	Australian Jigsaw Puzzle Association				
Event Description	WA Jigsaw Competition brings together people of all ages to compete in pairs with an identical secret puzzle. The event is held at the WA Italian Club and is open and accessible to all community members.				
Event is Free	Free to nominated community members, and \$25-\$30 for remaining tickets				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$8,000	\$4,000	\$0	No	Marketing
Sponsorship History	N/A				
Compliant EOI?	No – event held before 2022/2023 financial year.				
Administration Recommendations	WA Jigsaw Competition is not eligible for funding as it was held in the 2021/2022 financial year.				



CITY OF VINCENT

Event Sponsorship

Event Name	Mt Lawley Guided Walking Tours				
Event Date	1 July 2022 onwards				
Event Location	Mt Lawley / Beaufort Street				
Event Organiser	Oh Hey WA				
Event Description	<p>Oh Hey WA are proposing 18 fun and informative walking tour sessions throughout Beaufort Street. One being a street art tour and the other a food and drink tour to showcase and celebrate Beaufort Street.</p> <p>Street Art Tours: This tour will showcase and celebrate the artwork found in the Beaufort Street Town Centre sharing stories about the artwork and how it relates to the historical and cultural context of the area. This tour will be free and suitable for all ages with approximately 12 sessions, one per month from July – December 2022 plus school holiday tours.</p> <p>Food and Drink Tours: This all-inclusive tour will include stops at 3-4 hospitality venues where guests can enjoy food/drink that best showcases the venue's offerings. This tour will be 18+ and ticket prices will be subsidised and operate for 6 tours, one per month from July – December 2022.</p> <p>Oh Hey WA is seeking support from the City of Vincent to fund half of the budget, with the other half of the funding coming from the City of Stirling (already confirmed).</p>				
Event is Free	The Street Art Tours will be free of charge. The Food/Drink Tours will have a ticket price, partly subsidised by this funding. This will bring the ticket price of this all-inclusive tour down from \$130 to \$50 per person (\$80 per person subsidised by funding).				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$34,946	\$15,565	\$15,000	Yes	Marketing
Sponsorship History	N/A				
Compliant EOI?	Yes				
Administration Recommendations	Administration identified this event would assist in economic development and rebound for local businesses since COVID-19. Oh Hey WA are able to demonstrate direct benefit to businesses and the Mt Lawley Town Centre and align with priority 6.1 in the Beaufort Street Town Centre Place Plan to work collaboratively with the City of Stirling.				



CITY OF VINCENT

Event Sponsorship

Event Name	Open Streets Leederville				
Event Date	1 July 2022 onwards				
Event Location	Electric Lane				
Event Organiser	Leederville Connect				
Event Description	The Open Streets activation is an initiative with the aim to maximise the use of public spaces with the objectives to promote and encourage bike riding and increase awareness of bike infrastructure and local facilities. All Open Streets events will include partnering with local businesses.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$6,000	\$2,500	\$2,500	Yes	Marketing
Sponsorship History	In-Kind Support				
Compliant EOI?	Yes				
Administration Recommendations	Administration recommends the support of this initiative as a low cost, sustainable, high impact event that directly engages and highlights new local businesses. It invites all community members to enjoy Electric Lane with food, café, bars and children's activities.				



CITY OF VINCENT

Event Sponsorship

Event Name	Leederville Connect Event Calendar				
Event Date	1 July 2022 onwards				
Event Location	Leederville Town Centre				
Event Organiser	Leederville Connect				
Event Description	Leederville Connect are proposing a series of smaller events that engage local businesses and require little infrastructure to showcase already existing public spaces in Leederville. The calendar of events will include the Arty Farty Christmas Party, a new version of 'Leedy Palooza' and Kratoville.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$90,000	\$40,000	\$30,000	Yes	Waste Marketing Rangers Parks
Sponsorship History	\$5,000 + In-Kind Support				
Compliant EOI?	Yes				
Administration Recommendations	Administration recommends supporting the calendar of events in Leederville to host a range of events to provide an offering to a cross section of the community and invite different local businesses to be involved.				



CITY OF VINCENT

Event Sponsorship

Event Name	Revelation Perth International Film Festival				
Event Date	July 2022				
Event Location	Luna Palace Cinema Leederville				
Event Organiser	Revelation Perth International Film Festival				
Event Description	<p>Revelation Film Festival 7 – 17 July 2022: Revelation is an annual independent film festival, presenting over 200 international, national and local films. The festival delivers industry and cross artform components focused on industry capacity building, discussion, visual art, and live performances and community events, many of which are free to the public. In partnership with the City, the festival includes the premiere of the City of Vincent Film Project short documentaries.</p> <p>NAIDOC Week Event 3 – 10 July 2022: The festival has an opportunity to present a WA-made documentary alongside a live music performance during NAIDOC week. Revelation will present the documentary as a special NAIDOC week event, with a live performance by The Desert Stars. Further opportunity to explore first nations voices will occur with the premiere of MOORDITJ FOOTPRINTS, currently being produced as part of the City of Vincent Film Project.</p> <p>WA Screen Culture Awards 4 December 2022: The Awards provide recognition of excellence and achievement in the WA screen industry and is the only WA-focused screen industry awards event. The evening includes awards across multiple categories as short-listed and awarded by a nationally and internationally-based jury made up of professionals in their specific field.</p>				
Event is Free	Mix free and ticketed - approx. \$20				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$350,000	\$40,000	\$20,000	Yes	Marketing

Sponsorship History	\$20,000 in 2021/22
Compliant EOI?	Yes
Administration Recommendations	Administration supports the Film Festival and NAIDOC Week. The festival appeals to lovers of film, art and culture and will engage a new audience with the inclusion of NAIDOC Week and the City's Film Project screening. Revelation brings approximately 22,000 people to Leederville over the Winter period and invites young people and families over the school holidays. This brings significant benefit to a local business with their business strategy built around developing community relationships to ensure a sustainable, meaningful, and authentic base that is in sync with culture and community.



CITY OF VINCENT

Event Sponsorship

Event Name	City of Vincent Football Festival				
Event Date	30 July 2022				
Event Location	Leederville Oval				
Event Organiser	East Perth Football Club				
Event Description	East Perth Football Club are set to host the West Coast Eagles in round six of the 2022 WAFL Premiership Season. All City of Vincent residents will be eligible to receive free entry. Half time matches with Mt Hawthorn Cardinals Junior Football Club will take place amongst other family activations. With 1,500 – 3,000 people expected to attend, the Football Club propose to establish relationships with local businesses to encourage patronage before and after the games.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$25,000	\$10,000	\$5,000	No	Marketing
Sponsorship History	N/A				
Compliant EOI?	Yes				
Administration Recommendations	The Football festival encourages patronage in Leederville before and after the match, while at the event there will be free children's activities on offer and Mt Hawthorn Cardinals hosted to play.				



CITY OF VINCENT

Event Sponsorship

Event Name	Little People Festival				
Event Date	8 October 2022				
Event Location	Hyde Park Perth				
Event Organiser	Premier Events				
Event Description	Little People Festival is an event for families that includes interactive dance workshops, face painting, arts, crafts, competitions and giveaways. Premier Events have previously held these festivals in shopping centers and town squares.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$3,000	\$2,000	\$1,500	No	Parks Marketing
Sponsorship History	N/A				
Compliant EOI?	Yes				
Administration Recommendations	Administration identified this as a low-cost children's event that would be suited to alternative venues to assist in the activation of town squares such as Mary Street Piazza and North Perth Common.				



CITY OF VINCENT

Event Sponsorship

Event Name	Little Day Out				
Event Date	15 October 2022				
Event Location	Braithwaite Park Mount Hawthorn				
Event Organiser	Mt Hawthorn Hub				
Event Description	Little Day Out is a popular family event at Braithwaite Park, with local food vendors, bands performing and children's activities.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$25,000	\$15,000	\$10,000	Yes	Waste Rangers Parks Marketing
Sponsorship History	\$9,000 in 2021/22				
Compliant EOI?	Yes				
Administration Recommendations	The Mt Hawthorn Hub have successfully delivered this event and other small community events at Braithwaite Park, and the event provides opportunities to local artists and businesses.				



CITY OF VINCENT

Event Sponsorship

Event Name	Dogtober				
Event Date	15 October 2022				
Event Location	Barlee Street Carpark				
Event Organiser	Beaufort Street Network				
Event Description	Dogtober brings the community together in Barlee Street Carpark with the ever-popular dog parade. Market stalls will line the carpark with the inclusion of pet rescue groups, face painting, crafts and local businesses.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$10,000	\$9,000	\$7,000	No	Waste Rangers Marketing
Sponsorship History	\$15,000 in 2021/22 for Beaufort Street Network events				
Compliant EOI?	Yes – note application was received late (Wednesday 16 March)				

Administration Recommendations	The assessment by Administration identified the Beaufort Street Network are proposing a manageable number of events that focus on place activation, economic development and community engagement.
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CITY OF VINCENT

Event Sponsorship

Event Name	Vincent Wellbeing Festival				
Event Date	21 October 2022				
Event Location	Braithwaite Park and Mt Hawthorn Hall				
Event Organiser	Evolve WA				
Event Description	The Vincent Wellbeing Festival is a proposed two-day event designed to boost the wellbeing of the community in the wake of COVID. Evolve WA is a provider of training and education in mental health, wellbeing and resilience. The Wellbeing Festival is proposed to involve community classrooms (mindfulness, positive psychology, stress management), wellbeing workshops (yoga, self-defense and act, belong, commit messaging), healthy cooking classes, early childhood wellbeing, spa/massage, children's activities, music, health checks, art therapy and community stalls.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested

	\$120,000	\$40,000	\$0	Yes	Waste Parks Rangers Marketing
Sponsorship History	N/A				
Compliant EOI?	Yes				
Administration Recommendations	Evolve WA offer a wide range of public training course including wellbeing, mental health, diversity, inclusion and community services. It was identified this event may not have the community feel or fit within Braithwaite Park and the halls and maybe better suited as a large-scale commercial event.				



CITY OF VINCENT

Event Sponsorship

Event Name	Mt Hawthorn Hawkers Market
Event Date	2 November 2022 onwards
Event Location	Axford Park Mount Hawthorn
Event Organiser	Heart Inspired Events
Event Description	The Mount Hawthorn Hawkers Market is proposing to be held every Wednesday night from November 2022 to March 2023. The event will offer food trucks and stalls with a variety of offerings changing each week. The Hawkers Market encourages nighttime activity in the middle of the week with local businesses encouraged to trade.
Event is Free	Yes

Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$34,836	\$5,225	\$5,000	No	Waste Parks Rangers Marketing
Sponsorship History	In-Kind Support				
Compliant EOI?	Yes				
Administration Recommendations	The Mt Hawthorn Hawkers Market is a popular local community event and brings activation to Axford Park and night time trade to the town center. The funding request is for the addition of musical acts and performances at the markets.				



CITY OF VINCENT

Event Sponsorship

Event Name	Jazz Picnic In The Park
Event Date	6 November 2022
Event Location	Hyde Park Perth
Event Organiser	Perth International Jazz Festival
Event Description	Jazz Picnic in the Park is a free music event held in Hyde Park as part of the Perth International Jazz Festival. The event is inclusive and community-focused, while showcasing exceptional local Perth talent. The event will begin

	with a special Hyde Park Jazz Parade, where musicians of all levels are welcome to join in a loop of the lake playing jazz favorites. Local schools will be invited to participate on the day, include genres of jazz to appeal to a wide range of audiences, children's jazz shows and a pop-up bar.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$61,000	\$30,000	\$20,000	Yes	Waste Parks Rangers Marketing
Sponsorship History	\$15,000 in 2021/22				
Compliant EOI?	Yes				
Administration Recommendations	Perth International Jazz Festival have successful build a well-loved community jazz picnic at Hyde Park. The assessment by Administration shows that the application directly aligns with the Arts Development Action Plan deliverable to establish a thriving jazz precinct.				



CITY OF VINCENT

Event Sponsorship

Event Name	Twilight Christmas Market
Event Date	10 December 2022
Event Location	St Albans Church Highgate
Event Organiser	Beaufort Street Network

Event Description	The event begins with the Beaufort Street Christmas Pageant where members of the community join in local groups to parade down Beaufort Street from Mary Street to the church where they are met with the markets. The markets are made up local retail and food stalls, free kid's activities, a licensed area, bands and other entertainment.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$15,000	\$13,000	\$5,000	No	Waste Rangers Marketing
Sponsorship History	\$15,000 in 2021/22 for Beaufort Street Network events				
Compliant EOI?	Yes – note application was received late (Wednesday 16 March)				
Administration Recommendations	Beaufort Street Network propose to engage local food businesses, schools and dance groups to attend the Christmas Market. Over the years there has been no increased attendance to the pageant and no identified benefit to local businesses. It would be encouraged to remove the road closure element of the event and bring the market further into the town center utilising Mary Street Piazza.				



CITY OF VINCENT

Event Sponsorship

Event Name	Pride Fairday
Event Date	13 November 2022

Event Location	Hyde Park Perth				
Event Organiser	Pride WA				
Event Description	Fairday is a hallmark event in the annual PrideFEST and is a massive outdoor celebration of the LGBTQIA+ community. In 2021, Fairday broke attendance records with an estimated 15,000 attendees, 100+ community and food stalls, free performances, a dog show and free amusements for children making it a truly inclusive, family-friendly event. Feedback received in 2021 was overwhelmingly positive and 2022 will be set to be bigger, better and more inclusive to invite the broader community to Vincent.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$60,000	\$30,000	\$20,000	Yes	Waste Parks Rangers Marketing
Sponsorship History	\$15,000 in 2021/22				
Compliant EOI?	Yes				
Administration Recommendations	Pride Fairday saw huge success in 2021 with the return of the fair to Hyde Park and made it accessible for all with free entry. Pride WA aim to create a bigger and better Pride Fairday in 2022 with a family friendly inclusive event.				



CITY OF VINCENT

Event Sponsorship

Event Name	Party on The Pitch – New Years Eve
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Event Date	31 December 2022				
Event Location	Litis Stadium				
Event Organiser	Floreat Athena				
Event Description	With very few new year's events catered towards families, Floreat Athena are proposing a free new year celebration with music, entertainment and activities for children. People will be invited to bring picnics or purchase food and drinks from the stadium and the bar cart.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$25,000	\$15,000	\$10,000	Yes	Waste Parks Rangers Marketing
Sponsorship History	\$10,000 in 2021/22				
Compliant EOI?	Yes				
Administration Recommendations	With littler offerings for families on New Years Eve, Floreat Athena propose to engage other sporting clubs to come together for a family friendly event for the Mt Hawthorn community. Performances will be by local bands and food offerings from local traders.				



CITY OF VINCENT

Event Sponsorship

Event Name	Hyde Fair Day				
Event Date	5 March 2023 – 6 March 2023				
Event Location	Hyde Park Perth				
Event Organiser	Rotary Club of North Perth				
Event Description	The Hyde Park Fair has established itself as the longest running free community fair in Perth offering market stalls, food trucks, amusement rides, multicultural performances, live music and entertainment. The two-day event draws a crowd of approximately 40,000 people from both the Vincent community and the broader Perth area. The theme for next years event will be celebrating the 35 th event with community and culture.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$138,000	\$20,000	\$15,000	Yes	Waste Parks Rangers Marketing
Sponsorship History	\$15,000 in 2021/22				
Compliant EOI?	Yes				
Administration Recommendations	The assessment by Administration identified that the Rotary Club of North Perth has the capacity to deliver this event and the event demonstrates ongoing community support. It is not recommended sponsorship be increased as an established event is advised additional sponsorship is sourced, and the City provides a wide range of in-kind support for to the Fair.				



CITY OF VINCENT

Event Sponsorship

Event Name	Neon Picnic				
Event Date	11 March 2023				
Event Location	Hyde Park Perth				
Event Organiser	RTRFM				
Event Description	Neon Picnic is a family friendly outside broadcast featuring live bands, DJs, kids activities. With five live bands playing and RTRFM presenters presenting Global Rhythm Pot, Homegrown and Drastic on Plastic between those bands live on stage and broadcast on 92.1. There are a range of kid's activities, arts and crafts, dress ups and Drag Story Time, food trucks and a licensed bar. The event is a chance for listeners, old and new, to relax and listen to local music in a family friendly environment.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$20,000	\$10,000	\$10,000	Yes	Waste Parks Marketing
Sponsorship History	\$10,000 in 2021/22				
Compliant EOI?	Yes				
Administration Recommendations	The assessment by Administration noted RTRFM have a large demographic of listeners in Vincent and being situated on Beaufort Street, provides a fundamental link to the City of Vincent and Mt Lawley.				



CITY OF VINCENT

Event Sponsorship

Event Name	St Patricks Day Festival				
Event Date	17 March 2023				
Event Location	Leederville Oval				
Event Organiser	St Patrick's Day WA				
Event Description	St Patrick's Day is a chance for Irish culture and tradition to be celebrated with a Parade through Leederville and family friendly celebration at Leederville Oval. The Australian/Irish community connection has been strong for years and is set to be a popular event after being cancelled three years in a row due to COVID. The St Patrick's Day Festival offers the Irish community a sense of home and culture away from Ireland.				
Event is Free	Children free, Adults \$10				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$190,000	\$30,000	\$20,000	Yes	Waste Parks Rangers Marketing
Sponsorship History	\$20,000 in 2021/22				
Compliant EOI?	Yes				
Administration Recommendations	It was identified the St Patrick's Day Festival would provide a range of economic benefits to Leederville with increased trade and broad exposure due to the event being cancelled three years in a row and the lack of ability for the Irish people to travel home, this would drive a significant increase in attendees and community involvement in the festival.				



CITY OF VINCENT

Event Sponsorship

Event Name	Urban Wine Walk				
Event Date	1 April 2023				
Event Location	Leederville				
Event Organiser	Neighbourhood Events Co				
Event Description	Urban Wine Walk is a self-guided wine-tasting experience designed for groups of friends to enjoy together on a Saturday afternoon. Neighbourhood Events Co hand-pick local bars and restaurants within walking distance and line up a series of tastings at every destination and each participant is provided a \$10 voucher to use towards food and drinks at venues on the tour. Smart travel is encouraged and is open and accessible to all participants over 18.				
Event is Free	\$75				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$12,000	\$4,500	\$4,500	No	Marketing
Sponsorship History	N/A				
Compliant EOI?	Yes				
Administration Recommendations	Urban Wine Walks have demonstrated success around Australia and New Zealand as their concept increases the economic benefit of local hospitality venues by boosting the patronage visiting local business, encouraging financial spend and creating a fun experience that it encourages repeat patronage in the future.				



CITY OF VINCENT

Event Sponsorship

Event Name	City of Vincent Match				
Event Date	7 April 2023				
Event Location	Leederville Oval				
Event Organiser	Subiaco Football Club				
Event Description	The annual City of Vincent match, dual branded by Subiaco Football Club and City of Vincent. WAFL match will be run in conjunction with the city on Good Friday, with a Family Pass distributed to encourage patronage to Leederville on Good Friday.				
Event is Free	Free for Vincent Residents				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$10,000	\$7,500	\$7,000	No	Marketing
Sponsorship History	\$7,500 in 2021/22				
Compliant EOI?	Yes				
Administration Recommendations	The City has developed a long standing relationship with Subiaco Football Club with this being the 6 th year of the City of Vincent Match. The event targets Vincent residents with free tickets to all house holds and encourages patronage in Leederville before and after the match.				



CITY OF VINCENT

Event Sponsorship

Event Name	Pickle Lit				
Event Date	5 May 2023				
Event Location	Pickle District, West Perth				
Event Organiser	The Pickle District				
Event Description	Pickle Lit puts the spotlight on a district which is rich in creative industries and local history. The 'art crawl' style event includes a wide variety of artforms such as art exhibitions, live music, dance, light projections, laneway and back-alley activation, roving theater, sculpture and workshops.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$100,000	\$40,000	\$30,000	Yes	Waste Rangers Marketing
Sponsorship History	\$25,000 in 2021/22				
Compliant EOI?	Yes				
Administration Recommendations	Pickle Lit has established itself as a high-quality all-encompassing art crawl event showcasing art organisations in the west end. The Pickle District recognise the need to broaden their audience and will be targeting a diverse range of attendees from school students, young people, families and art enthusiasts to lift the lid on the Pickle District.				

11.5 ADVERTISING OF AMENDED POLICY - RECOVERY OF DEBTS, RATES AND SERVICE CHARGES POLICY

Attachments: 1. **Recovery of Debts, Rates and Service Charges Policy**  

RECOMMENDATION

That Council APPROVES the proposed amendments to the Recovery of Debts, Rates and Service Charges Policy, at Attachment 1, for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the proposed amendments to the Recovery of Debts, Rates and Service Charges Policy as detailed at **Attachment 1**.

BACKGROUND:

At its 8 June 2010 meeting, Council adopted its [Recovery of Debts, Rates and Service Charges Policy 1.2.13](#) (Policy).

The Policy was developed to provide guidelines for the process of debt collection of outstanding debts, recovery of rates and service charges and the charging of interest in relation to those debts.

The requirement of provisions outlined in clause 1.3 of the [Policy Development and Review Policy](#) were presented to Council Members through the monthly Policy Paper in May 2022. No feedback was received.

DETAILS:

Residents have a shared obligation to contribute equitably to the delivery of services. The proposed Policy outlines the process for an effective and efficient collection of outstanding rates and services charges. The City will apply fundamental guidelines in facilitating the appropriate management of its debt collection practices in accordance with relevant legislation and legal requirements.

The Policy guides the process required to meet legislative obligations governing debt recovery and the possession of land in order to recover rates and service charges.

The Policy aligns with Department of Local Government, Sport and Cultural Industries (DLGSC) [operational guideline](#) for the possession of land for recovery of rates and services charges, comparative industry standard and the Western Australian Local Government Associations (WALGA's) [guidance](#) for the implementation of the financial hardship provisions.

The outcome of Administration's review of the Recovery Debts, Rates and Service Charges Policy is as follows:

1. Introduction and purpose

The Policy has been updated to align with the City's approved policy template. It includes minor amendments to the layout to facilitate these changes.

A Policy Statement has been included to note that the City will take appropriate action to ensure the collection of rates and service charges, using the relevant legislative and legal processes, in accordance with the *Local Government Act 1995* and *Civil Judgements Enforcement Act 2004*. The City will consider all requests with making payments and have regard to individuals experiencing financial hardship.

2. Updated policy objective

Administration is proposing an updated objective to align with existing principles and regulatory requirements.

3. Financial hardship

In 2020/21 the City adopted Financial Hardship Guidelines. These guidelines outline the definition and process to assist rate payers experiencing financial hardship. Clause 7 has been added to guide ratepayers in such circumstance and to outline the support that the City will offer.

4. Guidelines and Procedures

The guidelines and procedures have been removed from the Policy and replaced as a summary of the legal processes at clause 1 & 2.

Final discretionary collection action, by way of email or phone call, has been added as clause 1 & 2 to present a final opportunity to clear the debt before proceeding with further legal action.

The legal processes have not changed but are added to the Policy for clarity and transparency.

5. The Complaints process

An additional policy provision at clause 8 has been added to direct ratepayers to the complaints process and procedure.

CONSULTATION/ADVERTISING:

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

- notice published on the City's website;
- notice posted to the City's social media;
- notice published in the local newspapers;
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre; and

Public notice of this proposed new policy will be provided from early June 2022.

LEGAL/POLICY:

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

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

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to undertake community consultation of the proposed amended Policy.

STRATEGIC IMPLICATIONS:

This does not contribute to the City's *Strategic Community Plan 2018-2028*.

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:

Debts are to be pursued within the relevant statutory limitation periods to maximise recoverability. Debt is monitored regularly, and necessary regular provisions made to recognise unrecoverable debt. Actions for writing off bad debts (other than rates and service charges) should only take place where all avenues for recovery have been exhausted or it becomes unviable to keep pursuing the debt.

COMMENTS:

The amended Policy will provide clarification on responsibilities within the organisation that will ensure that the policy is understood and adhered to.

The Policy will be supported by procedures to ensure compliance with legislative requirements.

RECOVERY OF DEBTS, RATES AND SERVICE CHARGES POLICY



CITY OF VINCENT

Legislation / local law requirements	<p><i>Local Government Act 1995</i>, sections: 6.12, 6.45(3), 6.51(1), 6.56, 6.60 and 6.64.</p> <p><i>Local Government (Financial Management) Regulations 1996</i>, sections: 70, 72, 73 and 74.</p> <p><i>Rates and Charges (Rebates and Deferments) Act 1992</i>.</p> <p><i>Civil Judgements Enforcement Act 2004</i></p>
Relevant delegations	<p>2.2.22 Agreement as to payment of rates and service charges.</p> <p>2.2.24 Recovery of rates or service charges</p> <p>2.2.25 Recovery of rates debts – require lessee to pay rent</p> <p>2.2.26 Recovery of rates debts – action to take possession of the land</p>
Related policies, procedures and supporting documentation	Financial hardship guidelines

PRELIMINARY

INTRODUCTION

Residents of the City of Vincent (City) have a shared obligation to contribute equitably to our community and to funding the delivery of services. The City will take all appropriate and reasonable action to recover outstanding rates, debts and service charges in accordance with relevant legislation and legal requirements.

The City also recognises that residents' financial circumstances may change from time to time and some may experience financial hardship. the City has Financial Hardship provisions in place to support residents during these times.

The City will ensure that its debt collection procedures for outstanding rates, debts and service charges are undertaken in a fair, equitable and consistent manner and have regard to individuals' circumstances.

PURPOSE

The purpose of this policy is to outline the City of Vincent's process for efficient and effective collection of outstanding rates and services charges.

RECOVERY OF DEBTS, RATES AND SERVICE CHARGES POLICY



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OBJECTIVE

To establish the governance principles and guidelines for the fair, timely and efficient collection of outstanding debts, recovery of rates, service charges and the charging of interest in relation to those debts, in accordance with the provisions of the *Local Government Act 1995*.

SCOPE

This Policy applies to all:

- Employees of the City and agents authorised to perform debt recovery services on behalf of the City;
- Ratepayers with overdue balances;
- Sundry debtors with overdue balances.

POLICY PROVISIONS

DEFINITIONS

Rates Debtors

A rates debt is secured through a charge against the land.

Sundry Debtors

A sundry debt is an unsecured debt for services provided by the City.

Negotiated Special Payment Arrangement (SPA)

A negotiated Special Payment Arrangement is a binding arrangement between the Debtor or Ratepayer and the City, whereby the debt is progressively paid in agreed instalments over a period of time, by amounts that are mutually agreed between the two parties. The City commits not to commence debt recovery when an SPA is in place and complied with.

POLICY

1. Rates Debtors.

The following process is to be followed for the recovery of outstanding rates and service charges:

Final/Reminder Notice - issued to all ratepayers with an outstanding balance fourteen (14) days after the due date. Ratepayers will have fourteen (14) days in which to respond.

RECOVERY OF DEBTS, RATES AND SERVICE CHARGES POLICY



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Notice of Intention to Summons - issued by the City's Debt Collection Agency to rate payers who will have fourteen (14) days to pay in full or alternatively enter into a special payment arrangement with the City.

Final discretionary collection action (call, sms or email campaign) - will be the final attempt to contact the ratepayer providing a final opportunity to clear the debt before proceeding with further legal action.

General Procedure Claim (GPC) – failure to make any payment or appropriate arrangement for payment will result in the processing of a GPC. This is a court document, served by a Bailiff to initiate legal action for the collection of the unpaid debt. This action will affect the ratepayers credit rating.

When a GPC is unable to be served, or the Bailiff cannot access the property, or the property is vacant, a "skip trace" will be completed to verify the residential address of the owner. If required, a Substituted Service Claim can be filed at court to have the General Procedure Claim issued via post to the verified residential address of the owner.

Enforcement - in accordance with the *Civil Judgments Enforcements Act 2004*, if the ratepayer fails to acknowledge the service of the Claim, the Debt Collection Agency may be requested to issue a:

- a. Means Enquiry Summons (MES) if the owner resides in the Metropolitan area. The defendant is summoned to appear at Court to be examined for their ability to pay.
- b. Property Seizure & Sale Order (PSSO) over Goods will allow the Bailiff to seize goods to the value of the debt. Goods must be of significant value, this is a "paper seizure".
- c. Property Seizure & Sale Order (PSSO) over Land will authorise the Bailiff to seize and sell interest in the debtor's land in order to pay the outstanding debt. The property can only sell where there is sufficient equity in the property.

Seizure of Rent (Section 6.60) - when a property is leased or rented a notice will be served on the lessee requiring the lessee to pay to the City of Vincent the rent due under the lease/tenancy agreement until the amount in arrears has been fully paid.

Sale of Land (Section 6.64) - where Rates and Service Charges are outstanding for a period of three (3) years or more, the City may:

- a. from time to time lease the land;
- b. sell the land;
- c. have the land transferred to the City of Vincent;
- d. have the land transferred to the Crown; or

RECOVERY OF DEBTS, RATES AND SERVICE CHARGES POLICY



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- e. sell the land as per the *Local Government Act 1995* - Section 6.64.

2. Sundry Debts (other than Rates and Service Charges)

This policy applies to all invoices raised in respect of non-rate and service charges debtors.

It is acknowledged that the terms of payment for each invoice may vary depending on the goods or service acquired. If the invoice is not paid by the due date, the following process will commence:

Final/Reminder Notice – to be issued to the debtor alerting them to their unpaid invoice. Payment is expected within fourteen (14) days of the issue date of this Reminder Notice.

Review debt - if invoice remains unpaid, a review of the circumstances will be discussed with the relevant department to ensure that the next actions are appropriate, giving due consideration to all issues which have led to the debt being overdue and unpaid.

Final discretionary collection action - a friendly reminder by way of a phone call or email will be the last effort requesting immediate payment before proceeding with further legal action. If invoice remains unpaid after last effort, the case is forwarded to the City's debt collection agency.

Notice of Intention to Summons - issued - a Demand Letter will be sent to the debtor advising that if payment is not made within fourteen (14) days of the date of the notice, then further action may be taken to recover the debt, which could involve legal action. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.

Other action which may be taken

The following list of actions may also be initiated against defaulting sundry debtors, who do not respond to normal requests for payment:

- a. Commencement of Court proceedings to recover the outstanding monies;
- b. Rescinding any seasonal hall/reserve booking licence;
- c. Refusing further hire of facilities;
- d. Request "up-front" bonds for future dealings with the City, which may be used to offset against the outstanding debt;
- e. Offset of any City contributions owing to the personal entity against, any outstanding debt;
- f. Report to the Council to consider cancellation of a Lease Agreement.

RECOVERY OF DEBTS, RATES AND SERVICE CHARGES POLICY



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3. Debt – Fines, Prosecutions and Infringements

Should a debtor fail to pay within the initial 28 day period, the following debt collection process will commence;

Reminder Notice - the debtor's information is collected through the Department of Transport and a reminder notice is issued allowing a further 28 days to pay.

Demand letter - a final demand is issued along with an additional late fee. The City will allow a further 28 days to pay.

Other action which may be taken - failure to pay results in the infringement being forwarded to the Fines Enforcement Registry (FER) for collection along with an additional collection fee. There are serious consequences for not paying fines and infringements in WA, including driver's licence suspension, vehicle immobilisation, vehicle licence cancellation and seizure and sale of your property.

4. Application for Special Payment Arrangement

Persons experiencing difficulties in paying their debts by the specified date, can apply to the City to enter into a Negotiated Special Payment Arrangement.

- a. Applicants are required to complete a Negotiated Special Payment Arrangement form and provide sufficient documentation regarding their financial position to support their application.
- b. Where a ratepayer defaults on their arrangement, legal action will commence to collect the outstanding debt.

5. Rates or Services Charges Recoverable in Court

If a rate or service charge remains unpaid after it becomes due and payable;

- a. the City may recover the outstanding debt, as well as the cost of proceedings, if any, for that recovery, in a court of competent jurisdiction.
- b. Rates or service charges due by the same person to the City may be included in one writ, summons, or other process.

6. Interest on overdue monies

Interest may be calculated on the total outstanding debt once it has exceeded the due date. The rate of interest imposed is that as determined by the Council as prescribed in the Annual Budget and in accordance with Section 6.13 of the *Local Government Act 1995*.

RECOVERY OF DEBTS, RATES AND SERVICE CHARGES POLICY



CITY OF VINCENT

7. Financial Hardship Provisions

The City provides guidance and support to ratepayers experiencing financial hardship. You will be considered to be in financial hardship if paying your rates and service charges will affect your ability to meet your basic living needs.

The City may:

- a. Identify ratepayers in financial hardship.
- b. Establish a payment plan if you need flexibility with paying your rates.
- c. Waive interest and additional charges.
- d. Suspend debt recovery while assessing your financial hardship application if you comply with the payment plan agreed with the City.
- e. Always maintain confidential communication.
- f. Assist you to connect with financial support services provided by Federal and State Government agencies.

The City's financial hardship guidelines are reviewed annually.

8. Complaints Process

In the event of an Applicant being dissatisfied with the City's decision, they may request a review by the Chief Executive Officer in accordance with the Council's Policy No. 4.1.3 Customer Service Complaints.

OFFICE USE ONLY	
Responsible Officer	Coordinator Rates and Receivables
Initial Council Adoption	08/06/2010
Previous Title	N/A
Reviewed / Amended	29 April 2022
Next Review Date	30/06/2026

11.6 RECONCILIATION ACTION PLAN WORKING GROUP - TERMS OF REFERENCE AND NOMINATION

- Attachments:**
1. **DRAFT Terms of Reference - Reconciliation Action Plan Working Group** [↓](#)
 2. **Reconciliation Action Plan Working Group - Nomination - June 2022 - Confidential**

RECOMMENDATION:**That Council:**

1. **ADOPTS** the Terms of Reference of the City's Reconciliation Action Plan Working Group (RAPWG) (at Attachment 1).
2. **RECIEVES** the community nomination for applicant 1, as detailed at Confidential Attachment 2, for the City's RAPWG.
3. **APPOINTS** applicant 1 as a community representative to the City's RAPWG for a term expiring on 21 October 2023.

PURPOSE OF REPORT:

For Council to adopt the Terms of Reference for the City's Reconciliation Action Plan Working Group (RAPWG) and to appoint a community representative to the vacant position on the City's RAPWG.

BACKGROUND:

1. At the 9 February 2010 Council Meeting (Item 9.4.7), a policy to govern advisory groups was adopted ([Policy 4.2.12 – Advisory Groups](#)). This Policy formalised the City's position in respect to the advisory groups.

The key provisions of the Policy are:

- advisory groups are to facilitate community input and involvement and provide advice and support on strategic, special interest and operational activities;
- advisory groups will act in an advisory capacity only and can only consider matters referred to it by the Council;
- the meetings will be conducted in an informal matter and will occur as required;
- the Council is to appoint a Chairperson for each advisory group, who will preside at the meetings;
- the minutes of the advisory groups' meetings are to be reported to Council, any recommendations should be consistent with the City's operational and strategic planning and within the City's staff resourcing;
- any items dealt with by the advisory group will not be implemented until Council has made a decision on the item;
- the City's Code of Conduct applies to all advisory group members;
- members need to be aware of financial, proximity and impartiality conflicts of interest and declare these and remove themselves from the discussion as appropriate;
- the term of membership is usually for two years, aligning with the local government ordinary election cycle;
- if a member of an advisory group fails to attend three consecutive meetings, without an approved leave of absence, their appointment is automatically terminated; and
- the operations of each advisory group are to be reviewed every two years, or sooner as required.

At the November 2021 Council meeting, Elected Members and community representatives were appointed to the RAPWG, and meetings commenced in January 2022.

DETAILS:**Reconciliation Action Plan Working Group Terms of Reference**

The RAPWG met and agreed on the group's draft Terms of Reference on 2 May 2022.

The changes in the Terms of Reference represent the RAPWG feedback in that Aboriginal people should have the opportunity to contribute to the leadership and management of the group. The changes will also improve alignment with the City's [Reconciliation Action Plan 2019-2021](#).

The main changes were:

- that community members on the group are Aboriginal or Torres Strait Islander
- to allow up to two Chairs and to encourage community representatives to act as Chair
- to reflect the policy that members cannot miss more than three consecutive meetings.

Reconciliation Action Plan Working Group Community Representative Nomination

At Council Meeting on 16 November 2021 four (4) community members were appointed to the City's RAPWG.

The current *Reconciliation Action Plan Working Group Terms of Reference* detail that membership can include up to seven (7) community representatives.

The City has recently received a community representative nomination, as detailed at Confidential Attachment 2, for the City's RAPWG.

Administration has assessed the nomination and while Council Policy 4.2.12 provides that vacancies should be filled by calling for nominations, Administration recommends that applicant 1 is directly appointed to this position given their experience, knowledge, and the current number of community representative vacancies on the RAPWG.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The membership requirements for Advisory Groups are set out in clause 10 of the City's [Policy 4.2.12 – 'Advisory Groups'](#).

Policy 4.2.12 will be reviewed over the coming year, with the following issues considered:

- selection criteria and minimum requirements for community members;
- quantitative methodology for the evaluation and selection (weighted criteria); and
- membership numbers.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the Terms of Reference and to appoint the recommended nominee to the RAPWG.

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.

Innovative and Accountable

We are open and accountable to an engaged community.

PUBLIC HEALTH IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

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



TERMS OF REFERENCE

1. AIMS

The Working Group is intended to identify issues and topics of importance of surrounding the development and implementation of Reconciliation Action Plans as adopted by the City of Vincent.

2. OBJECTIVES

The objectives of the Working Group are to provide recommendations and agree on actions to be taken by the City relating to:

- 2.1 The establishment of collaborative/consultative processes to ensure our community and staff remain engaged and focused on the importance of reconciliation.
- 2.2 The implementation of specific actions and deliverables as identified within the City of Vincent Reconciliation Action Plan in accordance with agreed timelines.
- 2.3 The development of future Reconciliation Action Plans and associated strategic documents.

3. MEMBERSHIPS

The City of Vincent will seek a diverse range of community members to ensure a broad spectrum of ideas are considered.

The maximum number of members is 13

The membership of the Working Group shall comprise the following persons with only those persons appointed under clauses 3.1 and 3.2 being eligible to vote:

3.1 Up to Three (3) Council Members

3.2 Up to Seven (7) Aboriginal and Torres Strait Islander Community Representatives

Up to seven (7) Aboriginal and Torres Strait Islander Community Representatives from any one or more of the following categories as determined by Council:

- individuals who live within the City of Vincent;
- individuals who work within the City of Vincent;
- individuals who have connection to the City of Vincent.

3.3 Up to Three (3) City Officers

The appropriate Director and Manager as determined by the Chief Executive Officer.

Other individuals, groups and organisations may be invited to attend Working Group meetings for a specific purpose from time-to-time.

3.4 Chairperson

There should be a Chairperson or Co-Chairpersons for the Working Group.

The Group can nominate up to two (2) Aboriginal or Torres Strait Islander individuals as Co-Chairs, one Aboriginal or Torres Strait Islander individual as Chairperson, or an Aboriginal or Torres Strait Islander individual and one Councillor as Co-Chairs. If no Aboriginal or Torres Strait Islander members nominate, then the Chair will be held by a Councillor.

The roles and responsibilities of the Chairperson and Co-Chairpersons are:

- review Minutes and Agenda before being circulated to the Group;
- open meetings;
- time management during meetings, including moving items to be actioned;
- attend relevant stakeholder meetings or meetings with Elders when appropriate.

4. MEETINGS

The Working Group shall meet as required. At the first meeting the Working Group shall determine a Schedule of Meetings dates for the remainder of the years (these dates are to be included in the City's calendar of events).

A minimum of six (6) members must be present to achieve a quorum for meetings.

Members must not be absent for more than three (3) consecutive meetings as outlined in the Advisory Groups Policy unless a leave of absence has been granted and approved by the Working Group.

5. ADVISORY GROUPS

This Working Group shall operate in accordance with the City's Advisory Groups Policy.

Commencement Date:	TBC
Amended:	26 October 2017, 29 June 2018, 7 April 2020, June 2022
Review Date:	June 2022
File Ref:	D20/22747

11.7 DRAFT INNOVATE RECONCILIATION ACTION PLAN

Attachments: 1. Draft Innovate Reconciliation Action Plan 2022-2024  

RECOMMENDATION:**That Council**

1. **AUTHORISES** the Chief Executive Officer to advertise the draft Innovate Reconciliation Action Plan for public comment for a period of 21 days.
2. **NOTES** that the draft Innovate Reconciliation Action Plan is subject to endorsement by Reconciliation Australia.
3. **NOTES** that the draft Innovate Reconciliation Action Plan will be subject to further formatting and styling, as determined by the Chief Executive Officer, prior to publication.
4. **NOTES** that a further Report will be submitted to Council at the conclusion of the public comment period in regard to any written submission received.

PURPOSE OF REPORT:

To receive the draft Innovate Reconciliation Action Plan 2022-2024 **at Attachment 1** and authorises advertising for public comment, prior to Council's consideration and adoption.

BACKGROUND:

The draft Innovate Reconciliation Action Plan 2022-2024 is the third Reconciliation Action Plan (RAP) developed by the City of Vincent.

There are four types of RAP, determined by Reconciliation Australia, to reflect the stages of reconciliation progress, being Reflect, Innovate, Stretch and Elevate. The City of Vincent began its reconciliation journey in 2017 with a Reflect RAP and progressed to an Innovate RAP in 2019.

Through action plans focused on building relationships, respect and opportunities with Aboriginal and Torres Strait Islander peoples the City has successfully connected with Aboriginal people and businesses to incorporate Noongar culture and tradition into our workplace and communities.

Throughout our previous two RAPs, the City has strengthened its relationship with the local Noongar Elders, community and celebrated Noongar culture and tradition through numerous events, activities and workshops. Inwardly Administration has created a more empathetic and culturally sensitive workplace and has increased our procurement from Aboriginal businesses.

The development of this RAP has included consultation with Reconciliation Australia, and been designed in partnership with the RAP Working Group (RAPWG), internal staff, stakeholder groups and Aboriginal Elders.

DETAILS:

A RAP includes actions under three main themes – Relationships, Respect and Opportunities.

To ensure RAPs are consistent Australia wide, organisations are provided with a template and a selection of actions that match the stage of RAP they are on and encouraged to expand on these actions to reflect their local community.

There are 80 actions in the draft Innovate RAP.

There has been a lengthy consultation process for this draft RAP, primarily with the City's RAPWG, Internal RAP Working Group, Reconciliation Australia and an Elders Group called the Bridyas.

The City's current RAPWG includes Cr Loden, Cr Hallett and Cr Worner, four Aboriginal community representatives and officers from the Community & Business Services Directorate.

An Elders Group called the Bridyas (bosses) has been established to help guide the development of the draft RAP and to continue to provide high level guidance on matters concerning Aboriginal people, the group includes several Elders who also sit on the City of Perth Elders Group.

Reconciliation Australia is an independent not-for-profit organisation. They are the lead body on reconciliation in Australia and support hundreds of organisations to participate in the RAP program, and importantly, must formally review and endorse the RAP prior to implementation.

DISCUSSION POINTS:

Some key actions of the Draft RAP that expand on our previous two plans include:

- working in partnership with other organisations to address homelessness
- work collaboratively with neighbouring local governments, acknowledging our boundaries have little meaning to Aboriginal people
- provide opportunities for Elders and Aboriginal people to participate in truth telling about Aboriginal and Torres Strait Islander peoples experiences
- host regular events or workshops throughout the year or in line with the Noongar Six Seasons to promote cultural awareness
- change the names of the City of Vincent meeting rooms to align with Noongar language and incorporate Noongar artwork
- revive traditional names of parks and reserves
- explore Aboriginal names for unnamed places or laneways.
- develop a framework for a heritage trail of our significant sites
- commission a significant Noongar artwork in a prominent City location
- develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy
- meet an employment target of 3% of staff who identify as Aboriginal or Torres Strait Islander
- develop and implement a strategy to achieve 3% procurement from Aboriginal and Torres Strait Islander owner businesses.

CONSULTATION/ADVERTISING:

There has been a collaborative approach to the design of the Draft RAP. The main contributors to this RAP have been firstly the City's RAPWG and then an Elders Group called the Bridyas.

Development of the second Innovate RAP commenced in March 2021 with a RAP Working Group Workshop facilitated by Kambarang Consulting. This enabled the Working Group to review reconciliation activities and outcomes through the last Innovate RAP, and identify what additional actions will ensure Noongar culture and tradition is further embedded within the Vincent community. The recommendations from the workshop were included in a draft RAP.

The RAPWG also advocated to ensure that Elders are voices are included and Elders have more involvement in our RAP than previously versions, as they are the appropriate people who can speak on behalf of the local Aboriginal community.

There were three meetings held with the Bridyas Elders group, facilitated by Kambarang Consulting between February - April 2022 to codesign the Draft RAP.

Reconciliation Australia have also provided advice and guidance in the creation of this RAP and will be sent this draft for conditional approval.

It is proposed that the draft Innovate RAP be released for public comment for a period of 21 days, including discussions with community members at our planned NAIDOC Week activities that will run in early July.

Comments on the draft RAP will be presented to Council when submitted for final endorsement and Administration will also seek final endorsement from the Bridyas Elders and Reconciliation Australia.

LEGAL/POLICY:

There is no legal requirement to have a Reconciliation Action Plan.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to establish a Reconciliation Action Plan.

STRATEGIC IMPLICATIONS:

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

Connected Community

We recognise, engage and partner with the Whadjuk Noongar people and culture.

SUSTAINABILITY IMPLICATIONS:

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

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

PUBLIC HEALTH IMPLICATIONS:

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

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

FINANCIAL/BUDGET IMPLICATIONS:

The various actions and deliverables within the draft Innovate RAP have been included within the draft 2022/23 operating budget, and will also need to be considered within subsequent financial year budgets

COMMENTS:

The City of Vincent's second Innovate RAP continues our commitment to reconciliation, understanding and respect for Aboriginal and Torres Strait Islander peoples with a specific focus on building relationships with Noongar Elders, business and the local community as well as further commitment to Aboriginal procurement and employment.

The commitments within this RAP will allow the City to gain an even deeper understanding of our sphere of influence and achieve our unique vision for reconciliation. Successful implementation of the actions and deliverables within the Innovate RAP will directly inform future progression to a 'Stretch' RAP.



CITY OF VINCENT

INNOVATE

RECONCILIATION ACTION PLAN

2022 – 2024



BERRUNG, Charmain Cole

Acknowledgement Of Country

The City of Vincent acknowledges the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present.

We recognise the unique and incomparable contribution the Whadjuk people have made and continue to make to our culture and in our community. We will continue to seek the input of the Traditional Owners.

The land on which we live, meet and thrive as a community always was and always will be Noongar land.



Noongar people are the Traditional Owners of the South West of Western Australia. While Noongar is identified as a single language there are variations in both pronunciation and spelling – Noongar, Nyungar, Nyoongar, Nyoongah, Nyungah, Yungar and Noonga. The City of Vincent uses 'Noongar' which is reflected throughout this document except when specifically referring to an external organisation that utilises alternative spelling.

Warning: Aboriginal and Torres Strait Islander readers are advised that this document may contain references to, or images of, people who are now deceased.

Message from the City of Vincent Bridyas

Mayor's Message



***Emma Cole
Mayor***

CEO's MESSAGE



David MacLennan
CEO

**MESSAGE FROM RECONCILIATION AUSTRALIA CEO KAREN MUNDINE**

Reconciliation Australia commends City of Vincent on the formal endorsement of its second Innovate Reconciliation Action Plan (RAP).

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement.

With over 2.3 million people now either working or studying in an organisation with a RAP, the program's potential for impact is greater than ever. City of Vincent continues to be part of a strong network of more than 1,100 corporate, government, and not-for-profit organisations that have taken goodwill and transformed it into action.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously strengthen reconciliation commitments and constantly strive to apply learnings in new ways.

An Innovate RAP is a crucial and rewarding period in an organisation's reconciliation journey. It is a time to build the strong foundations and relationships that ensure sustainable, thoughtful, and impactful RAP outcomes into the future.

An integral part of building these foundations is reflecting on and cataloguing the successes and challenges of previous RAPs. Learnings gained through effort and innovation are invaluable resources that City of Vincent will continuously draw upon to create RAP commitments rooted in experience and maturity.

These learnings extend to City of Vincent using the lens of reconciliation to better understand its core business, sphere of influence, and diverse community of staff and stakeholders.

The RAP program's emphasis on *relationships*, *respect*, and *opportunities* gives organisations a framework from which to foster connections with Aboriginal and Torres Strait Islander peoples rooted in mutual collaboration and trust.

This Innovate RAP is an opportunity for City of Vincent to strengthen these relationships, gain crucial experience, and nurture connections that will become the lifeblood of its future RAP commitments. By enabling and empowering staff to contribute to this process, City of Vincent will ensure shared and cooperative success in the long-term.

Gaining experience and reflecting on pertinent learnings will ensure the sustainability of City of Vincent's future RAPs and reconciliation initiatives, providing meaningful impact toward Australia's reconciliation journey.

Congratulations City of Vincent on your second Innovate RAP and I look forward to following your ongoing reconciliation journey.

Karen Mundine
Chief Executive Officer
Reconciliation Australia

Our vision for reconciliation

To stand side by side as one community.

Our Journey

The City of Vincent is located on the lands of the Whadjuk people of the Noongar nation, and many of the places and waterways in Vincent hold great significance to local Aboriginal people.

A community group called the Vincent Reconciliation Group formed in 2000, who advocated for reconciliation in the Vincent area.

The City of Vincent embarked on a journey of reconciliation formally in 2017 with the Reflect Reconciliation Action Plan, showing committed to taking part in organisational and community activities and initiatives to ensure greater reconciliation between Aboriginal and non-Aboriginal people.

We acknowledge the great contribution that Aboriginal and Torres Strait Islander peoples make to our history, culture and country, and we celebrate the strength and resilience within our local Aboriginal communities.

As an organisation, we are committed towards reaching greater reconciliation, building strong and meaningful relationships with the local Aboriginal community, attracting and retaining Aboriginal staff and supporting local Aboriginal businesses.

This RAP aims to continue to build on the meaningful relationships we have developed during the implementation of our Reflect RAP and our first Innovate RAP and continue to grow our community's awareness and appreciation of Aboriginal culture, as well as our sense of pride in our rich Noongar history and tradition.

Our business

The City of Vincent is an inner-city local government located on the land of the Whadjuk Noongar people, with access to the Derbal Yerrigan (Swan River) in East Perth. Covering over 11.3 square kilometres and encompassing North Perth, Leederville, Highgate, Mount Hawthorn and parts of East Perth, West Perth, Perth, Mount Lawley. The City has nine significant Noongar sites located within our local area, including:

- Weld Square
- Hyde Park
- East Perth Power Station
- The Derbal Yerrigan (Swan River) at Banks Reserve
- Stones Lake
- Robertson Park
- Carr Street
- Former Lake Monger Velodrome

Our City's population is made up of a diverse mix of cultures, nationalities, household and family structures, all of which contribute to our vibrant community. We aspire to celebrate as a community what makes us unique and connect with those around us to enhance our quality of life, which includes acknowledging Noongar culture and history in our events, activities, open spaces and in our day to day conversations and interactions.

The City has five different work locations and employs 435 staff, three of which identify as Aboriginal or Torres Strait Islander

The following Aboriginal people sit on our Bridyas Elders Group

Ben Taylor
Margaret Colbung
Albert and Irene McNamara
Muriel Bowie
Rose Walley
Cheryl Martin
Cyril Yarran
Rodney Cox

The following Aboriginal people are part of the City's RAP Working Group

Gordon Cole
Mikayla King
Maxine Brahim
Roslyn Harley

External Reconciliation Action Plan Working Group

Gordon Cole - Community member
Mikayla King – Community member
Maxine Brahim – Community member
Roslyn Harley – Community member
Cr Dan Loden - City of Vincent Councillor
Cr Jonathan Hallett – City of Vincent Councillor
Cr Suzanne Worner – City of Vincent Councillor
Virginia Miltrup - Director Community & Business
Gemma Carter – Manager Marketing and Partnerships
Karen Balm – Coordinator Community Development
Gaya Surendorff – Community Development Advisor

Thank you to the members of our working group, your effort and dedication are invaluable to our organisation and community as we strive for greater equality and reconciliation.

Internal Reconciliation Champions

Mayor and Councillors

Virginia Miltrup - Director Community & Business

Gemma Carter – Manager Marketing and Partnerships

Nathan Stokes – Executive Manager Human Resources

Peter Ferguson – Executive Manager Information and Communication Technology

Dale Morrissy – Manager Beatty Park Leisure Centre

Karen Balm – Coordinator Community Development

Gaya Surendorff – Community Development Advisor

Anthony Telles – Senior Development Officer – Beatty Park Leisure Centre

Caroline Dewey – Senior Public Health Officer

Bindi Thomas – Customer Service Officer – Ranger Services

David Parker –Coordinator Waste Operations & Contracts

Marnie Hetherington – Land Management Officer – Corporate Strategy and Governance

Lauren Formentin – Place Planner – Pickle District (Arts)

Our Reconciliation Journey

Since the launch of the Reflect RAP in May 2017, the City has strengthened its relationship with the local Noongar Elders, community and celebrated Noongar culture and tradition through numerous events, activities and workshops.

We strive to create a more empathetic and culturally sensitive workplace with cultural awareness training for all staff, Acknowledgement of Country being included on all staff signatures, the Welcome to Country and Acknowledgement of Country Policy being revised and endorsed by Council, and numerous events and activities for staff to participate in cultural learning. Staff have participated in workshops that include Noongar language, Aboriginal procurement, Acknowledgment of Country and on country talks from Aboriginal representatives.

The City of Vincent's second 'Innovate' RAP continues our commitment to reconciliation, understanding and respect for Aboriginal and Torres Strait Islander peoples with a specific focus on building relationships with Noongar Elders, business and the local community.

Central to implementing our RAPs is the teaching and commitment from our RAP Working Group and recently with our Bridyas (bosses) to provide City staff with an understanding of 'doing it the right way'.

We have learnt the importance of building solid foundations for relationships, respect and opportunities and the need for ongoing engagement with Aboriginal communities. Staff and council members truly believe in our reconciliation vision and that we can achieve great things when we are walking and talking together.

Our Reconciliation Journey - Innovate RAP**July 2019 – June 2020**

Makuru

(June – July)

- Kaya Wandjoo Festival at North Perth Town Hall, North Perth Lesser Hall and Multicultural Gardens during NAIDOC Week in partnership with Noongar Radio
- Rangers fleet adorned with Jade Dolman's artwork 'Boodjar Nakolak Yanginy'
- Purchase of ties and scarves with Jade Dolman's artwork 'Boodjar Nakolak Yanginy'
- The City flies Noongar Six Seasons street banners in Mount Hawthorn
- Noongar Storytime and face painting sessions with Karla Hart
- Voice, Treaty, Truth Workshop with Marissa Verma
- Involvement in the Koori Kids school competition initiative

Djilba

(August – September)

- Aboriginal Youth Tech Forum in partnership with the Noongar Chamber of Commerce with Karla Hart and Lucas Brinty. Strait Islander Children's Day with a display of Noongar Library books.
- Showcase in Pixels Competition featuring artwork created by Aranmore students and displayed at Yagan Square
- Djilba' Six Seasons workshop with Marissa Verma from Bindi Bindi Dreaming
- Purchase of artwork from Darryl Bellotti depicting Noongar Six Seasons
- Staff 'Djilba' Six Season workshop with Jason Barrow
- Sense of Place study completed by Len Collard

Kambarang

(October – November)

- Placement of nine (9) Aboriginal registered sites within the City onto intramaps
- Staff 'Kambarang' Noongar Six Season workshop with Jason Barrow
- Purchase of artwork from Maddison Alone for "Maali"
- Noongar Bush Medicine Workshop with Vivienne Hansen Boomerang throwing session at Leederville Oval with Jason Barrow
- Staff Cultural Awareness Training

Birak

(December – January)

- Kambarang Basketball Carnival at Loftus Recreation Centre
- Virtual Whadjuk workshop at Royal Park Hall

- Staff 'Birak' Six Season workshop with Jason Barrow
- Kambarang Football Carnival at Leederville Oval
- BBQ's with Nyoongar Outreach and City staff

Bunuru

(February – March)

- Closing the Gap social media post (due to COVID)
- Appointment of Reconciliation Action Plan Working Group members
- Close the Gap event with Jade Dolman sharing her artwork of Boodjar Nakolak Yanginy (Sharing the Knowledge of the Land)
- Staff Cultural Awareness Training with Danny Ford and Tim Muirhead

Djeran

(April – May)

- Online video of Welcome to Country from Uncle Noel Nannup with Acknowledgement of Country from Mayor Emma Cole.
- Online social media video of nine significant Aboriginal sites
- lighting of the Beaufort Street sign and North Perth Common to represent the Aboriginal colours
- Music performance online with Aboriginal Artist, Dan Riches at Smiths Lake
- Cooking lessons online with Marissa Verma from Bindi Bindi Dreaming
- Participation in Reconciliation Week Street banner project

Our Reconciliation Journey - Innovate RAP**July 2020 – June 2021**

Makuru

(June – July)

- NAIDOC Week transitioned mostly online due to COVID requirements
- Renewal of Reconciliation Western Australia membership
- Welcome to Country and online Cultural Awareness workshop
- Involvement in the Koori Kids school competition initiative

Djilba

(August – September)

- First Internal Reconciliation Action Plan Working Group meeting
- Support provided to Moorditj Footprints Oral History Project for East Perth

Kambarang

(October – November)

- Bran Nue Dae Screening at Backlot Cinemas with Executive Director Naomi Pigram and Welcome to Country by Uncle Noel Nannup.
- The Australian Dream Screening at Backlot Cinemas and catering by Gather Foods with a panel discussion including Des Headland and dance performance by Andrew Beck and his group.
- AFL Showcase with East Perth Football Club, Aranmore Catholic College & Polly Farmer Foundation
- lighting of the Beaufort Street sign and North Perth Common to represent the Aboriginal colours

Birak

(December – January)

- Full Council endorsement of the Uluru Statement from the Heart
- Development of Aboriginal Artist brief for Beatty Park

Bunuru

(February – March)

- Social media post - Anniversary of the National Apology Day
- Community Heritage Grant submission to develop interpretive trail
- Staff Cultural Awareness training

Djeran

(April – May)

- Boodjamooling experience at Hyde Park with Barry McGuire
- City recognised National Sorry Day on 26 May
- Lighting of the Beaufort Street sign and North Perth Common to represent the Aboriginal colours
- Participation in Reconciliation Week Street banner project

Our Reconciliation Journey - Innovate RAP**July 2021 – June 2022**

Makuru

(June – July)

- Aboriginal Cultural Awareness training with Jon Ford
- NAIDOC Week in person events delayed due to COVID restrictions
- Heal Country talk by Barry McGuire at Linton & Kay Gallery
- Noongar language classes with Sharon Gregory

Djilba

(August – September)

- Completed the RAP Impact Measurement Questionnaire
- Engaged Aboriginal consultant for local Noongar community engagement
- Delayed NAIDOC Week events run during school holidays – Backlot Theatre screenings of Firestarter: The story of Bangarra and Bran Nue Day.
- Bush Tucker workshop with Dale Tilbrook

Kambarang

(October – November)

- Aboriginal Procurement Workshop hosted by the Noongar Chamber of Commerce
- Moorditj Footprints community meeting was held at Aboriginal Advancement Council
- Welcome to Country and Smoking Ceremony conducted at official opening of new Council
- Kambarang cooking workshop with Marissa Verma from Bindi Bindi Dreaming

Birak

(December – January)

- Charmaine Cole artwork purchased
- First Reconciliation Action Plan Working Group meeting held with new committee
- Purchase of additional staff uniforms with Kevin Bynders artwork

Bunuru

(February – March)

- First meeting of the Bridyas
- Staff Noongar Language online class with Sharon Gregory
- Staff Close the Gap online training with Acknowledge this!
- Engagement of Aboriginal Employment Consultant
- Aboriginal and Torres Strait Islander peoples resume writing workshop (online)
- Noongar Place Naming Workshop with Moodjar Consultancy

Djeran

(April – May)

- Reconciliation Breakfast at Vincent Community Centre
- Mooditj Murals Masters Workshop with Jade Dolman and Propel Arts
- Six Seasons workshop with Marissa Verma
- Live music with Kobi Morrison
- Aboriginal Spirituality Workshop with Marissa Verma
- Noongar Art Workshop with Dale Tilbrook
- Reconciliation Week Street banner project
- Sponsored Noongar Radio Event at Hyde Park – First Nations Welcome Many Nations

Linkages to the City of Vincent Corporate Business Plan and Strategic Community Plan

Our commitment to Reconciliation is aligned to both the City's Corporate Business Plan 2020/21 – 2023/24 and the Strategic Community Plan 2018 – 2028. These strategic documents will support the development of improved services and outcomes for our community.

Corporate Business Plan***Strategic Community Plan***

The City has been guided by the Reconciliation Australia guidelines for developing a Reconciliation Action Plan. All strategies and actions within the plan have been formulated under each of the following directions from Reconciliation Australia:

1. **Relationships;** Respectful relationships between Aboriginal and Torres Strait Islander peoples and the City are the foundation of effective working relationships and leadership of reconciliation outcomes.
2. **Respect;** Promoting respect for Aboriginal culture and communities to increase the City of Vincent's capacity to embrace diversity and create stronger relationships.
3. **Opportunities;** Providing opportunities for Aboriginal people to actively participate in the social, economic and political activities within the City of Vincent.

Our Partnerships

Since the establishment of our first RAP in 2017 the City of Vincent has grown our partnerships with local Aboriginal businesses and organisations.

Evidence of these partnerships can be seen around the City with artwork by Jade Dolman displayed on our Ranger vehicles, public artworks such as the Moorditj Mural on Beaufort Street and uniforms for our customer service staff with artwork by Kevin Bynder.

The shirts worn by our customer service team can also be found on members of Noongar Radio, as our organisations share the same uniform design and proudly wear each other's logos. Noongar Radio is based in Vincent and we have been pleased to support them with festival funding to put on events that celebrate reconciliation in our community.

Our relationship with Nyoongar Outreach is a vital one that the City has invested in over many years to support Aboriginal and Torres Strait Islander peoples facing adversity, hardship and homelessness. City Rangers and Nyoongar Outreach staff have developed a close relationship over many years working together and working on that relationship has been a key aspect of every RAP the City has undertaken.

The City of Vincent has also established a partnership with Moorditj Footprints, a community led project to record the stories of people who lived in East Perth.

We are also strengthening our relationship with the Noongar Chamber of Commerce to increase our Aboriginal procurement, with a focus on supporting local businesses. Some businesses the City engages with includes a range of workshop presenters and artists, as well as consultants on Aboriginal heritage, cultural awareness and employment.

Civic Protocols

The Aboriginal flag proudly flies outside the City of Vincent Administration Building and also at Axford Park in Mount Hawthorn.

In 2018 Council approved changes to the 2010 Policy related to Welcome to Country and Acknowledgment of Country. The Policy known as 'Recognition of Noongar Boodjar, Culture and History through Welcome to Country and Acknowledgement of Country' incorporates Noongar language, ensures that there is a Welcome to Country at major City events, including events where the City of Vincent has provided significant sponsorship or grant funding.

In meeting with the Bridya Elders our Mayor and CEO are present in meetings to reflect the respect we have towards Elders in our community.

Uluru Statement from the Heart

The City of Vincent wholeheartedly supports the Uluru Statement from the Heart adopted in 2017. This was officially endorsed by Council in 2020. We believe recognition of this statement is a national priority. The City has independently undertaken the following actions in support of this statement.

1. acknowledging Aboriginal and Torres Strait Islander Peoples as the Traditional Owners of this country and pay respect to their ongoing spiritual and cultural connections;
2. recognising the need for constitutional change that goes beyond the symbolic, and gives breath to the benefits that a treaty offers all Australians as we move towards a reconciled Australia;
3. endorsing the Mayor submitting a letter to the Prime Minister and key Federal Parliamentarians expressing Council's support for the Uluru Statement from the Heart; and
4. requesting that there is a focus on community engagement and awareness surrounding the Uluru Statement from the Heart as part of the annual NAIDOC and Reconciliation Week Events

Relationship



Relationships			
<i>The City recognises the importance of developing and maintaining strong mutually beneficial relationships with our Traditional Owners. We want to create an inclusive community in which our Traditional Owners feel valued and connect</i>			
Action	Deliverable	Timeline	Responsibility
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement	March 2023	Manager Marketing & Partnerships
	Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations	December 2023	Manager Marketing & Partnerships
	Grow our Aboriginal and Torres Strait Islander representation on City advisory groups, committees and working groups and eliminate barriers to participation.	November 2024	Chief Executive Officer
	Maintain relationship with Noongar Outreach Services and host two events per year to grow relationship.	October 2022 October 2023 October 2024	Manager Ranger Services
	Provide support to local organisations working with Aboriginal and Torres Strait Islander Peoples who are experiencing homelessness.	June 2023 June 2024	Manager Ranger Services
2. Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff	May 2023 May 2024	Manager Marketing & Partnerships
	Organise National Reconciliation Week events each year in collaboration with our stakeholders.	May 2023 May 2024	Manager Marketing & Partnerships
	Register all NRW events via Reconciliation Australia's NRW website.	May 2023 May 2024	Manager Marketing & Partnerships
	Encourage our RAP Working Group, staff and leaders to participate in an external event to recognise and celebrate NRW.	May 2023 May 2024	Manager Marketing & Partnerships
3. Promote reconciliation through our sphere of influence to the local community, staff and Council.	Implement strategies to engage our staff in reconciliation.	October 2023	Executive Manager Human Resources
	Organise annual school holiday events to teach local children in the City of Vincent Noongar Language and culture	September 2022 July 2023 July 2024	Manager Marketing & Partnerships

	Communicate our commitment to reconciliation publicly.	May 2023 May 2024	Manager Marketing & Partnerships
	Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.	January 2024	Manager Marketing & Partnerships
	Collaborate with RAP and other like-minded organisations to develop ways to advance reconciliation.	August 2024	Manager Marketing & Partnerships
	Work collaboratively with neighbouring local governments on projects, acknowledging our boundaries have little meaning to Aboriginal people.	July 2023 July 2024	Chief Executive Officer
4. Promote positive race relations through anti-discrimination strategies.	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	December 2023	Executive Manager Human Resources
	Develop, implement and communicate an anti-discrimination policy for our organisation.	February 2024	Executive Manager Human Resources
	Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy.	January 2024	Executive Manager Human Resources
	Educate senior leaders on the effects of racism.	April 2024	Executive Manager Human Resources
5. Raise internal and external awareness of our RAP to promote reconciliation throughout our community.	Develop and implement a strategy to communicate our RAP to all internal and external stakeholders	August 2022	Manager Marketing & Partnerships
	Promote reconciliation through ongoing active engagement with all stakeholders	December 2024	Manager Marketing & Partnerships
	Ensure City of Vincent is represented on local government Reconciliation Network	March 2023 March 2024	Manager Marketing & Partnerships



Respect

Respect			
<i>The City understands the importance of continuing to build on the key relationships that have been developed over time along with the need to grow our knowledge of Aboriginal cultures, achievements, and history. The City is committed to working alongside our Traditional Owners to ensure that traditions, protocols, and cultures are respected and preserved.</i>			
Action	Deliverable	Timeline	Responsibility
6. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Conduct a review of cultural learning needs within our organisation.	November 2023	Executive Manager Human Resources
	Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy.	April 2023	Executive Manager Human Resources
	Develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy for our staff which defines cultural learning needs of employees in all areas of our business and considers various ways cultural learning can be provided (online, face to face workshops or cultural immersion)	December 2024	Executive Manager Human Resources
	Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning.	November 2022 November 2023 November 2024	Executive Manager Human Resources
	Provide opportunities for Elders and Aboriginal people to participate in story and truth telling about Aboriginal and Torres Strait Islander peoples experiences.	May 2023 May 2024	Manager Marketing and Partnerships
7. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	April 2023 April 2024	Executive Manager Human Resources
	Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.	Monthly	All Managers and Directors CEO and Mayor
	Acknowledgement of Country signs installed in City of Vincent meeting rooms	October 2024	Manager Marketing and Partnerships Manager Asset and Engineering Manager Parks and Urban Green
	Ensure 'Recognition of Noongar Boodjar, Culture and History through Welcome to Country and Acknowledgment of Country' Policy 4.1.30 is effectively implemented.	June 2023 June 2024	Chief Executive Officer Mayor
	Change the names of the City of Vincent meeting rooms to align with Noongar language and incorporate Noongar artwork	June 2024	Manager Marketing and Partnerships
	Encourage staff and elected members to use Noongar language via email and verbal communication	July 2024	Chief Executive Officer

	Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.	October 2023 October 2024	Chief Executive Officer
8. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	RAP Working Group to participate in an external NAIDOC Week event.	July 2023 July 2024	Manager Marketing and Partnerships
	Encourage participation in NAIDOC Week events for all staff and provide opportunities for all Aboriginal and Torres Strait Islander staff to participate with their cultures and communities during NAIDOC Week.	July 2023 July 2024	Executive Manager Human Resources
	Host NAIDOC Week event/s in the City of Vincent and promote to staff and encourage participation	July 2023 July 2024	Manager Marketing and Partnerships
9. Celebrate our Noongar culture by recognising key dates by providing access to events and workshops	Host regular events or workshops throughout the year or in line with the Noongar Six Seasons to promote cultural awareness	July 2024	Chief Executive Officer
	Promote and acknowledge our observance or celebration of: • National Sorry Day; • Reconciliation Week • NAIDOC Week • National Aboriginal and Torres Strait Islander Children's Day • Noongar Six Seasons • Close the Gap Day	December 2024	Manager Marketing and Partnerships
10. Bring Noongar language and names into public places in Vincent	Investigate Aboriginal name opportunities for Leederville Oval	July 2024	Chief Executive Officer
	Commence reviving traditional names of parks and reserves located at significant sites in Vincent, in consultation with local Elders, stakeholders and our community	December 2023	Chief Executive Officer
	Explore Aboriginal names for unnamed places or laneways in consultation with our Elders and community	June 2023	Executive Manager Corporate Strategy and Governance
	Provide opportunity for truth telling at the nine registered Aboriginal sites within Vincent	December 2024	Manager Marketing & Partnerships
11. Celebrate Noongar language, history, culture and art	Work with historians and Aboriginal consultants to develop a framework for a heritage trail of our significant sites	July 2024	Executive Director Community & Business Services
	Increase the number of Aboriginal oral histories available in the City's Local History collection.	December 2024	Executive Director Community & Business Services
	Promote Noongar language classes in our local area or create videos with local Elders to grow our understanding of Noongar language and culture.	December 2024	Manager Marketing and Partnerships
	Encourage Aboriginal and Torres Strait Islander peoples to share their reconciliation experiences or stories of Vincent.	May 2023 May 2024	Manager Marketing and Partnerships
	Commission a significant Noongar artwork in a prominent City location.	December 2024	Manager Asset and Engineering Manager Parks & Urban Green Manager Policy and Place

Opportunities



Opportunities			
<i>The City of Vincent aims to develop strong foundations with Aboriginal and Torres Strait Islander peoples to support increased employment and procurement opportunities. We are committed to reviewing our plans, policies, and procedures to ensure that our Traditional Owners are appropriately recognised and celebrated.</i>			
Action	Deliverable	Timeline	Responsibility
12. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Build an understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities	December 2023	Executive Manager Human Resources
	Engage with external and internal Aboriginal and Torres Strait Islander peoples and/or consultants to advise on recruitment, employment and retention strategies	June 2023	Executive Manager Human Resources
	Advertise all vacancies in Aboriginal and Torres Strait Islander media	Monthly	Executive Manager Human Resources
	Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy.	December 2024	Executive Manager Human Resources
	Include in all job advertisements, 'Aboriginal and Torres Strait Islander peoples are encouraged to apply.'	February 2023	Executive Manager Human Resources
	Review HR and recruitment procedures and policies to ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants participating in our workplace.	July 2023	Executive Manager Human Resources
	Meet an employment target of 3% of staff who identify as Aboriginal or Torres Strait Islander (approximately 7.5FTE, excluding casual employees).	December 2024	Executive Manager Human Resources
	Provide two traineeships for Aboriginal or Torres Strait Islander students	February 2023 February 2024	Executive Manager Human Resources
	Ensure an Aboriginal person is on the interview panel when interviewing Aboriginal candidates	August 2022	Executive Manager Human Resources
13. Increase Aboriginal and Torres Strait Islander supplier	Develop and implement a strategy to achieve 3% procurement from Aboriginal and Torres Strait Islander owner businesses	December 2024	Manager Financial Services
	Continue to liaise with Supply Nation to determine suitability of membership.	December 2024	Manager Marketing and Partnerships

diversity within our organisation to support improved economic and social outcomes.	Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.	December 2024	Manager Financial Services
	Include in our procurement documentation, questions relating to employment of Aboriginal or Torres Strait Islander staff to encourage diversity in our wider supply chain.	December 2023	Manager Financial Services
14. Continue to support Aboriginal and Torres Strait Islander organisations, residents and artists	Develop at least six commercial relationships with Aboriginal businesses	December 2024	Chief Executive Officer
	Update grants and sponsorship agreements with external groups to include relevant clauses to strengthen reconciliation outcomes.	July 2023 & 2024	Manager Asset and Engineering Manager Parks & Urban Green Manager Policy and Place Manager Marketing and Partnerships
	Promote grants, donations and waiver of fee opportunities to encourage Aboriginal organisations to use our public places, reserves and facilities.	February 2023 & 2024 May 2023 & 2024 September 2023 & 2024	Chief Executive Officer
	Encourage Aboriginal and Torres Strait Islander groups to apply for event and community funding opportunities.	February 2023 & 2024 May 2023 & 2024 September 2023 & 2024	Chief Executive Officer

Governance



Governance			
Action	Deliverable	Timeline	Responsibility
15. Establish and maintain an effective RAP Working group (RAPWG) to drive governance of the RAP.	Review and update Terms of Reference for RAPWG every two years.	October 2024	Manager Marketing & Partnerships
	Appoint an Aboriginal Co-Chair of the RAPWG	October 2024	Chief Executive Officer
	Maintain Aboriginal and Torres Strait Islander representation on the RAPWG.	October 2023 October 2024	Manager Marketing & Partnerships
	Meet with RAPWG a minimum of five times per year to advise and influence City projects of importance to local Aboriginal and Torres Strait Islander community	July, September, November, February, April annually	Manager Marketing & Partnerships Chair of RAPWG
16. Establish and maintain an effective Elders group to advise the City.	Develop Terms of Reference for The Bridyas Elders and review every two years.	August 2022 July 2024	Chief Executive Officer
	Engage with The Bridyas Elders a minimum of five times per year with the Mayor and CEO in attendance to advise and influence City matters of importance to local Aboriginal and Torres Strait Islander community	December 2022, 2023 and 2024	Chief Executive Officer Mayor
17. Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation.	August 2022	Chief Executive officer
	Engage our senior leaders and other staff in the delivery of RAP commitments.	August 2022	Chief Executive officer
	Define and maintain appropriate systems to track, measure and report on RAP commitments.	August 2022	Manager Information Systems
	Appoint and maintain an internal RAP Champion from senior management.	August 2022	Chief Executive Officer
18. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 September 2023 30 September 2024	Manager Marketing & Partnerships
	Report RAP progress to all Bridyas Elders, RAPWG, staff and senior leaders quarterly.	January 2023 & 2024 April 2023 & 2024 July 2023 & 2024 October 2022, 2023 & 2024	Chief Executive Officer
	Publicly report our RAP achievements, challenges and learnings, annually.	December annually	Chief Executive Officer

	Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	May 2023	Manager Marketing & Partnerships
19. Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	June 2023	Manager Marketing & Partnerships

Contact details

Community Development

Phone: 08 9273 6000

Email: communitypartnerships@vincent.wa.gov.au

Acknowledgement of Artists

Jade Dolman

Charmaine Cole

Rohin Kickett

Stay in touch

Manager Marketing & Partnerships

Phone: 08 9273 6000

Email: communitypartnerships@vincent.wa.gov.au

This document can be made available in braille, large print, audio and electronic formats for people with specific requirements. It can also be made available in other languages upon request.

11.8 ADVERTISING OF NEW POLICY - COMMUNICATIONS AND SOCIAL MEDIA POLICY

- Attachments:**
1. **Attachment 1 - Communications and Social Media Policy** [↓](#) 
 2. **Attachment 2 - Social Media Protocol 4.1.20** [↓](#) 
 3. **Attachment 3 - Media Policy 4.1.25** [↓](#) 

RECOMMENDATION

That Council **APPROVES** the Communications and Social Media Policy, at Attachment 1, for the purpose of community consultation, which is proposed to replace the Social Media Protocol 4.1.20 at Attachment 2 and Media Policy 4.1.25 at Attachment 3.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the new Communications and Social Media Policy as detailed at **Attachment 1**.

BACKGROUND:

The requirement of provisions outlined in clause 1.3 of the [Policy Development and Review Policy](#) were presented to Council Members through the monthly Policy Paper in January 2022.

Feedback was received from Council Members at the 19 April Workshop and this feedback was incorporated into the draft proposed policy.

Administration proposes two existing policies; Social Media Protocol 4.1.20 at **Attachment 2** and Media Policy 4.1.25 at **Attachment 3**, be replaced one policy that has been drafted in line with a WALGA policy template for Communications and Social Media at **Attachment 1**.

DETAILS:

The proposed new policy has been drafted to closely follow the WALGA policy template. The WALGA template aligns the roles and responsibilities for the Mayor, Council Members and City employees for communications, media relations and social media to relevant legislation and regulations.

Only minor changes to the template have been made to:

- update language to suit our style guide,
- personalise the policy template to reflect City of Vincent communication channels and current practice, and
- to reiterate a desire to make our communications accessible and easy to understand.

The proposed new policy expands on the existing Social Media Protocol and Media Policy to better reflect contemporary practice for Local Government communications, media and social media while removing procedural information not suited to a documented policy position.

CONSULTATION/ADVERTISING:

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

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

Public notice of this proposed new policy will be provided from early June 2022.

LEGAL/POLICY:

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

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

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to undertake community consultation of the proposed new policy.

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.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

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

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

PUBLIC HEALTH IMPLICATIONS:

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

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil

COMMUNICATIONS & SOCIAL MEDIA POLICY



Legislation / local law requirements	<i>Local Government Act 1995</i> <i>State Records Act 2000</i> <i>Local Government (Model Code of Conduct) Regulations 2021</i>
Relevant delegations	
Related policies, procedures and supporting documentation	Code of Conduct for Council Members, Committee Members and Candidates. City of Vincent Code of Conduct: Employees.

PRELIMINARY

PURPOSE

The purpose of this policy is to outline the City of Vincent approach to official communications and social media.

OBJECTIVE

This policy details legislative obligations and establishes protocols for the City of Vincent's official communications with our community, to ensure the City is professionally and accurately represented.

SCOPE

This policy applies to:

- communications initiated or responded to by the City of Vincent with our community; and
- Council Members when making comment in either their City of Vincent role or in a personal capacity about matters relevant to the City of Vincent.

COMMUNICATIONS & SOCIAL MEDIA POLICY



POLICY PROVISIONS

DEFINITIONS

Act means the Local Government Act 1995.

Code of Conduct means the City of Vincent Code of Conduct: Employees and/or the Code of Conduct for Council Members, Committee Members and Candidates.

Council means the Council of the City of Vincent.

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

Employee means a person employed by the City of Vincent, including contractors engaged under a contract of service.

Media means a media or news organisation including print, broadcast or online.

Official communications mean communication that has been prepared to share information via broad communication channels which may include website, social media, newsletters, advertising or media release.

Social media means a social networking channel that enables users to create and share information.

Website means a website managed by the City including sites to promote a particular service or function such as community consultation, the Library and Local History Centre and Beatty Park Leisure Centre.

POLICY

1. Official Communications

The purposes of the City of Vincent's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the community.
- Promoting City events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the City.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The City's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be simple to understand, respectful and professional.

COMMUNICATIONS & SOCIAL MEDIA POLICY



The City will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- websites
- advertising and promotional materials
- media releases prepared for the Mayor, to promote specific City of Vincent positions
- social media
- community newsletters including email newsletters, and
- letter drops and other modes of communications undertaken by Administration at the discretion of the CEO.

2. Speaking on behalf of the City of Vincent

The Mayor is the official spokesperson for the City of Vincent, representing the Local Government in official communications, including; speeches, comment, print, electronic and social media.

Where the Mayor is unavailable, the Deputy Mayor may act as the spokesperson.

The CEO may speak on behalf of the City of Vincent, where authorised to do so by the Mayor.

The provisions of the *Local Government Act 1995* essentially direct that only the Mayor, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Mayor to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Mayor has had opportunity to speak on behalf of the City of Vincent.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the City of Vincent into disrepute,
- compromise the person's effectiveness in their role with the City,
- breach the City's Code of Conduct,
- imply the City's endorsement of personal views,
- imply the Council Member or employee is speaking on behalf of the City, unless authorised to do so, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the City of Vincent.

COMMUNICATIONS & SOCIAL MEDIA POLICY



Council member communications must comply with the Code of Conduct for Council Members, Committee Members and Candidates and the Local Government (Model Code of Conduct) Regulations 2021.

3. Responding to Media Enquiries

All enquiries from the media for an official City of Vincent comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO.

Information will be coordinated to support the Mayor or CEO (where authorised) to make an official response on behalf of the City of Vincent.

Council Members may make comments to the media in a personal capacity – refer to clause 7.1 below.

4. Website

The City of Vincent will maintain an official website, as our community's online resource to access to the City's official communications.

5. Social Media

The City of Vincent uses Social Media for information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the City to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The City of Vincent maintains the following Social Media accounts across its business which may include accounts for the City, Beatty Park and the Library and Local History Centre:

- Social networks, including Facebook and LinkedIn,
- Media sharing networks, including Instagram,
- YouTube and Podcasts,
- Apps (applications), including Snap Send Solve and Facebook Messenger.

The City of Vincent may also post and contribute to Social Media hosted by others, so as to ensure that the City's strategic objectives are appropriately represented and promoted.

The City actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The City of Vincent will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- offensive, abusive, defamatory, objectionable, inaccurate, false or misleading,
- promotional, soliciting or commercial in nature,
- unlawful or incites others to break the law,
- information which may compromise individual or community safety or security,

COMMUNICATIONS & SOCIAL MEDIA POLICY



- repetitive material copied and pasted or duplicated,
- content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot,
- content that violates intellectual property rights or the legal ownership of interests or another party, and
- any other inappropriate content or comments at the discretion of the City.

Where a third party contributor to a City of Vincent's social media account is identified as posting content which is deleted in accordance with the above, the City may at its complete discretion block that contributor for a specific period of time or permanently.

5.1 City Administered Social Media Accounts on behalf of Official Spokesperson

If requested in writing by the Mayor to the CEO, the City of Vincent will administer social media accounts to assist the Mayor in fulfilling their role under section 2.8 of the Local Government Act, to speak on behalf of the Local Government. The content of these accounts will be administered and moderated in accordance with this policy.

The Mayor may use personal social media accounts to fulfil their role under section 2.8 of the Local Government Act, to speak on behalf of the Local Government, in accordance with this policy and the Code of Conduct.

5.2 Use of Social Media in Emergency Management and Response

The City of Vincent will use the following channels to communicate and advise our community regarding Emergency Management:

- social media
- website
- advertising
- media releases or media statements
- community newsletters including email newsletters,
- SMS messaging, and
- letter drops and other modes of communications at the discretion of the CEO.

6. **Record Keeping and Freedom of Information**

Official communications undertaken on behalf of the City of Vincent, including on the City's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the City's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

COMMUNICATIONS & SOCIAL MEDIA POLICY



Council Member communications that relate to their role as a Council Member are subject to the requirements of the City's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7. Personal Communications

Personal communications and statements made privately; in conversation, written, recorded, emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

7.1 Council Member Statements on City matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the City of Vincent.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

- clearly state that the comment or content is a personal view only, which does not necessarily represent the views of City of Vincent,
- be made with reasonable care and diligence,
- be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws,
- be factually correct, avoid damage to the reputation of the local government,
- not reflect adversely on a decision of the Council
- not reflect adversely on the character or actions of another Council Member or employee
- maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, employee or community member.

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Model Code of Conduct) Regulations 2021*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Model Code of Conduct) Regulations 2021*.

COMMUNICATIONS & SOCIAL MEDIA POLICY



CITY OF VINCENT

OFFICE USE ONLY	
Responsible Officer	Manager Marketing & Partnerships
Initial Council Adoption	DD/MM/YYYY
Previous Title	Social Media Protocol and Media Policy
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY

CITY OF VINCENT POLICY MANUAL
CHIEF EXECUTIVE OFFICER
POLICY NO: 4.1.20 SOCIAL MEDIA

POLICY NO: 4.1.20**SOCIAL MEDIA****OBJECTIVE**

The purpose of this Policy is to provide guidance for the City of Vincent to engage and manage social media (SM) in its communication activities with the community.

POLICY STATEMENT**1. SCOPE**

- 1.1 This Policy is designed to provide a framework for the Council to use social media to facilitate collaboration and sharing between the City, Council Members, Employees, ratepayers and the community.
- 1.2 This Policy applies to all City Employees and Council Members.
- 1.3 The requirements of this Policy apply to all uses of social networking applications, which are applied to any City of Vincent related purpose and regardless of whether the applications are hosted corporately or not. They must also be considered where City representatives are contributing in an official capacity to social networking applications provided by external organisations.

2. BECOMING AN AUTHORISED CONTRIBUTOR

- 2.1 Before engaging in social media *as a representative of the City*, Employees must become authorised to comment.
- 2.2 To become authorised to comment in an official capacity, an Employee will need to gain approval from the Chief Executive Officer.
- 2.3 Once you have been authorised, you will be referred to as an 'Authorised Contributor' (see 'Definitions' below).

3. CEO, MAYOR AND COUNCILLORS COMMENTS

- 3.1 The CEO and Mayor are not required to obtain authorisation to contribute to the City's page – though they must follow the City's Code of Conduct and Rules of Engagement below.
- 3.2 Councillors do not have to obtain authorisation to contribute to the City's page – though contributions are not encouraged – and they can only "comment", "like" or "share" existing content. Councillors cannot post any new content onto the City's page.
- 3.3 Councillors must also follow the City's Code of Conduct and Rules of Engagement below, except for 5.3 relating to employees.
- 3.4 Councillors will only be permitted to "comment", "like" or "share" providing they disclose that they are a Councillor, and the views expressed are their own.
- 3.5 Councillors shall not post any material on the Social Media Platform concerning a Council Decision unless;
 - 3.5.1 The City's Mayor has released the information on the Social Media Platform or to the Media and Public; or
 - 3.5.2 The Official Minutes have been made public.
- 3.6 The CEO, Mayor and Councillors will use their own personal profiles to contribute to the City's SM platforms.

4. CONTRIBUTING TO OUR PAGE BY STAFF

- 4.1 No staff member may post on the City's page from their own personal SM account, including comments/share/like/re-tweet (and so on), unless approved by the Chief Executive Officer.
- 4.2 However, as it is 100% innocuous, a staff member is welcome to 'like' the City of Vincent page and also 'like' any post that an Authorised Contributor adds to our page.

5. RULES OF ENGAGEMENT

- 5.1 Once authorised to comment as a City representative, all 'Authorised Contributors' must:
- 5.1.1 Disclose they are an Employee of the City in all cases (this is a given if you are posting using the City's account).
- 5.1.2 Disclose and comment only on information classified as public domain information.
- 5.1.3 Post only factual information.
- 5.1.4 Ensure that all content published is accurate and not misleading and complies with all relevant City of Vincent Policies, including the City's Media Policy and Code of Conduct.
- 5.1.5 Ensure comments are respectful of the community in which you are interacting online.
- 5.1.6 Adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws.
- 5.2 If a person is authorised to comment, they must not:
- 5.2.1 Post/respond to material or allow material to stay 'live' on our page that you know or could reasonable be expected to know is:
- offensive;
 - obscene;
 - defamatory;
 - threatening;
 - harassing;
 - bullying;
 - discriminatory;
 - hateful;
 - racist;
 - sexist;
 - infringes copyright;
 - constitutes a contempt of court;
 - breaches a Court suppression order; or
 - is otherwise unlawful.
- 5.2.2 Use or disclose any confidential or secure information.
- 5.2.3 Make any comment or post any material that might otherwise cause damage to the City's reputation or bring it into disrepute.

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POLICY NO: 4.1.20 SOCIAL MEDIA

- 5.3 Employees must ensure that the privacy and confidentiality of information acquired at work is protected at all times and treated in accordance with relevant laws and policies. The potential scope and ramifications of a breach of privacy or confidentiality when using social media are severe.
- 5.4 City of Vincent social networking content and comments containing any of the following forms of content shall not be allowed:
- 5.4.1 Comments not topically related to the particular site or blog article being commented upon.
- 5.4.2 Profane language or content.
- 5.4.3 Content that promotes fosters or perpetuates discrimination on the basis of:
- race creed;
 - colour;
 - age;
 - religion;
 - gender;
 - marital status;
 - status with regard to public assistance;
 - national origin;
 - physical or mental disability; or
 - sexual orientation.
- 5.4.4 Sexual content or links to sexual content.
- 5.4.5 Solicitations of commerce.
- 5.4.6 Conduct or encouragement of illegal activity.
- 5.4.7 Information that may tend to compromise the safety or security of the public.
- 5.4.8 Content that violates a legal ownership interest of any other party.
- 5.5 The Australian Advertising Standards Bureau (ASB) has made a landmark ruling that Facebook is an *advertising* medium and as such therefore falls under the industry's self-regulatory code of ethics – the Australian Association of National Advertiser's (AANA) Code of Ethics. Social media pages must comply with pertinent codes and laws, vetting all public posts to ensure they are (eg) not sexist, racist or factually inaccurate.

Companies can now be fined or publicly shamed for the comments that appear on their social media "brand" pages. The ASB ruled in general that Australia's advertising laws were applicable to everything on a brand's page — the Code applies to the content generated by the page creator as well as material or comments posted by users or friends.

6. COMPLIANCE

Depending on the circumstances, non-compliance with this Policy may constitute a breach of employment or contractual obligations, misconduct, sexual harassment, discrimination or some other contravention of the law.

Any employee who fails to comply with this Policy may face disciplinary action and, in serious cases, termination of their employment.

Council Members who fail to comply with this Policy will be removed from the Social Media Platform and may also face action under the City's Code of Conduct.

The CEO is delegated the authority to take appropriate action (including removing a person from the social media platform) if a breach occurs of the City's Social Media Policy and Guidelines.

7. DEFINITIONS

Any definitions listed below apply to this document only.

"Social Media" is content created by people using highly accessible and scalable publishing technologies. Social media is distinct from industrial media, such as newspapers, television and film. Social media comprises relatively inexpensive and accessible tools that enable anyone to publish or access information – industrial media generally requires significant resources to publish information. (Source: http://en.wikipedia.org/wiki/Social_media).

Social media may include (although is not limited to):

- social networking sites (e.g. Facebook, Myspace, LinkedIn, Bebo, Yammer);
- video and photo sharing websites (e.g. Flickr, YouTube);
- blogs, including corporate blogs and personal blogs;
- blogs hosted by media outlets (e.g. 'comments' or 'your say' feature on perthnow.com.au);
- micro-blogging (e.g. Twitter);
- wikis and online collaborations (e.g. Wikipedia);
- forums, discussion boards and groups (e.g. Google groups, Whirlpool);
- vod and podcasting;
- online multiplayer gaming platforms (e.g. World of Warcraft, Second Life);
- instant messaging (including SMS); and
- geo-spatial tagging (Foursquare).

"Authorised Contributor" is a person who creates and is responsible for posted articles and information on social media sites on behalf of the City of Vincent.

"Chief Administrator" is the person responsible for the set-up, maintenance and management of all the City's SM pages and policies.

"Comment" is a response to an article or social media content.

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"Blog" (an abridgment of the term web log) is a website with regular entries of commentary, descriptions of events or other material such as graphics or video.

"Public Domain" is clip art, images, text, programs etc. that is not copyrighted (i.e. a law that gives only one person the right to produce, sell or use something).

This Policy should be read in conjunction with the attached Policy Procedure and Guidelines and "Public Usage Guidelines".

Date Adopted:	28 February 2012
Date Amended:	6 November 2012
Date Reviewed:	23 October 2012
Date of Next Review:	November 2017

CITY OF VINCENT POLICY MANUAL
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POLICY PROCEDURES AND GUIDELINES FOR SOCIAL MEDIA (SM)

OBJECTIVE

The City will use the Policy and Guidelines to assist the Mayor, Councillors, Chief Executive Officer and employees in understanding the processes for the correct management of all forms of social media (SM) that are operated by the City.

The following procedures and protocols are to be followed:

The City's prime objective is to maintain positive and quality communications at all times.

Secondary objectives are:

- Reach a wide range and large number of residents and stakeholders
- Promote council offerings with a focus on positive, 'social' content including news, events, arts, festivals and initiatives that benefit the community
- Disseminate time-sensitive/emergency information
- Drive traffic to the council's website
- Correct misinformation

MANAGEMENT OF ADMINISTRATORS

1. Before engaging in SM as a *representative of the City*, Employees must become **authorised** to comment by the Chief Executive Officer – you are then an 'Administrator'.
2. The City's Marketing and Communications Officer (MCO) is an Authorised Contributor and the Chief Administrator of all SM accounts.
3. MCO does not require authorisation to post, though will make all attempts to work under the guidance of the CEO and/or Mayor (where appropriate).
4. The City's Arts & Creativity Coordinator (ACC) is authorised by the CEO to post/respond to Community Development content only.
5. All ACC posts must be authorised by Manager Community Development (MCD) before going 'live'. If MCD is unavailable, posts must be authorised by MCO who will decide if further approval is required.
6. If staff wish to post, content is to be emailed to MCO for uploading (or ACC for all Community Development content only).
7. The MCO, utilising media relations expertise, will ensure that:
 - a. Messages are sufficiently authorised and accurate
 - b. Responses are coordinated and posted in a timely manner
 - c. The City's voice is consistent and reflects our brand

CITY OF VINCENT POLICY MANUAL
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CONTRIBUTING TO OUR PAGE BY STAFF

1. At this stage, no staff member may post on the City's page from their own personal SM account, including comments/share/like/re-tweet (and so on).
2. However, as it is 100% innocuous, a staff member is welcome to 'like' the City of Vincent page and also 'like' any post that an Authorised Contributor adds to our page.

CONTRIBUTING TO OUR PAGE BY CEO, MAYOR AND COUNCIL

1. All content published must be accurate and not misleading and complies with all relevant City of Vincent Policies, particularly the City's Code of Conduct and Media Policy.
2. The CEO, Mayor and Council Members are not required to obtain authorisation to make comments/share/like/re-tweet (and so on) on the City's page.
3. The CEO may post or respond to a comment via the Chief Administrator (MCO) using an appropriate signoff.
4. If the Mayor and Council Members wish to participate, they will contribute using their personal profile/account.
5. The CEO is delegated the authority to take appropriate action (including removing a person from the Social Media Platform) if persistent breaches occur of the City's Social Media Policy and Guidelines.
6. The CEO is delegated the authority to temporarily suspend a person from contributing to the SM platforms as deemed appropriate, eg: suspending Councillor's from contributing to our SM platforms once an election is called and during Council election periods.
7. The CEO is delegated the authority to suspend or shut any SM platform down.

MONITORING

1. MCO and ACC will endeavour to check all platforms at least every 4 hours during business hours to ensure posts are moderated if necessary (removal of content that breaches our 'Public Usage Guidelines'(see below) or the AANA Code of Ethics).
2. All attempts should be made to address 'hot' comments (ie: pertinent or contentious questions or requests for information) within four (business) hours, or earlier if deemed necessary by CEO/MCO.
3. MCO and ACC will work together closely to monitor and moderate page content, informing each other of all illegal or inappropriate content.
4. All staff are welcome – within the nominated hours – to assist the MCO and ACC in monitoring the City's pages – the more eyes the better.
5. MCO and ACC will attempt to monitor pages during evenings and weekends for breaches (even though it is understood that the City's administration does not normally operate after hours).
6. MCO and ACC will set up notification emails when someone has posted to our page, so they can check them after hours and respond -if necessary/crucial.

RESPONDING TO POSTS

1. MCO will 'triage' the need to respond to posts – the quality of posts will always be a trade-off between staff/information availability and (real) time.
2. Not all posts need to be answered though attempts should be made where possible to foster two-way communication and community engagement.
3. MCO is authorised to obtain information at an Officer level (just like a public enquiry) and post without approval to suit the 'real-time' aspect of SM.
4. All staff should be forthcoming with information and provide this to MCO in a timely, efficient manner for real-time responses.
5. In keeping with the City's Media Policy, MCO will consult (where MCO deems necessary):- CEO – for administration and day-to-day matters
- Mayor – for Council decisions/Council matters

DEALING WITH NEGATIVE POSTS BY USERS

1. Content must not be deleted simply because it is unfavourable – The City must remain open and transparent.
2. All breaches of our 'Public Usage Guidelines' or the AANA Code of Ethics will be removed instantly, or as soon as possible.
3. The City's Public Usage Guidelines will be asserted and the user warned or blocked as deemed necessary by MCO.
4. If it is crucial that a response is required, especially for controversial or 'hot' topics, then the MCO will attempt to consult the CEO or Mayor – but only if MCO deems necessary – and as follows:
- CEO – for administration and day-to-day matters
- Mayor – for Council decisions/Council matters
5. If CEO/Mayor unavailable, queries will be referred to the most senior staff member available pertinent to the situation. (e.g. Director).
6. MCO will attempt to diffuse the issue by first acknowledging the comments and then responding with facts and information (versus emotion) at all times.
7. If the negative posts continue after a suitable response, MCO will attempt to take the conversation 'offline' by providing direct contact details (phone number, email address, etc) of the relevant person/department to speak to.
6. If negative posts continue to occur, MCO will not engage further but simply monitor the post for breaches.
7. MCO is authorised to warn the user and refer them to the 'Public Usage Guidelines' - and also block the user permanently if breaches continue.
8. MCO will notify staff (including CEO and Mayor) if they are mentioned or directly addressed – though not all posts can be monitored/seen. If they are unavailable to respond in real-time, MCO will take the conversation offline by providing direct contact details. If the user breaches our Public Usage Guidelines/AANA Code at any time (abusive, defamatory, etc) the content will be removed immediately.
9. If a crucial response is required, especially for controversial or 'hot' topics, then the MCO will refer to the above point but is authorised to respond as best they can.

MANDATORY ITEMS FOR ALL SM PLATFORMS

1. The City of Vincent logo.
2. All of the City's SM pages must clearly display the City's 'Public Usage Guidelines' (see below).
3. Offensive language controls and filters should be in place.
4. A 'disclaimer' to also be prominently displayed which states (adapted to suit SM platform):
"Welcome to Vincent's official News, Arts, Festivals and Events page! Please contact us by phone, email or post if you need a response, and ensure your posts follow our 'Public Usage Guidelines', thanks.
5. Appropriate 'About', 'Contact' and other details to suit the SM platform must be displayed before going live.
6. MCO's contact details to discuss the removal of a previous post, request a current post be removed or for any other matters related to our page or 'Public Usage Guidelines'.

RECORD KEEPING

1. With regards to the Local Government record keeping and the State Records Act 2000, attempts must be made by MCO to keep records where practical of activity that has a liability element, is of public concern or has a contentious nature.
2. MCO will screen grab such activity and file (digitally) on the City's server. In this way, we do not have to rely on a third party (eg: facebook itself) provider (which are often overseas) to obtain records.
3. Not everything must be recorded – as long as the City attempts to uphold the 'spirit' of the Act, then that will suffice.

City of Vincent's 'Public Usage Guidelines'

[This will be placed on all SM platforms to be clearly visible for the public and may be called something a little different to suit the platform. The below example is for facebook].

Welcome and thanks for visiting Vincent's space for inspired, cooperative and interesting community news, arts, festivals and events. We look forward to connecting with you – but we do have a few Guidelines to follow if you'd like to contribute to our facebook page.

We do encourage open discussion but facebook isn't a formal communication channel for the Council and we just can't respond to everything. So if you do need a response, then feel free to visit, call, write or email us.

When interacting with this page, we request that you:

- use the space to contribute positively
- contact us 'offline' for serious matters or for a response
- exercise common sense and courtesy
- do not post your personal contact details
- do not post advertising material or solicitations
- adhere to facebook's guidelines which can be found at:
<http://www.facebook.com/legal/terms>

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All fan comments on this page are not representative of the opinions of the City of Vincent, nor do we make any warranty to their accuracy. We will make all attempts to immediately remove comments which contravene these Guidelines and the Australian Association of National Advertiser's (AANA) Code of Ethics.

Any posts or comments made on our page may be removed at any time without notice. We won't remove content simply because we don't like it – but we will act swiftly to protect the privacy and rights of any individual or group. Any comments which specifically identify or refer to individuals in a negative manner, including our employees, will be removed.

Posts may also be deleted - at our absolute discretion - if they contain:

- any discussion or promotion of behaviour that is unlawful
- inappropriate, violent, obscene, profane, hateful, derogatory, racist or sexist language, content or links
- threatening, harassing, bullying, discriminatory language, content or links
- content or links that infringe copyright
- comments that threaten or defame any person or organisation
- information that may compromise the public's safety or security
- solicitations, advertisements or endorsements; spam or nuisance posts
- discusses Local Government elections and/or candidates
- multiple successive off-topic posts by a single user or any repetitive posts
- any other inappropriate comments or content as determined by us

Please note that by 'liking' this page you acknowledge all of the above Guidelines and that you may be blocked from this page if we decide you're in breach.

To discuss the removal of a previous post, request a current post be removed or for any other matters related to these Guidelines please contact our Communications department on 08 9273 6011 or email marketing@vincent.wa.gov.au

Thanks for your interest, happy posting!

CITY OF VINCENT POLICY MANUAL
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MEDIA
POLICY NO: 4.1.25

POLICY NO: 4.1.25**MEDIA****OBJECTIVES**

To provide guidance to the Mayor, Councillors and the City's Administration for a consistent and co-ordinated approach relating to communication with the media with the objective of ensuring that the City's affairs and activities are promoted and are objectively and fully reported in the media.

POLICY STATEMENT

The media policy sets out clear, consistent protocols for all contact with news media which are to be followed by the Mayor, Councillors, Chief Executive Officer and employees of the City of Vincent and has been established to:

- Formalise the roles of the Mayor, Councillors, Chief Executive Officer and employees in communication with the media.
- Proactively represent the City in media communications.
- Ensure communication with media is consistent, in line with the City's strategic direction and aligned with the City's Communication Strategy.
- Maintain positive and quality communications with the media at all times.
- Ensure that media communication with the City is in accordance with relevant statutory provisions, City's Code of Conduct or this Policy.

The Council is committed to open and transparent procedures and to being fully accountable. It will provide the media with information about projects and initiatives, and to respond to media enquiries (where appropriate), in a timely manner.

The City aims to maximise its media exposure by:

- demonstrating that it is an open and accessible local government;
- providing accurate information (where appropriate) to the media in a timely manner; and
- building positive relationships with the media.

CITY OF VINCENT POLICY MANUAL
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Media Statements/Releases

The City's policy on the issue of media statements/releases is as follows:

1. The Mayor (or in his/her absence the Deputy Mayor) and/or the Chief Executive Officer are the only persons authorised to speak on behalf of the Council/City to members of the media, unless prior approval has been granted to another person.
2. All media statements/releases are to accurately reflect the Council's position and shall be in accordance with the Council's Code of Conduct – Section 8 – *"Communication and Public Relations"*.
3. Media releases are issued to appropriate media outlets to communicate the City's activities, actions, initiatives or decisions (determination of media outlets is at the discretion of the Mayor/Chief Executive Officer, in accordance with circumstance and the City's Communication Strategy).
4. A copy of the media statement/release is to be placed on the City's webpage as soon as is practicable after being issued. Council Members will be able to inspect and/or obtain a copy of any media statement after it has been released.
5. Media statements/releases must not include information considered to be electioneering or for personal promotional purposes.
6. Any comments by the Mayor, Council Members or the Chief Executive Officer to the media shall be in accordance with the requirements of the City's Code of Conduct Section 8 – *"Communication and Public Relations"* and any legislative requirements which prevail at the time.

Guidelines and Policy Procedures

The attached Guidelines and Policy procedures are to be followed at all times.

Date Adopted:	23 January 2007
Date Amended:	May 2010
Date Reviewed:	1 February 2010, 25 May 2010
Date of Next Review:	May 2015

CITY OF VINCENT POLICY MANUAL
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GUIDELINES AND PROCEDURES FOR MEDIA POLICY NO. 4.1.25

The City will use the policy and guidelines to assist the Mayor, Councillors, Chief Executive Officer and employees in understanding the correct communication processes when handling media enquiries, identifying spokespersons for media interviews, preparing media releases and making comments/statements to the media.

The following procedures and protocols are to be followed:

1. Only persons authorised by the *Local Government Act* and the City's Media Policy are to provide comment to the media on behalf of the Council and/or Administration.
2. Verbal and/or written media communications are to be made by the Mayor and/or Chief Executive Officer relating to Council decisions, initiatives, activities or issues.
3. Comments by Councillors to the media are only to be made on the basis that the media are informed by the Councillor that he/she is not speaking on behalf of the Council and the comment is qualified as being of a personal nature. Councillors are not to announce Council initiatives/decisions unless previously authorised by the Mayor.
4. Details of matters that occur as part of the decision-making process which are confidential are not to be disclosed.
5. Employees are not permitted to make any comment to the media about any Council/City matter unless prior approval has been granted by the Chief Executive Officer.
6. When applying these procedures and protocols, the Mayor, Councillors, Chief Executive Officer and employees are to have regard to ethical and professional behaviour and comply with the City of Vincent Code of Conduct 2010 (Section 8).

Dealing with a Media Enquiry

Enquiries are to be directed to the City's Public Relations Officer in the first instance. The Public Relations Officer will forward the enquiry to either the Mayor or Chief Executive Officer for appropriate action, who will deal with the matter as follows:

Mayor

Where appropriate, the Mayor is to respond to media enquiries related to Council decisions, initiatives or issues of a controversial nature.

Chief Executive Officer

The Chief Executive Officer, or approved nominee, may respond to media enquiries that are administrative, operational or technical in nature, provide factual information or information on the public record.

Employees

Procedure

The following procedure is to be strictly followed by all employees in responding to media enquiries:

1. If approached by a media representative, an employee should direct the caller to the City's Public Relations Officer or, if unavailable, to the Chief Executive Officer. The employee should not continue the conversation further with the journalist/reporter.
2. However, if the enquiry is minor and/or regarding something that is a matter of public record, for example the date of the next Council Meeting, the enquiry can be answered immediately by an employee. It can also be helpful to refer some journalists/reporters to the City's website for information (www.vincent.wa.gov.au).
3. If there is any doubt or the matter is more detailed/controversial, the employee should advise the journalist/reporter that the City's policy is for all media liaison to be directed to the City's Public Relations Officer and/or Chief Executive Officer, in the first instance.
4. The Chief Executive Officer will either:
 - (a) refer the matter to the Mayor;
 - (b) respond to the media enquiry; or
 - (c) nominate an appropriate spokesperson to deal with the enquiry.

Note: Employees specifically authorised to make comments to the media are to confine themselves to providing such information as is necessary to explain Council policy or to provide factual, explanatory or background material pertinent to the question. No personal opinion is to be expressed at any time. Requests for supporting materials, related information and drawings/photographs are to be referred to the Public Relations Officer/Chief Executive Officer and are on no account to be released without the prior approval of the Chief Executive Officer.

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Preparation and Distribution of Media Releases

1. Media releases are to be authorised and issued under the name of the Mayor for matters relating to Council decisions, initiatives or issues of a controversial nature.
2. The Chief Executive Officer, or approved nominee, may authorise media releases or provide information to the media that relates to the “day-to-day” administration or operation of the City’s Administration.

The following procedure must be followed in the preparation of media releases:

1. The Mayor and/or the Chief Executive Officer will identify the requirement for the preparation of a media release for matters relating to Council decisions, initiatives or issues of a controversial nature.
2. Employees are encouraged to provide information to the Public Relations Officer relating to any event, project or activity which is newsworthy and has the potential to generate positive publicity for the City (employees should follow the internal procedure). If appropriate, a media release will be created and distributed.
3. Matters relating to the Council decisions or of a controversial nature are to be drafted by the Chief Executive Officer via the Public Relations Officer and referred to the Mayor for approval, prior to being released.
4. If the media release is of an administrative or operational matter the Chief Executive Officer may authorise the release.
5. For matters related to mental health or suicide, staff to refer to the Mindframe National Media Initiative (<http://www.mindframe-media.info/for-media>) for more information. Staff to also refer journalists/reporters reporting on these issues to the website for more information.
6. Authorised media releases will be distributed to targeted media outlets by the Public Relations Officer at an appropriate time (in accordance with circumstance and the City’s Communications Strategy). Employees are not to forward copies of media releases to any party.
7. Copies of media releases are to be placed on the City’s website at an appropriate time.

12 CHIEF EXECUTIVE OFFICER**12.1 APPOINTMENT OF THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) - CENTRAL METROPOLITAN ZONE - COUNCIL REPRESENTATIVES**

Attachments: Nil

RECOMMENDATION:

That Council APPOINTS the following Elected Member to represent the City of Vincent on the Western Australian Local Government Association (WALGA) – Central Metropolitan Zone and as voting delegates/proxy delegates for WALGA Annual General Meetings for the term 22 June 2022 to the next ordinary local government election, being 21 October 2023:

Members/Voting Delegate:

1.;

PURPOSE OF REPORT:

To appoint an alternative representative for the City on the Western Australian Local Government Association (WALGA) – Central Metropolitan Zone (Zone) and as voting delegate and proxy delegates for the WALGA Annual General Meetings, due to the resignation of one of the current representatives, Cr Ross Ioppolo.

BACKGROUND:

At the Special Council Meeting on 19 October 2021 Cr Ross Ioppolo and Cr Ashley Wallace were appointed as the City's representatives for the Zone. On 3 June 2022 Cr Ross Ioppolo tendered his resignation from this position, so an alternative representative is required.

Part of the Council's role is to represent the City on the Zone. The role of the City's delegates is to ensure the City's strategic position and policies are reflected at the Zone meetings, and report back to Council on decisions made by the Zone.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State decision making table, they are a key player in developing policy and legislative initiatives for Local Government. WALGA's Constitution outlines that the functions of Zones are to:

- Elect one or more State Councillors;
- Consider the State Council agenda;
- Provide direction and feedback to their State Councillor; and
- Any other function deemed appropriate by the Zone.

Additional activities undertaken by Zones include:

- Developing and advocating on positions on regional issues affecting Local Government;
- Progressing regional Local Government initiatives;
- Identifying relevant issues for action by WALGA;
- Networking and information sharing; and
- Contributing to policy development through policy forums and other channels.

Zones provide input into the State Council's advocacy agenda by passing resolutions on items contained in the State Council agenda and by generating new agenda items for consideration by State Council.

To represent the City at WALGA's Annual General Meeting in August each year the City of Vincent is to nominate two voting delegates. It is recommended that the Zone delegates be appointed as the voting delegates accordingly.

DETAILS:

The Central Metropolitan WALGA Zone comprises Perth, Vincent, Subiaco, Nedlands, Cambridge, Claremont, Cottesloe, Peppermint Grove and Mosman Park.

Key details are listed below.

Location of Meetings:	Local Governments in the Central Metropolitan Zone on a rotation basis
Time of Meetings:	6:00pm
Meeting Occurrence:	Bi-monthly (or six weekly)
Day of Meetings:	Thursday
No. of Meetings still to be held in in 2022:	5 meetings
Responsible Liaison Officer:	Chief Executive Officer
Purpose of Appointment:	To represent the City on the Western Australian Local Government Association – Central Metropolitan Zone
Other Membership:	Representatives from Central Metropolitan Zone Councils Chief Executive Officer (non-voting)
Previous Council Members	Members: Cr Ioppolo and Cr Wallace
Member Sitting Fees:	Nil.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

WALGA's constitution outlines the role of the Zones and state Council.

RISK MANAGEMENT IMPLICATIONS:

Low: Appointing delegates to the Zone allows the City of Vincent to participate in decision making at the regional and state level.

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. 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:

There are no budget implications for the City in respect to appointing members to the Zone.

12.2 PROPOSED LICENSING OF CAR BAYS FOR ELECTRIC VEHICLE CHARGING OPERATOR

Attachments: 1. Location of Proposed Site 

RECOMMENDATION:**That Council**

1. **APPROVES** a Licence to Fast Cities Australia Pty Ltd (trading as Evie Networks) for the use of the City's car parking bays at Chelmsford Road Car Park (2 Chelmsford Rd) in accordance with the following Key Terms:
 - 1.1 **Term:** 5 year Initial Term, with a 5 year Further Term
 - 1.2 **Licence area:** That part of the Land marked for 'Evie' at Chelmsford Road Car Park (2 Chelmsford Rd, Mount Lawley) – Attachment 1.
 - 1.3 **Licence fee:** During the Initial Term (July 2022 to July 2027) a Licence Fee of \$1 per annum will be payable if demanded. For the Further Term (July 2027 to July 2032), the Licence Fee will be \$1,500 per annum (plus GST).
 - 1.4 **Permitted use:** Constructing, maintaining and operating an electric vehicle parking and charging station.
2. **DELEGATES BY ABSOLUTE MAJORITY** to the Chief Executive Officer to consider submissions received under Section 3.58 (3) under the Local Government Act 1995 and dispose the land by way of licence.
3. **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the Licence, subject to final satisfactory negotiations being carried out by the Chief Executive Officer.

PURPOSE OF REPORT:

To consider granting a licence to Fast Cities Australia (trading as Evie Networks) for two car parking bays at Chelmsford Road Car Park (2 Chelmsford Rd, Mount Lawley), for the purpose of installing an electric vehicle charging station.

BACKGROUND:

The City's [Sustainable Environment Strategy 2019-2024](#) (SES) commits to facilitating investment in electric vehicle (EV) charging infrastructure, with the aim of supporting community uptake of zero emission vehicles.

The SES Implementation Plan includes actions to:

- Identify and engage with businesses seeking to invest in public electric vehicle charging infrastructure.
- Work with charge station providers to ensure any infrastructure they install is in appropriate locations.
- Identify and implement mechanisms to encourage developers to incorporate EV charging in new developments.

Over the past 12 months, the City has received multiple queries from residents and businesses regarding electric vehicle (EV) chargers. Some have requested the City considers installing public chargers at specific locations, or offered to host them. Others were individuals wanting to install private chargers on the verge next to their property. Unfortunately, Western Power regulations do not allow power from one property to service another (in this case, from private property to the verge, which is Crown land). This leaves residents without off-street parking, such as in heritage precincts and multi-unit developments, reliant on public stations to charge EVs.

Local governments own land that is ideal for the location of public EV charging stations, specifically car parks in busy town centres. The Shire of Esperance, for example, has just approved a peppercorn lease for two fast EV charging stations in the Esperance town centre.

In Vincent, the Beaufort Street Town Centre, being close to Beaufort Street, Walcott Street and late night supermarkets makes it an appealing EV charging location. Supporting the installation of the fast-charging EV station would deliver on Action 1.1 'Fast-charging electric vehicle station' of the [Beaufort Street Town Centre Place Plan](#).

The City currently operates one public EV charging station – a 7 kilowatt charger at The Avenue Car Park, Leederville. Note that 7 kilowatt chargers (the most common type as they are affordable and easy to install) take up to 8 hours to charge from empty-to-full. Fast 50 kilowatt chargers, charge from empty-to-full in 30 to 60 minutes. However, with the cost of purchasing and installing a fast charger being up to \$100,000, this was not considered feasible by Administration until now.

DETAILS:

The City has been offered an opportunity to join Evie Networks' project of installing a network of 158 fast EV charging locations around Australia – with 10 to be installed in Western Australia by August 2023. They have received a large grant from the Australian Renewable Energy Agency (ARENA) and have begun installing charging stations, starting with each of the capital cities on the east coast. If this licence is granted, the City of Vincent would be their first local government partner in Western Australia.

Evie Networks has proposed to install two fast 50 kilowatt chargers at no installation, purchase, maintenance or eventual removal cost to the City. (Estimated value over \$100,000.)

As a contribution to the project, the City would provide an initial peppercorn (and subsequent discounted) licence and the opportunity for Evie Networks to develop a market for a renewable and emerging technology.

After considering several City-owned car parks, Chelmsford Road Car Park was selected as the preferred location as it is in a town centre, easily and safely accessible to the public (24 hours a day), with amenities and businesses nearby. Market rental value of the car bays was assessed by McGees Property at \$3,600 ex GST per annum.

Administration has worked with Evie Networks for the last 12 months, reviewing the location and proposed Licence, and is supportive of the Licensee's request.

CONSULTATION/ADVERTISING:

The City would need to provide public notice of the proposed Licence. Public notice would be provided on the City's website, City noticeboards and in the newspaper, for a period of 14 days.

LEGAL/POLICY:

Section 3.58 (3a) of the *Local Government Act 1995 (WA)* (Act) provides that a local government must give local public notice:

- (i) describing the property concerned; and
- (ii) giving details of the proposed disposition; and
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given.

And (3b), consider any submissions made by the date specified in the notice.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to enter into a licence for part of the car park which addresses the risk to the City in respect to indemnity, liability, maintenance and removal.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have improved resource efficiency and waste management.

Accessible City

We have embraced emerging transport technologies.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

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

Sustainable Transport

PUBLIC HEALTH IMPLICATIONS:

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

Reduced exposure to environmental health risks

FINANCIAL/BUDGET IMPLICATIONS:

An annual licence fee of \$1 will be payable if demanded for the first term of the Licence, and \$1,500 plus GST for the Further Term.

The cost of providing public notice of the proposed land disposal is included as an operational expense in the adopted annual budget.

The cost of seeking external legal advice to review the draft Licence will be shared by Evie Networks (who are contributing \$1,500) and the City as part of the operating budget.





CITY OF VINCENT

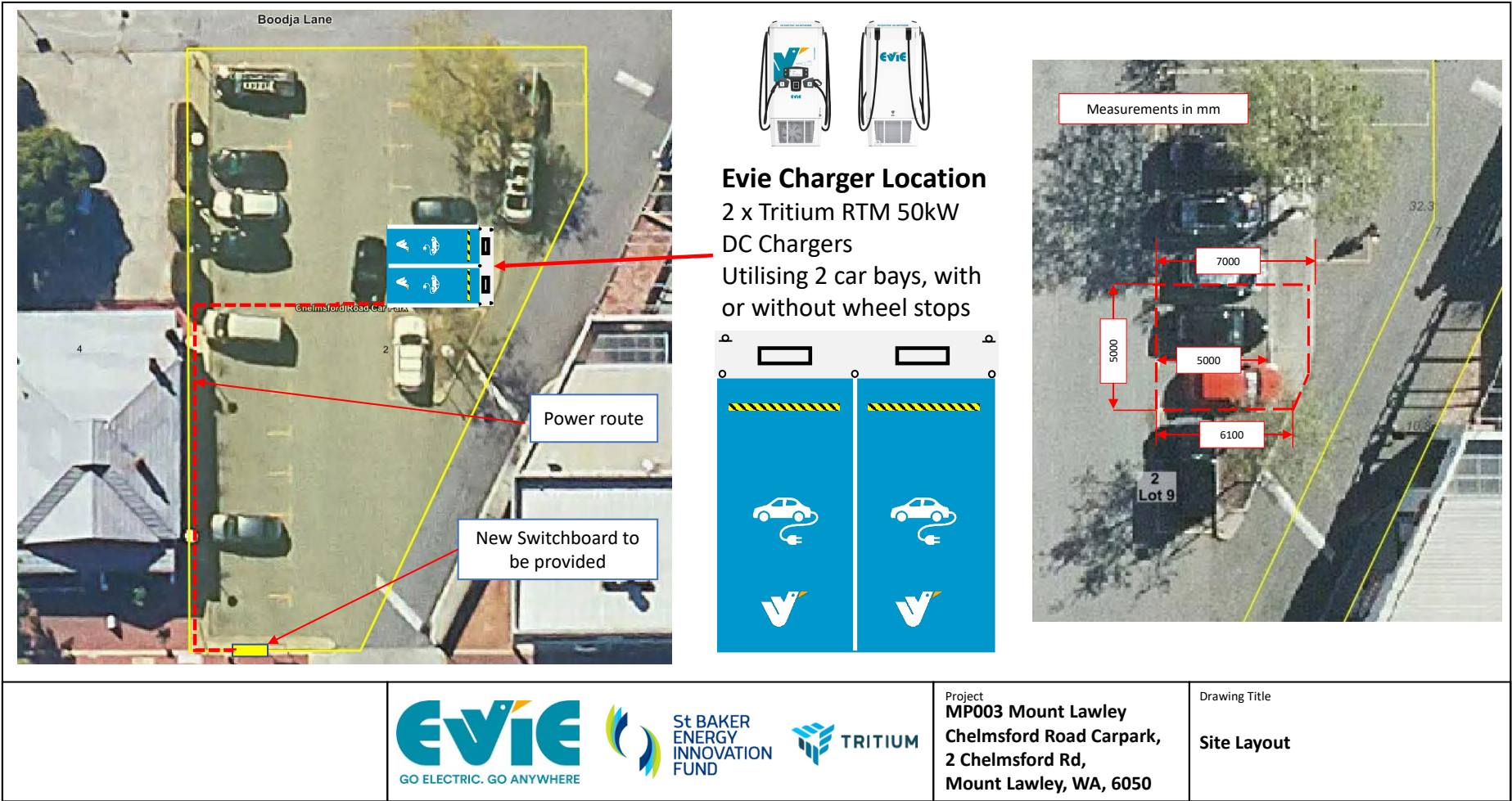


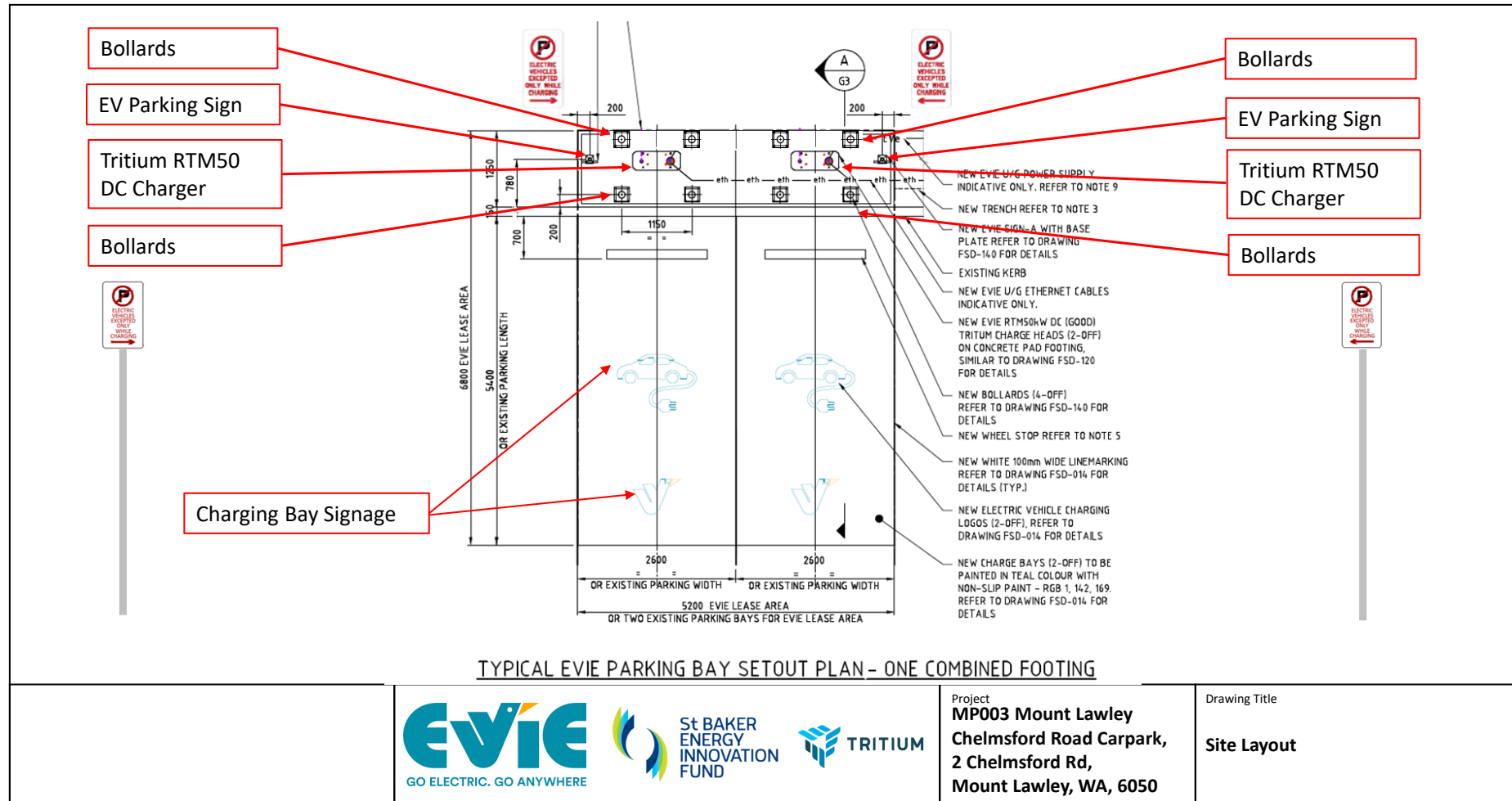


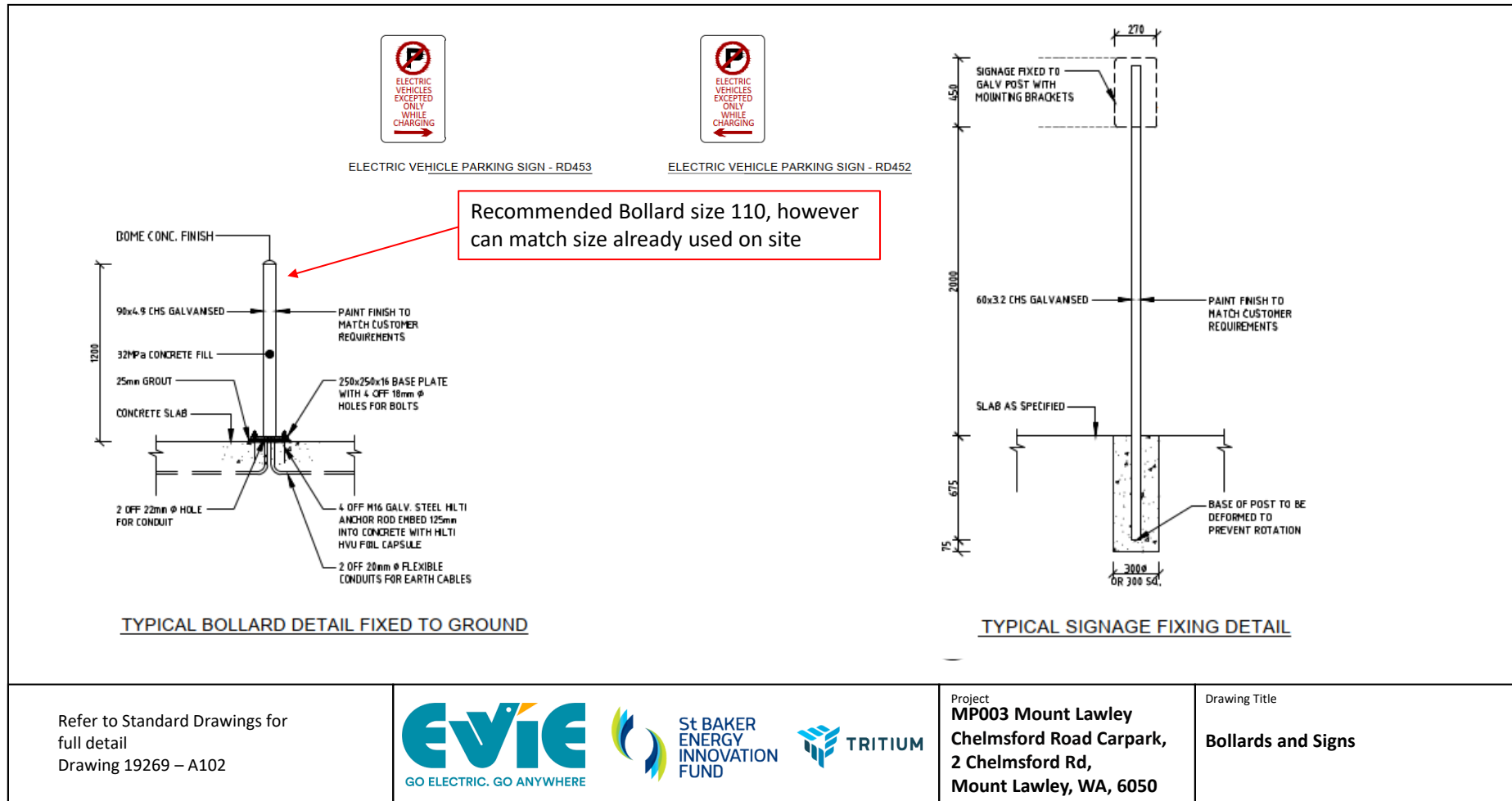
Project
MP003 Mount Lawley
Chelmsford Road Carpark,
2 Chelmsford Rd,
Mount Lawley, WA, 6050

Drawing Title
Site Overview




















12.3 INFORMATION BULLETIN

- Attachments:**
1. Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 26 May 2022 [↓](#) 
 2. Minutes of the Reconciliation Action Plan Working Group (RAPWG) 2 May 2022 [↓](#) 
 3. Statistics for Development Services Applications as at the end of May 2022 [↓](#) 
 4. Register of Legal Action and Prosecutions Monthly - Confidential
 5. Register of Legal Action - Orders and Notices Quarterly - Confidential
 6. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 2 June 2022 [↓](#) 
 7. Register of Applications Referred to the MetroWest Development Assessment Panel - Current [↓](#) 
 8. Register of Applications Referred to the Design Review Panel - Current [↓](#) 
 9. Register of Petitions - Progress Report - May 2022 [↓](#) 
 10. Register of Notices of Motion - Progress Report - May 2022 [↓](#) 
 11. Register of Reports to be Actioned - Progress Report - May 2022 [↓](#) 
 12. Council Workshop Items since 20 April 2022 [↓](#) 
 13. Council Meeting Statistics - May 2022 [↓](#) 
 14. Council Briefing Notes - 10 May 2022 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated June 2022.



MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

26 MAY 2022

ELECTRONIC MEETING BY ZOOM

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



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ORDINARY COUNCIL MEETING MINUTES
26 MAY 2022

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The Chair welcomed Council Members, MRC staff, Member Council officers and visitors to the meeting which was conducted by electronic means in accordance with the *Local Government (Administrations) Regulations 1996*.

The Chair declared the meeting open at 6.32 pm.

—

Cr K Vernon (Chair)	Town of Victoria Park
Cr F Cvitan, JP (Deputy Chair)	City of Wanneroo
Cr A Jacob, JP	City of Joondalup
Cr C May	City of Joondalup
Cr L Gobbert, JP (<i>connected 7.22 pm</i>)	City of Perth
Cr C Hatton	City of Stirling
Cr E Re	City of Stirling
Cr K Sargent	City of Stirling
Cr L Thornton	City of Stirling
Cr A Castle	City of Vincent
Cr P Miles (<i>connected 6.44 pm</i>)	City of Wanneroo
Cr K Shannon (<i>connected 6.34 pm</i>)	Town of Cambridge

Mr S Cairns (Chief Executive Officer)
Mr B Twine (Manager Operations)
Mr A Griffiths (Manager Projects and Procurement)
Ms S Cherico (Human Resources Officer)
Ms D Toward (Executive Support)

Ms A Slater (Director Corporate Services)

Mr N Claassen	City of Joondalup
Mr M MacPherson	City of Joondalup
Mr P Kellick	City of Stirling
Mr R Bryant	City of Stirling
Mr A Murphy	City of Vincent
Ms Y Plimbley	City of Vincent
Mr H Singh	City of Wanneroo
Mr K Hincks	Town of Cambridge
Mr J Wong	Town of Victoria Park

Mr David Hugo Herbert Smith Freehills

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3 DECLARATION OF INTERESTS

Name /Position	Mr Scott Cairns
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Financial Interest
Extent of Interest	Mr Cairns holds the position of Chief Executive Officer.

4 PUBLIC QUESTION TIME

Due to health-related concerns with COVID-19 the public gallery was closed and public questions were invited by email.
No public questions were received.

6.34 pm Cr Shannon connected to the meeting

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

The Chair invited all attendees to participate in a Budget Workshop following the Ordinary Council meeting.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Albert Jacob requested Leave of Absence from Council duties covering the period 04 July 2022 to 22 July 2022 inclusive.

Moved Cr Vernon, Seconded Cr Hatton

That Council approves the request for Leave of Absence from Council duties for Cr Jacob covering the period 04 July 2022 to 22 July 2022.

(CARRIED UNANIMOUSLY 10/0)

7 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

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8	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
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8.1 ORDINARY COUNCIL MEETING – 24 March 2022

The Minutes of the Ordinary Council Meeting held on 24 March 2022 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 24 March 2022 be confirmed as a true record of the proceedings.

Moved Cr Cvitan, seconded Cr Hatton

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

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9.1 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENTS FOR THE MONTH ENDED 31 MARCH 2022 AND 30 APRIL 2022
Reference:	FIN/5-09
Appendix(s):	Appendix No. 1 Appendix No. 2 Appendix No. 3
Date:	15 MAY 2022
Responsible Officer:	DIRECTOR CORPORATE SERVICES

SUMMARY

The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

BACKGROUND

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Investing Activities
- Tonnage Report

DETAIL

The Financial Statements for the month ended 31 March 2022 and 30 April 2022 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 10 months to 30 April 2022 is attached at **Appendix No. 3**.

The complete suite of Financial Statements which includes the Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the “air space” remaining and other relevant information.

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Summary of results for the year to date period ended 30 April 2022

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	162,362	158,565	3,797
Tonnes – Others	27,792	26,346	1,446
TOTAL TONNES	190,154	184,911	5,243
	\$	\$	\$
Revenue – Members	27,402,577	26,380,294	1,022,283
Revenue – Other	9,270,998	8,071,031	1,199,967
TOTAL REVENUE	36,673,575	34,451,325	2,222,250
Expenses	36,479,034	35,635,040	(843,994)
Profit on sale of assets	9,846	12,308	(2,462)
Loss on sale of assets	15,879	-	(15,879)
Impairment of assets	-	-	-
NET SURPLUS/(DEFICIT)	188,509	(1,171,407)	1,359,916

Members

Members tonnages for the financial period ended 30 April 2022 were 3,797 tonnes in excess of budget.

RRF

The Resource Recovery Facility residue tonnes delivered 15,938 tonnes in total to Tamala Park year to date as they have now completed the empty, clean and make safe (ECMS) of the facility.

Trade & Casuals

The Casual and Trade tonnages are 1,446 tonnes higher than forecast for the financial year to date. 13,269 tonnes delivered through the discounted rate waste tender.

Overall tonnages for the financial period ended 30 April 2022 were 5,243 tonnes more than budgeted.

The net result variance against budget of \$1,359,916 is mainly attributable to increased tonnages above budgeted forecast.

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VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 March 2022 and 30 April 2022.

Cr Miles connected to the meeting at 6.44 pm

Moved Cr Sargent, seconded Cr Re

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

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9.2 LIST OF PAYMENTS MADE FOR THE MONTH ENDED 31 MARCH 2022 AND 30 APRIL 2022	
File No:	FIN/5-09
Appendix(s):	Appendix No. 4 Appendix No. 5
Date:	15 May 2022
Responsible Officer:	Director Corporate Services

SUMMARY

The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

COMMENT

The lists of payments for the months ended 31 March 2022 and 30 April 2022 are at **Appendix 4 and 5** to this Item and are presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 16 September 2021, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

Months Ended	Account	Vouchers	Amount
31 March 2022	General Municipal	Cheques	\$3,329.31
		EFT	\$799,169.25
		DP	\$363,945.89
		Inter account transfers	\$14,019,520.96
		Total	\$15,185,965.41
30 April 2022	General Municipal	Cheques	\$540.00
		EFT	\$4,288,914.85
		DP	\$358,063.11
		Inter account transfers	\$3,000,000.00
		Total	\$7,647,517.96

VOTING REQUIREMENT

Simple Majority

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RESPONSIBLE OFFICER RECOMMENDATION

That Council:

**Note the list of payments made under delegated authority to the Chief Executive Officer,
for the months ended 31 March 2022 and 30 April 2022.**

**Moved Cr Cvitan, seconded Cr Castle
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)**

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9.3 AUDIT COMMITTEE REVISED TERMS OF REFERENCE	
File No:	GF-22-0000070
Appendix(s):	Appendix No. 6 Appendix No. 7
Date:	13 MAY 2022
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to review the Audit Committee Terms of Reference.

BACKGROUND

At an Ordinary Council Meeting held on 7 July 2005 the Audit Committee was established by Council under s7.1A of the Local Government Act 1995. On 27 October 2005 Council adopted the Terms of Reference for the operation of the Audit Committee. These terms of reference were subsequently revised by Council at an Ordinary Council Meeting held on 24 April 2014.

DETAIL

In line with Function 16 of the Local Government (Audit) Regulations 1996, the objective of the Audit and Risk committee is to:

- Support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management and external audit functions and ethical accountability.
- Critically examine the annual external audit and liaise with the Office of the Auditor General (OAG) so that Council can be satisfied with the performance of the local government in managing its financial affairs.
- Receive and review reports prepared by the Chief Executive Officer in accordance with the Regulations, and present a report to Council on its findings and recommendations.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Council's affairs, determining the Council's policies and overseeing the allocation of the Council's finances and resources. The Committee will ensure openness in the Council's financial reporting and will liaise with the Chief Executive Officer (CEO) to ensure the effective and efficient management of the Council's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- the enhancement of the credibility and objectivity of external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the provision of an effective means of communication between the OAG, the CEO and the Council.

The main changes to the terms of reference which were proposed included;

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-
- Change in name from Audit Committee to Audit and Risk Committee
 - Removing the duties and responsibilities of recommending and adopting an external auditor, due to the fact that MRC audits are now conducted by the Office of the Auditor General (OAG).
 - The inclusion of performing an annual review of the risk management framework and full risk register

The marked up version of the Terms of Reference can be found at Appendix 6 to this agenda and the clean copy at Appendix 7

CONSULTATION

The revised Terms of Reference were discussed at an Audit Committee Workshop held on 12 May 2022.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMENT

These Terms of Reference have been prepared in accordance with the requirements of the Local Government Act 1995 and Local Government (Audit) Regulations 1996 and Local Government Operational Guidelines.

VOTING REQUIREMENT

Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council

1. Endorse the change of the title of the current 'Audit Committee' to the 'Audit and Risk Committee'.
2. Adopts the revised Audit and Risk Committee Terms of Reference.

Moved Cr Vernon, seconded Cr Re

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

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10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 68

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 68 be received.

Moved Cr May, seconded Cr Sargent

RESOLVED

That the Members Information Bulletin No 68 be received.

(CARRIED UNANIMOUSLY 11/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

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Moved Cr Vernon, seconded Cr Jacob

Procedural motion

That Council:

1. Closes the meeting to the members of the public at 6.52pm to consider items 14.1, 14.2, 14.3 and 14.4 in accordance with Section 5.23 of the *Local Government Act 1995*.
2. Permits the MRC Chief Executive Officer, MRC staff, Member Council CEOs and Officers, and Mr David Hugo to remain in the chamber during discussion for item 14.1.
3. Permits the MRC Chief Executive Officer, MRC Staff and Member Council CEOs and Officers to remain in the chamber during discussion for Item 14.2.
4. Permits the MRC Human Resource Officer and the meeting secretary to remain in the chamber during discussion for item 14.3
5. Permits the MRC Chief Executive Officer and MRC Staff to remain in the chamber during discussion for Item 14.4.

(CARRIED UNANIMOUSLY 11/0)

6.52 pm doors closed.

The public gallery was closed and therefore no members of the public were present.

MRC officers, Member Council Officers and Mr David Hugo, Herbert Smiths Freehills, remained online observing the meeting for item 14.1.

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14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

This Report Is Confidential and dealt with in a Confidential Session, under Section 5.23 (2)(c) of the <i>Local Government Act 1995</i> as the report deals with a matter where a contract may be entered into.	
14.1	TENDER FOR THE PROVISION OF WASTE TO ENERGY SERVICES
File No:	GF-22-0000289
Appendix(s):	Attachment 1 - Draft Request for Tender (RFT) Attachment 2 - Draft Waste Supply Agreement (WSA)
Date:	10 May 2022
Responsible Officer:	Chief Executive Officer

This report has not been released for public viewing.

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Authorise the CEO to advertise a tender for the provision of waste to energy services, and
2. The CEO bring back to council a report, detailing the outcome of the tender and recommendations regarding award.

Moved Cr Vernon, seconded Cr Hatton

7.22 pm Cr Gobbert connected to the meeting

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 12/0)

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This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the <i>Local Government Act 1995</i> as the report deals with a matter where a contract may be entered into.	
14.2	TENDER FOR ONSITE SECURITY SERVICES
File No:	GF-22-0000191
Appendix(s):	Nil
Date:	12 May 2022
Responsible Officer:	Operations Manager

This report has not been released for public viewing

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Award the tender supply onsite security services at the Resource Recovery Facility (Tender Number: 13/153) to MA Services Group Pty Ltd, and;
2. Authorises the CEO to inform the unsuccessful tenderers of the decision.

Moved Cr Jacob, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 12/0)

7.39 pm Cr Miles left meeting

7.42 pm Cr May left meeting

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7.43 pm MRC CEO and Staff, and Member Council Officers left the meeting.

The MRC Human Resource Officer and Executive Assistant remained on line connected to the meeting.

This Report is Confidential and dealt with in a Confidential Session, under Section 5.23 (2) (a) of the Local Government Act 1995 as the report deals with a matter affecting an employee.	
14.3	ENGAGEMENT OF CONSULTANT TO ASSIST IN THE ANNUAL REVIEW OF THE CEO'S PERFORMANCE
File No:	GF-22-0000115
Attachment(s):	Attachment 1. Contract Action Plan – CEO Contract of Employment
Date:	16 May 2022
Responsible Officer:	Human Resource Officer

This report has not been released for public viewing

That Council:

1. Appoints Learning Horizons as the external Human Resource Consultant, subject to their acceptance of the appointment, to conduct a review of the MRC's Chief Executive Officer performance, remuneration, and KPIs for the period 20 September 2021 to 1 July 2023.
2. Notes the Contract Action Plan as contained in this report.
3. Notes that the CEO probation period has passed and no further action is needed.

Moved Cr Vernon, Seconded Cr Gobbert

7.48 pm Cr May returned to the meeting

Prior to any discussions on this item, Councillors made the following declarations of interest in accordance with the Local Government Act 1995 s.5.65(b).

Name /Position	Cr Karen Vernon
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	Two of the Agencies are known to Cr Vernon

Name /Position	Cr Lisa Thornton
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	One of the Agencies known to Cr Thornton

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Name /Position	Cr Frank Cvitan
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	One of the Agencies known to Cr Cvitan

Name /Position	Cr Alex Castle
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	One of the Agencies known to Cr Castle

Name /Position	Cr Keith Sargent
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	One of the Agencies is known to Cr Sargent

Name /Position	Cr Chris Hatton
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	One of the Agencies is known to Cr Hatton

Name /Position	Cr Elizabeth Re
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	One of the Agencies is known to Cr Re

Name /Position	Cr Keri Shannon
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	Two of the Agencies are known to Cr Shannon

Name /Position	Cr Albert Jacob
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	One of the Agencies is known to Cr Jacob

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Name /Position	Cr Christopher May
Item No./Subject	14.3 Engagement of consultant to assist in the annual review of the CEO's performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	One of the Agencies is known to Cr Jacob

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
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7.57 pm CEO, Manager Operations and the Manager Projects and Procurement reconnected to the meeting

This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2) (f)(ii) of <i>The Local Government Act 1995</i> as the report deals with a matter that if disclosed , could be reasonably expected to endanger the security of the local governments property.	
14.4 AUDIT COMMITTEE CONFIDENTIAL DOCUMENTS	
File No:	GF-22-0000070
Attachment(s):	Attachment 1 – High Risk Register – Review 5 April 2022 Attachment 1a – High Risk Register – Review 5 April 2022 (Marked up version) Attachment 1b – Risk Tables Attachment 2 – Draft Risk Appetite Statement and Risk Management Plan
Date:	13 May 2022
Responsible Officer:	Chief Executive Officer

This report has not been released for public viewing

That Council:

- 1. Note the High Risk Register.**
- 2. Note the Risk Tables.**
- 3. Note the Draft Risk Appetite Statement and Risk Management Plan.**
- 4. Note the Audit Committee Recommendation to item 7.2 as detailed on page 8 of this report.**

Moved Cr Vernon, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
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**Moved Cr Vernon, seconded Cr Re
Procedural Motion**

That Council:

1. Reopens the meeting to members of the public at 7.59 pm.
2. Invites Member Council CEOs and Officers to reconnect to the meeting.

**To re-open the meeting to the public
(CARRIED UNANIMOUSLY 11/0)**

Doors re-opened at 7.59 pm, the Chair declared the meeting re-opened.

There were no members of the public present, Member Council Officers reconnected to the meeting.

The Chair noted the resolutions passed behind closed doors.

15 NEXT MEETING

The next Ordinary Council meeting will be held on Thursday 07 July 2022 at the City of Stirling commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 8.00 pm and thanked Councillors for their participation.

These minutes were confirmed by the Council as a true and accurate record of the Ordinary Meeting of Council held on 26 May 2022.

Signed.....Chair

Dated day of 2022

**CITY OF VINCENT****RECONCILIATION ACTION PLAN WORKING GROUP (RAPWG)**

Monday 2 May 2022
Venue: Online via Zoom

UNCONFIRMED MINUTES**Attendees:**

City of Vincent Councillors
Cr Jonathan Hallett
Cr Suzanne Worner

City of Vincent Officers

Gemma Carter – Manager Marketing & Partnerships
Gaya Surendorff – Community Development Advisor
Courtney Aylett – Acting Coordinator Community Development

Community Representatives
Mikayla King

Guest
Kobi Morrison

1. Welcome / Declaration of Opening – Acknowledgement of Country

Kobi Morrison opened the meeting at 5.43pm and delivered Acknowledgement of Country on behalf of the Working Group.

2. Apologies

Cr Dan Loden (Acting Chairperson)
Roslyn Harley
Maxine Braham
Gordon Cole
Virginia Miltrup – Executive Director Community & Business

3. Confirmation of Previous Minutes – 14 March 2022

The previous Minutes were accepted as a true and correct record by Mikayla King.

3.1 Kobi introduced himself to the group as a prospective member of RAPWG. Kobi advised that:

- he is a music specialist
- he draws on his Noongar family background and experience to help the community
- he is a conduit to connect people and ideas together
- ideas provided by Elders are not always listened to with many Elders having passed
- we can listen to each other to a fuller extent now and he wants to pass the message along, even if the person has passed
- reiterating the ideas of the past
- workshops with schools where culture through music and cultural facilitation and understanding can occur
- RAPs are important to motivate others to have a go

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3.2 GS acknowledged Aunty Doolann is an Elder who recently passed, and we acknowledge their contribution. Aunty Doolann and Uncle Walter were a strong couple, and we have permission from the family to acknowledge her passing.

3.3 CA said thank you for being a part of the group and advised that she was standing in as the Coordinator for Community Development for 3 months. CA looks forward to learning more in this space over next few months.

4. Action items update

4.1 Review of Terms of Reference

Roles and Responsibilities of the Chairperson have been updated in the Terms of Reference made available to RAPWG members.

GS will check in with other group members for endorsement prior to sending report to Council.

4.2 Aranmore Traineeship Program

Christine Coyne will check in on the two Aranmore Catholic College students as part of her Aboriginal Employment Consultant work.

4.3 Bush Garden

GS advised that the bush garden had not proceeded as there was no budget in this financial year.

MK questioned why there was no budget as she was under the impression that it had been set aside.

GS advised that the bush garden had come in quite high and that other priorities such as the Employment Consultant had taken priority.

4.4 School Art project

GS advised that there is no budget remaining for this project this financial year. Following NAIDOC Week in July, there may be an opportunity to do the project as a reflection.

MK suggested Children's Day on 4 August 2022.

5. Items for Discussion

5.1 Strategic Community Plan

The Officer cannot be here tonight so information will be emailed out to the group.

5.2 Bridyas group

GS advised that the group has started working with Kambarang Consultancy and were provided with a second opportunity to comment on Draft RAP.

The next meeting is on Wednesday 4 May where further discussions will be held with the Bridyas about doing a bus trip of significant sites in City including Banks, Hyde, Robertson Park, Smiths and Britannia

Heritage Trail.

MK asked if Community Representatives from the Reconciliation Action Plan Working Group could attend the upcoming bus tour and be introduced to Elders? MK feels that it would be good to put a face to the name and good for them to know the RAPWG.

GS advised that the RAPWG were welcome to join for lunch and that confirmation will be sought from Jon from Kambarang Services and come back to the group and arrange.

Action: GS to provide group with invites for Community Members

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5.3 Christine Coyne – Aboriginal Employment Consultant

The Employment Consultant, Christine Coyne is visiting the City tomorrow to check in on atmosphere of our areas. Christine will be working on an Aboriginal Employment and Retention Strategy.

The new trainees Sienna and Bella have joined City and will be interviewed soon.

5.4 Moorditj Murals

Recently Moorditj Murals was launched.

KM enjoyed the event and Cousin Kendra aged 14 was chosen to take part. Whilst the minimum age requirement was 16, KM believed she would get a lot out of it. KM stated that a lot of his family were there, and it was wonderful to see more of this project happening.

KM stated that there was some mild concern over some people not respecting the space - in terms of driving past but felt fine. COV should be proud, let do more of it. Mural or arts in general.

GS stated that it was one of the most meaningful projects that provided opportunities for young people to be mentored by Jade. There was so much pride in them from their families and that it encouraged young artists to talk about their art and present in front of people.

KM said it was great to have representation from multiple bodies and that the Collaboration with Propel Youth Arts was important factor.

6. **Upcoming Events**

Last week KM played music at Banks Reserve online.

Reconciliation Week

- 27 May - Reconciliation Breakfast at Community Centre
 - Staff event and special guests
 - Streaming the Reconciliation virtual breakfast - Reconciliation WA
- 27 May - Aboriginal Spirituality Workshop with Marissa Verma online
- 29 May – Live music online with Kobi Morrison
- 30 May - Bush Tucker workshop with Dale Tilbrook
- 1 June – Aboriginal Cultural Awareness Training for community with Jon Ford
- 2 June - Noongar Language class with Sharon Gregory

NAIDOC Week

- 5 July - Aboriginal Cultural Awareness Training for community with Jon Ford
- 6 July - Bush Tucker workshop with Dale Tilbrook
- 7 July- Ron Bradfield - Yarning session
- 8 July - Aboriginal Warriors and their History with Marissa Verma
- 9 July - Welcome to Country and Music by Gina Williams and Guy Ghouse, food, Charmaine Cole's artwork projection.

Noongar Names for meeting rooms

Sharon Gregory has provided the City with possible names for Community Centre. GS will send a short list around for comments.

KM recommends Sharon G as an excellent source.

Action : GS to send short list of Noongar names for Community Centre meeting rooms to RAPWG members

Kevin Bynder shirts

The Bridyas Group were given some of Kevin Bynders shirts. The shirts are no longer available as they have all gone so staff are in the process of placing another order.

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7. General Business

KM advised that Mondays are the hardest with choir.

JH thanked everyone for hard work.

G S way to move forward in genuine and respectful way. The next meeting will be on 13 June and members will be provided with a Reconciliation Week debrief.

Closed meeting at 6.28pm

Summary of Actions

Summary of Actions	Date	Status
Confirm with Jon from Kambarang Services RAPWG attendance at next Bridyas Group meeting.		
Send short list of Noongar names for Community Centre meeting rooms to RAPWG members		
Investigate expanding traineeship program for Aboriginal people.	June 2022	Commenced
Contact Transition Town Vincent regarding the establishment of a Noongar bush food garden.	2 May 2023	Commenced
Investigate opportunities to work with local primary schools on NAIDOC related projects.	2 May 2022	Commenced

5. Close / Next Meeting

The meeting closed at 6.28pm. Next meeting to be held on 13 June 2022

Signed _____
Councillor Dan Loden (Acting Chairperson)

Date this _____ day of _____ 2022

Statistics for Development Applications As at the end of May 2022

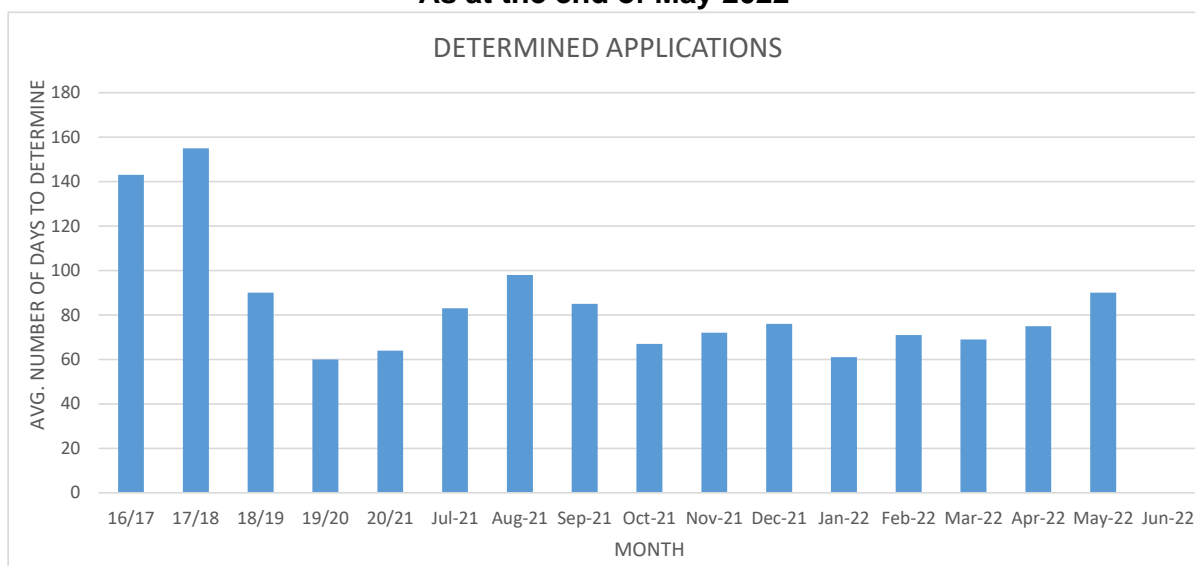


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications (reflective of agreed timeframes with applicants) in each financial year since 2016/17 and each month since July 2021

Processing Days	16/17	17/18	18/19	19/20	20/21	Jul-21	Aug-21	Sept-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Minimum	7	1	0	0	0	1	19	26	8	2	32	9	9	1	23	3	
Average	143	155	85	60	64	83	98	85	67	72	76	61	71	69	75	90	
Maximum	924	1008	787	499	268	234	159	298	171	159	166	119	124	193	170	329	

	Jul-21	Aug-21	Sept-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
DA's Determined	27	33	34	33	38	51	19	30	31	27	33	
Value of Determined DA's (in millions)	11.9	12.3	9.5	9.8	15.2	18.1	8.5	7.4	9.3	21.1	8.7	

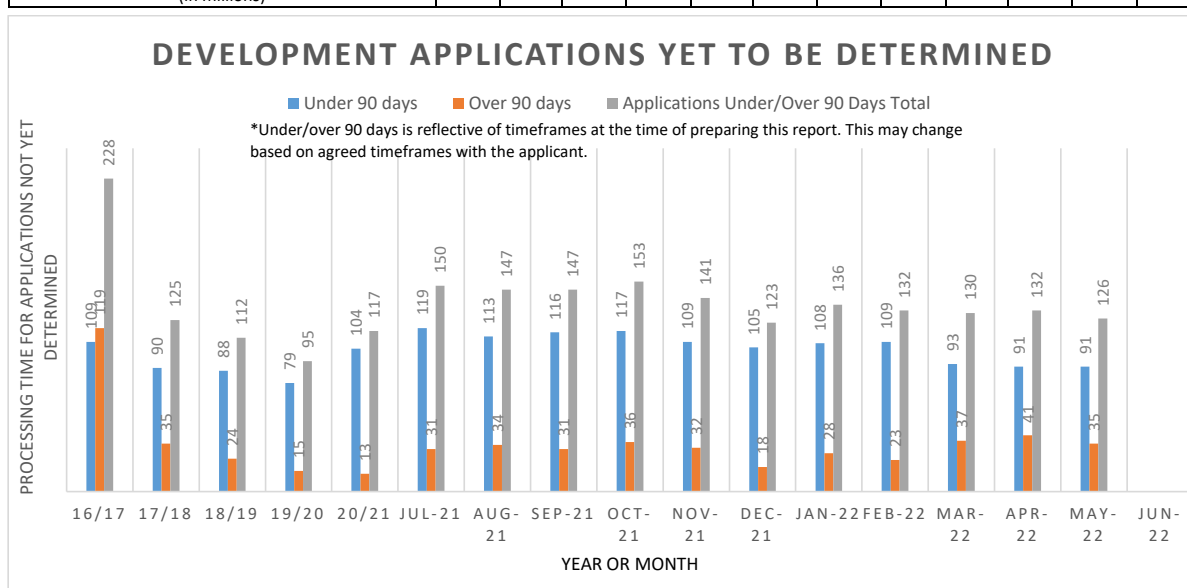


Table 2: No. of DA's to be determined (processing times may change over the course of DA's to be determined, as agreed with the applicant)

	Jul-21	Aug-21	Sept-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
DA's lodged	34	29	34	44	29	37	30	29	27	29	27	
DA's to be Determined	150	147	147	153	141	123	136	132	130	132	126	
Value of DA's to be Determined (in millions)	49.4	47.6	51.7	56.3	60.7	56.4	74.4	75.8	70.7	69.5	108.03	

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 2 JUNE 2022**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	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>SAT Directions Hearings were held on 5 and 11 November 2021, and a further directions hearing is scheduled for 23 December 2021. The 23 December 2021 SAT hearing was cancelled and new hearing scheduled for 1 March 2022 so submissions can be made on the validity of the Notice. SAT hearing held 1 March 2022. Presiding member heard submissions from the City and from the Business. On 20 April 2022, the Tribunal handed down decision, to agree with the City, that a Notice can be given under S.184 of the <i>Health (Miscellaneous Provisions) Act 1911</i> (for a nuisance not specifically mentioned in Section 182 of that Act). Matter listed for directions hearing on 6 May 2022. SAT Hearing held 27 May 2022. Applicant has requested to go to mediation. Mediation set for 5 July 2022.</p> <p><i>Representation by: McLeods</i></p>
2.	Nos. 636-640 Newcastle Street, Leederville (DR 61 of 2022)	4 April 2022	Megara	<p>Application for review of JDAP decision to refuse an application for Mixed Use Development (Amendment to Approved) on 17 March 2022.</p> <p>*****</p> <p>Directions Hearing listed for 29 April 2022 was vacated and the matter referred directly to Mediation scheduled for 26 May 2022. The mediation scheduled for 26 May 2022 was adjourned to 24 June 2022. The applicant is required to provide additional information to the Presiding Member of the Metro-Inner North Joint Development Assessment Panel on or before 10 June 2022.</p> <p><i>Representation by: JDAP</i></p>
3.	No. 392 Bulwer Street, Perth (DR 82 of 2022)	16 May 2022	Minh Khuu	<p>Application for review of determination of Building Approval Certificate (BAC) (Serial No. 6.2017.237.1) issued on 8 September 2017 for retaining walls and masonry fences.</p> <p>*****</p> <p>Applicant claiming review under Section 9.7(1)(a) – of <i>Local Government Act 1995</i> – ‘Review of a decision if an objection not lodged’. Seeking BAC to be set aside, retaining and masonry walls to be removed, alleged contaminated fill to be removed and fibro fence to be reinstated on cadastral boundary. Directions Hearing listed for 24 June 2022.</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 2 JUNE 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 currently due 16 June 2022.
2.	Nos. 170-180 Brisbane Street, Perth	Urbanista Town Planning	Form 1 – 10 Grouped Dwellings	13 January 2022	7 June 2022	Currently under assessment. Responsible Authority Report submitted to the DAP on 27 May 2022.
3.	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 30 June 2022.
4.	No. 391 Lord Street, Mount Lawley	Urbanista Town Planning	Form 1 – Mixed Use Development	22 February 2022	Not yet scheduled	Currently under assessment. Responsible Authority Report due 26 August 2022.
5.	No. 6/469 William Street, Perth	Doepel March Architects and Planners	Form 1 – Mixed Use Development	6 May 2022	Not yet scheduled	Currently under assessment. Responsible Authority Report due 22 July 2022.
6.	Nos. 370-374 Oxford Street, Mount Hawthorn	PTS Town Planning Pty Ltd	Form 1 – Mixed Use Development	27 May 2022	Not yet scheduled.	Currently under assessment. Responsible Authority Report due 9 August 2022.

**CITY OF VINCENT DESIGN REVIEW PANEL
REGISTER OF APPLICATIONS CONSIDERED BY DESIGN REVIEW PANEL
AS AT 2 JUNE 2022**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
No. 40 Frame Court, Leederville	Hatch/Roberts Day and EG	Mixed Use Development	4 May 2022	Pre-Lodgement Application. The proposal would benefit from referral to the Design Review Panel to consider the appropriateness of the development within its setting.
No. 433 Charles Street, North Perth	Michael Georgiadis – GDD Design Group	Nine Multiple Dwellings	25 May 2022	Pre-Lodgement Application – Previously Referred. To consider amendments to the proposal made in response to the comments of the Design Review Panel on 28 October 2020.
No. 46C Joel Terrace, East Perth	Kim Doepel – Doepel Marsh Architects	10 Multiple Dwellings: Holiday Accommodation (JDAP)	25 May 2022	Lodged DA – Previously Referred. To consider amendments to the proposal made in response to the comments of the Design Review Panel on 16 March 2022.



CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – May 2022
DIRECTORATE:	Chief Executive Officer

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:

CEO:	Chief Executive Officer
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
30/3/2022	Petition with thirty six (36) signatures requesting that Council prohibit Western Diagnostic Pathology from operating a COVID testing drive through clinic at 391 Oxford Street, Mt Hawthorn.	EDIE	City of Vincent and Western Diagnostics are working collaboratively to relocate the COVID testing clinic to an alternate site within City of Vincent. Residents will be updated with information as it becomes available.
15/3/2022	Petition with four (4) signatures requesting residents only parking on Prospect Place, West Perth	EDIE	The Rangers have recently completed the necessary occupancy survey for this street, and are now in the process of going through all of the data to ascertain what the best outcome is. Once we have analysed the data, we can then make a decision whether it is viable or necessary to make this resident only parking.



CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – May 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 is included in the Council Meeting on 21 June 2022.



INFORMATION BULLETIN

TITLE:	Register of Reports to be Actioned – Progress Report – May 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
17 May 2022				
9.2	Local Planning Strategy and Scheme Report of Review and Amendment No. 10 to the Local Planning Scheme	EDSD	The report of review recommends that both the Local Planning Strategy and Local Planning Scheme No. 2 should continue in their current form, with some minor clarifying changes that can be made to assist in the operation of the Scheme. These are to be dealt with as an omnibus Scheme Amendment No. 10. The report of review has been prepared for WAPC to determine whether they agree or disagree with the recommendations in the report. Amendment No. 10 is being advertised for 42 days. Late 2022.	Late 2022.
9.3	Accessible City Strategy - Implementation Update	EDSD	Council received the first implementation progress update relating to the actions within the Accessible City Strategy. These actions will continue to be progressed. Council will receive this update annually with the next update scheduled for May 2023.	May 2023
9.4	Sale of No. 25 (Lot 93) Sydney Street, North Perth	EDSD	Preparations commenced. Car park licences to be extinguished.	November 2022
11.6	Draft Access and Inclusion Plan 2022-2027 - Approval for Public Consultation	EDCBS	Advertising for public consultation to commence 1 June 2022 for a period of 21 days. The Item will then go back to Council on completion of the consultation period for adoption in July 2022.	26 July 2022
12.2	Approval to Advertise Draft Local Government Property Amendment Local Law 2022	EDSD	Public consultation commenced. State agencies informed.	Return to OMC July 2022.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
12.7	Advertising of Amended Policy - Council Member Contact with Developers	EDSD	Public consultation commenced.	September 2022
12.8	Vincent Underground Power Project (VUPP)	EDCBS	Administration to prepare a preliminary business case on participation in NRUPP Tranche 2 as part of the preparation of the Annual Budget and update to the Corporate Business Plan (noting that the final business case would be finalised following 12 months of detailed design by Western Power which will confirm estimated costs for the project).	June 2022
5 April 2022				
9.1	No. 128A (Lot: 2; STR: 80812) Harold Street, Mount Lawley - Proposed Alterations and Additions to Grouped Dwelling	EDSD	Applicant is considering their options for the development.	Application anticipated to be presented back to Council by mid 2022. Application to be presented back to Council at the June 2022 OMC.
9.3	Proposed Amendment No. 9 to Local Planning Scheme No. 2 - No. 21 (Lot: 373; D/P: 1939) Eucla Street, Mount Hawthorn	EDSD	Referrals to State Government progressing.	Referral comments expected to be received by mid 2022. Summary of consultation will be presented back to Council in the second half of 2022.
10.4	North Perth Traffic Calming - Public Consultation Results	EDIE	Receive further report on the consultation in August 2022	Report will be presented to Council in August 2022
12.1	Advertising of Amended Policy - CEO Annual Performance Review	EDSD	Advertising of Policy No. 7.5.3 – CEO Annual Performance Review to be arranged.	Summary of consultation and updated Policy will be presented back to Council in mid 2022.
12.5	Responses to motions carried at the Annual Meeting of Electors held on 2 February 2022			
Motion 2	DIRECTS the CEO to provide the Tree Selection Tool publicly on the City website. Council RECEIVE a further report on the review of the Street Tree and other relevant policies to reflect the requirement for at least 75% of street trees planting going forward being native.	EDIE	Further report advising feasibility will be presented to Council in September 2022.	Parks will liaise with ICT to see feasibility of having the Tree Selection Tool made public. We will also have a review of the Street Tree Policy. After investigations, a report advising feasibility will be presented to Council by September 2022.
Motion 4	Colvin Lane Signage: REQUESTS that Administration undertake further investigation into additional signage, repainting of the carriageway and the addition of a safety mirror. To be reported to Council no later than June 2022 REQUESTS that Administration contact Main Roads regarding the suitability of a reduced enforceable limit in the laneway. To be reported to Council no later than June 2022.	EDIE	Report back to Council in June 2022.	Will investigate additional signage, speed limit and repainting requirements and bring a report is going to Council in June 2022.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Motion 6	<p>4. REQUESTS that:</p> <ol style="list-style-type: none"> The CEO investigates the scope and cost of a suitably qualified consultant to assess and model the capacity of the City's existing drainage network to cope with increasing major rain events and the need to assess climate mitigation; Includes a scope of works is inclusive of cost estimates, a risk-based assessment and a program of prioritised works and recommendations over a 10-year period; and Provides a report back to Council by December 2022. 	EDIE	Budget allocation and engaging of contractors underway.	<p>Engaging contractors to have the construction of the retaining wall are underway.</p> <p>Budget to be allocated for the works, and a report will be presented back to Council no later than December 2022.</p>
Motion 9	<p>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. 2. That a plan is developed for Beatty Park based on recreational zoning.</p> <p><u>Administration will correct the error in Table 11 within the Public Open Space Strategy and modify the existing area size of the reserve to encompass both the Beatty Park Leisure Centre and the green space.</u></p>	EDSD	Strategy being amended to correct the error in Table 11 and modify the existing area size of the reserve to encompass both the Beatty Park Leisure Centre and the green space.	<p>Updated Strategy will be uploaded to the website in May 2022.</p> <p>Updated Strategy will be uploaded to the website in Mid 2022.</p>
8 March 2022				
9.4	Sale of No. 26 Brentham Street, Leederville	EDSD	Investigations/consultation on playground and landscape plan to commence. Subject to rezoning amendment. EOI's from adjoining landowners to be prepared closer to amendment outcome. Prework to be commenced on potential POS locations and road reserve enhancement.	Early 2023
9.5	Amendment 8 to Local Planning Scheme No. 2 (No. 26 Brentham Street, Leederville)	EDSD	A notice has been sent to relevant public authorities to reclassify the subject site from Public Open Space reserve to Residential zone with density code of R60. Advertising of amendment to close on 20 May 2022.	Summary of consultation will be presented back to Council in mid-2022.
9.7	Advertising of Amended Policy - Policy No. 7.5.3 - Education and Care Services	EDSD	Advertising of Policy No. 7.5.3 – Education and Care Services closed 10 April 2022.	Summary of consultation and updated Policy will be presented back to Council in mid 2022.
9.9	Advertising of New Policy - Draft Vibrant Public Spaces Policy	EDSD	Advertising of Draft Vibrant Public Spaces Policy closed 29 April 2022.	Summary of consultation and updated Policy will be presented back to Council in mid 2022.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
12.6	Undertakings Relating to the Local Government Property Local Law 2021	EDSD	Response to JSCDL. Legal advice sought.	Amendment to Local Law to be completed Sept 2022.
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 close 21 March 2022.	Summary of consultation and updated Policy will be presented back to Council following advertising period in mid 2022.
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 Late 2022 Joint Standing Committee has expressed concerns about Property Local Law 2021, which has led to this project being delayed.
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	Documents with Belgravia for execution. Negotiations underway in respect to future tenure.	March Mid 2022.
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 at May 2022 OMC where it was endorsed following advertising period.	Completed May 2022. 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. Conditions of policy to be incorporated into Property Local Law per JSCDL undertaking	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 at May 2022 OMC where it was endorsed following advertising period.	Completed May 2022. 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 at May 2022 OMC where it was endorsed following advertising period.	Completed May 2022. Mid 2022
11.7	3 Year Funding Agreement – Y WA	EDCBS	Following the endorsement by Council, Administration has been liaising with Y WA and will	March 2022 June 2022

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			enter into a 3 year Agreement from July 2022 to June 2025.	
14 December 2021				
9.9	Commencement of Expressions of Interest process inviting redevelopment concepts for the Avenue and Frame Court Car Parks	EDSD	Commercial consultant engaged. Initial planning commenced including the drafting of EOI materials based on key stakeholder and Council feedback.	Materials to be presented to Council for approval to distribute 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 and concluded on 19 March 2022.	Advertising results and updated Policy will be presented back to Council mid 2022.
9.16	Proposed Lease of Hyde Park Kiosk to Veggie Mama Pty Ltd	EDSD	Proposed Lessee advised – Discussions commenced in respect to fit-out requirements and works program. Draft lease with lessee. City works commenced.	Early Mid 2022.
12 October 2021				
9.3	Creation of City of Vincent Animal Local Law	EDSD	Animal Local Law advertised.	Report back to Council in early mid-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	Administration to prepare for expeditious conversion to POS following end of lease on 30 June 2022. Health Dental Service reminded of impending lease expiry. City working with lessee on vacant possession. Council approved sale of car park land Sydney Street.	July 2022
9.9	Car Parking Licence for Minister for Education (School of Isolated and Distance Education)	EDSD	GEO to approve and execute licence. Awaiting Minister for Education to execute.	Early Mid 2022.
14 September 2021				
9.7	Outcomes of Advertising: Draft Precinct Structure Plan and Draft Place Plan - Leederville; and Preparation of Amendment 7 to Local Planning Scheme No. 2	EDSD	LPSP referred to WAPC for comment and endorsement.	Comments not expected until mid 2022.
10.7	Forrest Street Traffic Petition - Response to Petition	EDIE	Community Consultation to be carried out and Administration will review once completed.	Community Consultation to be carried out and Administration will review once completed.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
17 August 2021				
10.1	E-Permits Implementation Progress Report	EDIE	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. 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 mid 2022 on the Privacy Policy.	To go to Audit Committee and back to Council by October 2021 in 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. Lease of car park for further 5 years defers need to relocate sign. Further work to be done as part of reviewing car park need in four years.
23 March 2021				
10.2	Waste Strategy Project - 2 Bulk Hard Waste Options Appraisal	EDIE	Carry out one final scheduled collection in July 2021. Implement an 18 month trial of the WMRC Verge Valet from January 2022. Further report will be provide to council on the progress and the community feedback.	Carry out one final scheduled collection in July 2021. Implement an 18 month trial of the WMRC Verge Valet from January 2022. Report to be presented to Council in March 2023
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 Mid 2022
10.3	North Perth Traffic Report	EDIE	Implement a 12 month trial by extending the Fitzgerald street median island through the intersection. Undertake consultation with the businesses and residents in the area bounded by Angove, Charles, Vincent and Fitzgerald Streets on the installation of mid-block traffic calming measures. Present a further report at the conclusion of public consultation in March May 2021 Inform the petitioners of the Council's decision. Undertake traffic, speed and volume and data collection on Alma Road and present to	Completed OCM April 2022 Public consultation in February March April May with report to Council in March May July 2021 OMC 27 August September 2021 OCM. Report delayed following public meeting requested by residents. Report withdrawn from September OMC to allow administration time to liaise with MRWA on the potential to access funding from the Urban Road Safety Program.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			council in March July August 2021 . September 2021 OCM.	The report will be revised and re-presented to Council by March April 2022 following advice from MRWA.
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 quarterly to Council.	The final quarterly update will be provided to Council at its meeting in June July 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 April 2022 Completed. Report presented to May 2022 OMC.
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 early 2022.	A new local law is being drafted for Council's review in early mid 2022.
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 COVID 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 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	CEO	Local Government Property Local Laws and new Election Signs Policy report provided to	Local Government Property Local Law completed (Item 12.7 28 July 2020).

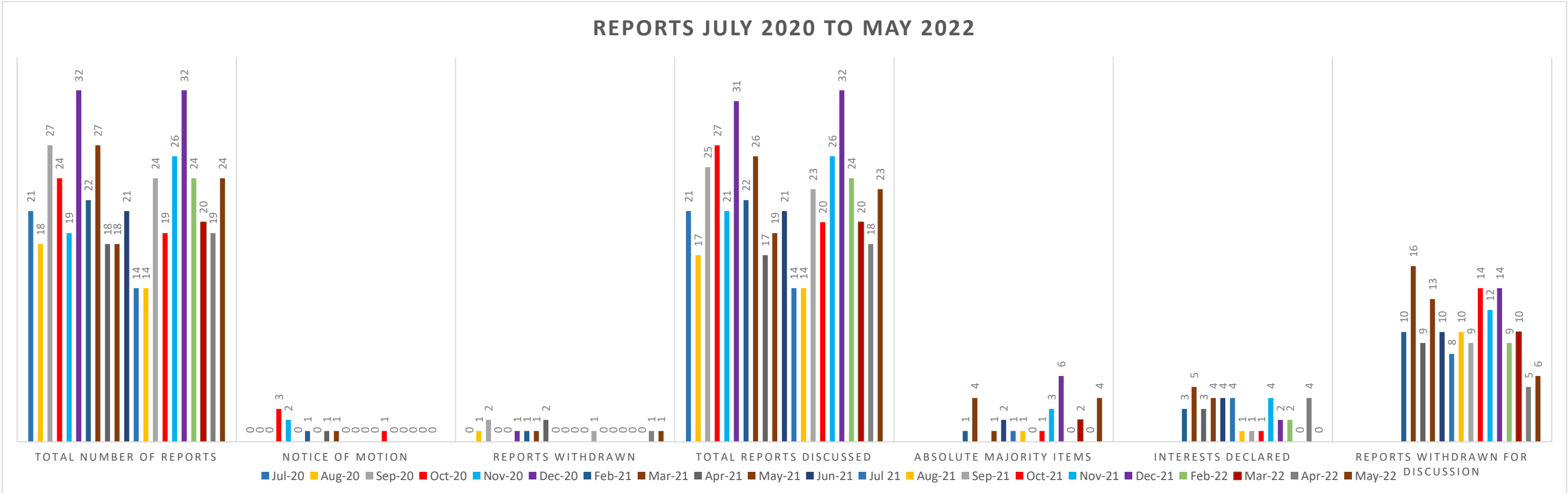
Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
	Local Government Property Local Law 2008		Council 28 July 2020 for approval to advertise. Trading in Public Places Amendment Local Law will be redrafted.	Trading in Public Places Local Law will be redrafted in early mid 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 forwarded to the Minister for Planning and the Attorney General its comments on Third Party Appeal Rights as part of providing its submission on the proposed reforms to Development Assessment Panels and the intended introduction of a Special Matters Development Assessment Panel.	Administration will prepare advice to the Minister for Planning and the Attorney General on Third Party Appeal Rights in 2022 in the context of the proposed reforms to Development Assessment Panels and the intended introduction of a Special Matters Development Assessment Panel. Completed.
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	EDIE	Awaiting outcomes of the Perth CBD Transport Plan and specific recommendations regarding the Perth Parking Levy. State Government yet to release results of consultation.	Update scheduled to be provided in late 2021. 2022
Council Meeting – 27 May 2014				
9.3.4	East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	CEO	Further discussions ongoing as part of broader discussions with Football Clubs.	Early 2022 Mid 2022

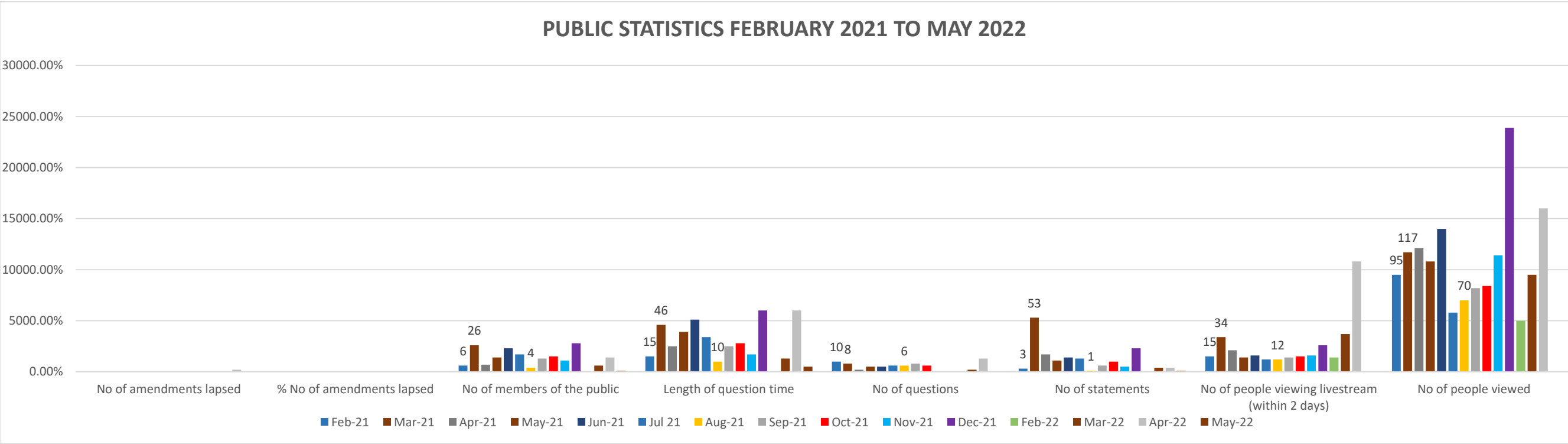
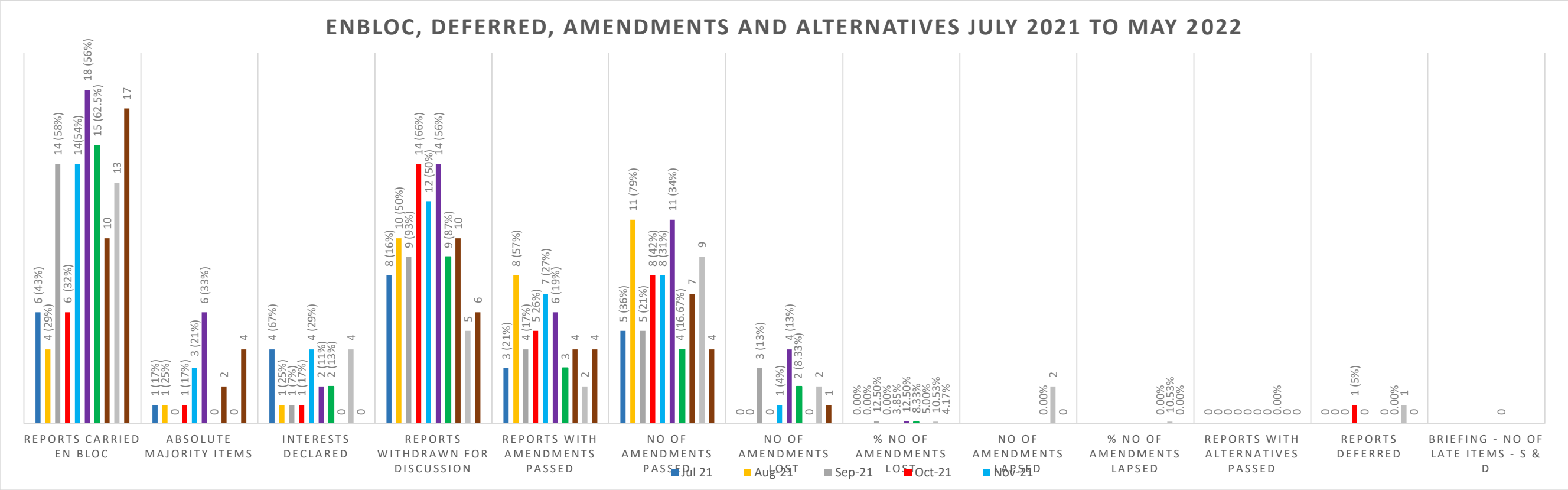
COUNCIL WORKSHOPS

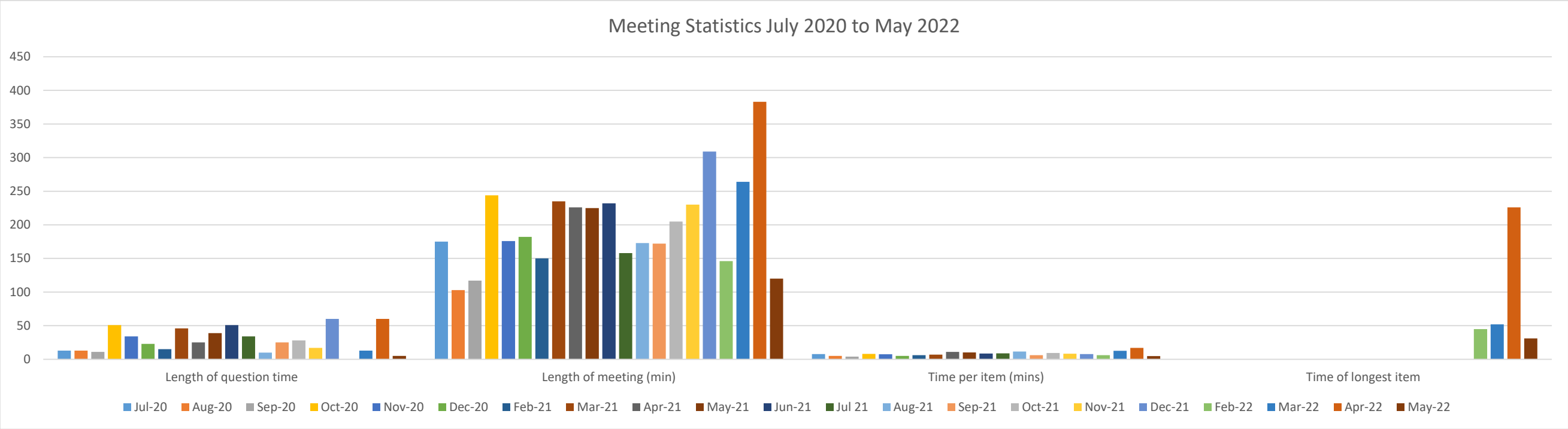
A workshop was held on 24 May 2022. The topics on the agenda were:

1. Presentation by Main Roads WA
2. Leederville Land EOI
3. Wayfinding Plan
4. Draft Innovate RAP
5. Proposed Black Spot Improvement Project - Green and Merredin Streets, Mt Hawthorn -
Outcome of Public Consultation
6. Thriving Places Strategy
7. Small Business Friendly Approvals Program – Reform Executive Summary
8. Event and Festival Sponsorship 2022-2023
9. Policy Paper – 29 April 2022

COUNCIL MEETING STATISTICS AS AT 17 MAY 2022









CITY OF VINCENT

NOTES

Council Briefing

10 May 2022

COUNCIL BRIEFING NOTES

10 MAY 2022

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10 MAY 2022

**NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AS E-MEETING AND AT THE
ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 10 MAY 2022 AT 6.00PM**

PRESENT:	Cr Susan Gontaszewski	South Ward (Acting Presiding Member)
	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 (electronically – joined at 6.01pm during Item 3)
	Cr Ross Ioppolo	South Ward
IN ATTENDANCE:	David MacLennan	Chief Executive Officer (electronically)
	John Corbellini	Executive Director Strategy & Development (electronically)
	Andrew Murphy	Executive Director Infrastructure & Environment (electronically)
	Virginia Miltrup	Executive Director Community & Business
	Jay Naidoo	Manager Development & Design (electronically) (left at 8.03 after Item 11.1)
	Mitchell Hoad	Specialist Planner (electronically)
	Tara Gloster	Manager Policy and Place (electronically) (Left at 7.22pm after Item 5.4)
	Rhys Taylor	Executive Manager Financial Services (electronically) (left at 7.33 after Item 7.4)
	Peter Varris	Executive Manager Corporate Strategy & Governance
	Wendy Barnard	Council Liaison Officer
Public:	Approximately three members of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Acting Presiding Member, Susan Gontaszewski, 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

Mayor Emma Cole is an apology for this meeting.

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 Suzanne Burke of North Perth – Item 7.5

- Stated that there are only eight sporting fields in Vincent, and their sizes differ dramatically

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- Stated that the policy should not apply to all the fields in the same way, and would like conditions added to each field
- Beatty Park Reserve and Birdwood Square are being treated and used as sporting fields, despite not having facilities to support the teams as the facilities were demolished.
- Mentioned that the policy states these grounds are for training only, but queries the difference between sports and training, as both require changerooms and toilet facilities
- Suggested that both parks are rezoned Passive Recreation for Community Use.
- Mentioned the ongoing issues with public urination and public nudity which occurs due to lack of facilities
- Stated that the public health implications in the report paints a positive view of outcomes, but does not mention the ongoing anti-social behaviour the lack of facilities has created
- Stated that Section 4.4 of the policy refers to active sports grounds, asked how this would affect fields that are not active sports grounds, such as Beatty Park
- Suggested that player numbers should be limited on smaller fields, as when a large team turns up to play at Beatty Park Reserve there are issues around parking, noise and proximity to homes
- Mentioned that the wording in the policy around the breach of hire conditions is not strong enough and should include action statements, for example, the City will issue a caution instead of the City may issue a caution
- Stated that a more robust process around complaints and record keeping is required
- Stated that sports users verbally abuse them, at the park and on their private phones
- Mentioned that it can be dangerous, sometimes cricket balls land in their yard during practice
- Stated that she does not feel that the City supports them and asks why can this not be improved
- Requested that issues be recorded so that there is an ongoing record. Potentially a points system for offenders, on a severity scale, which results in a warning, then suspension
- Mentioned that during peak usage times it is not possible to share the park, there is not enough space
- Requested more thought out and specific details in the policy

The Acting Presiding Member, Susan Gontaszewski, thanked Ms Burke for her comments.

3.2 Ray Stevenson of North Perth – Item 7.5

- Stated that since the pavilion was demolished four years ago there have been multiple issues
- Suggested a plan should have been in place for what should happen after the pavilion was demolished
- Stated that fields with facilities should be treated differently to those with no facilities
- Acknowledged that sporting clubs need a place to practice
- Stated that during peak times it is not possible to walk their dogs, as it is not safe
- Disputes the clause that parks without toilet facilities can have sport for 2 hours, requests the removal of this clause
- Mentioned that he feels this policy is not suitable

The Acting Presiding Member, Susan Gontaszewski, thanked Mr Stevenson for his comments.

There being no further speakers, Public Question Time closed at approximately 6.10pm.

4 DECLARATIONS OF INTEREST

- 4.1** Cr Jonathan Hallett declared a proximity interest in Item 8.8 Vincent Underground Power Project (VUPP). The extent of his interest is that his partner's property is within the Project Zone. This is an interest in common with a significant number of ratepayers covering an estimated 5,336 electricity service meters to properties in the City of Vincent. The report identifies that underground power may provide an estimated increase in property value of approximately \$12,000 per residential property. He is seeking approval to participate in debate and vote in the matter.

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- 4.2** Cr Suzanne Worner declared a proximity interest in Item 8.8 Vincent Underground Power Project (VUPP). The extent of her interest is that her property is within the Project Zone. This is an interest in common with a significant number of ratepayers covering an estimated 5,336 electricity service meters to properties in the City of Vincent. The report identifies that underground power may provide an estimated increase in property value of approximately \$12,000 per residential property. She is seeking approval to participate in debate and vote in the matter.
- 4.3** Cr Ron Alexander declared a proximity interest in Item 8.8 Vincent Underground Power Project (VUPP). The extent of his interest is that his property is within the Project Zone. This is an interest in common with a significant number of ratepayers covering an estimated 5,336 electricity service meters to properties in the City of Vincent. The report identifies that underground power may provide an estimated increase in property value of approximately \$12,000 per residential property. He is seeking approval to participate in debate and vote in the matter.
- 4.4** Cr Ashley Wallace declared a proximity interest in Item 8.8 Vincent Underground Power Project (VUPP). The extent of his interest is that his property is within the Project Zone. This is an interest in common with a significant number of ratepayers covering an estimated 5,336 electricity service meters to properties in the City of Vincent. The report identifies that underground power may provide an estimated increase in property value of approximately \$12,000 per residential property. He is seeking approval to participate in debate and vote in the matter.
- 4.5** David MacLennan, CEO declared an impartiality interest in Item 11.1 Appointment of the Design Review Panel. The extent of his interest is that he knows one of the applicants through his involvement in AUDRC – including through his position as AUDRC Chair. He was not involved in the assessment process for the DRP applicants.
- 4.6** Cr Susan Gontaszewski declared a proximity interest in Item 7.5 Advertising of new policy - Sportsground Allocation - Use and Hire Policy. The extent of her interest is a section of her property is directly opposite one of the parks mentioned in the policy. She is not seeking approval to participate in debate and vote in the matter.

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5 STRATEGY & DEVELOPMENT**5.1 NOS. 596-598 (LOT: 116; D/P: 2360) NEWCASTLE STREET, WEST PERTH - PROPOSED AMENDMENT TO PREVIOUS APPROVAL: BILLBOARD SIGNS (UNLISTED USE)****Ward:** South

Attachments:

1. Consultation and Location Map
2. Development Plans
3. Applicant Supporting Information
4. Road Safety Audit

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for an Amendment to Approved Billboard Signs at Nos. 596-598 (Lot: 116; D/P: 2360) Newcastle Street, West Perth, in accordance with the plans shown in Attachment 2, for the following reasons:

1. The proposed Unlisted Use (Billboard Signs) advertising third party content would be inconsistent with the objectives of the City's Policy No. 7.5.2 – Signs and Advertising, the objectives of the Commercial Zone under the City's Local Planning Scheme No. 2, and Clauses 67(2)(m) and (n) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The permanent approval of this signage would be incompatible with the desired future character of and adversely impact on the amenity of the locality; and
2. The proposed Unlisted Use (Billboard Signs) advertising third party content would be inconsistent with Clause 67(2)(b) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The permanent approval of this signage would be contrary to the purposes of orderly and proper planning, as:
 - The City is reviewing its planning framework in relation to third party advertising. The permanent approval would have the potential to prejudice this outcome; and
 - The planning framework as it relates to the site has not substantially changed since the previous time limit was approved and would result in inconsistent decision-making.

CR ALEXANDER:

The owner has advised that there is only one buyer for the land, who is next door, and this wouldn't provide the owner with an appropriate financial return. Realistically what are the options for the site given the commercial viability of this situation?

MANAGER DEVELOPMENT & DESIGN

As outlined in Administration's report, options for the subject site include:

- *For the site to be amalgamated with adjoining properties and provide for a coordinated development;*
- *For the site to be redeveloped on its own and consistent with the vision for a mixed use or commercial development as outlined in the City's planning framework; or*
- *For the site to be sold and redevelopment opportunities explored by the new owner.*

Although it is a factor for the owner, the commercial viability of these options is not a valid planning consideration and it is not a matter contained in the planning framework.

Administration is not able to advise what is 'realistic' from a commercial viability perspective.

Rather, Council is required to consider the acceptability in the permanent approval of billboards on the site having due regard to the current planning framework and the appropriateness of the planning outcome.

In relation to this planning outcome, it was not intended for the existing billboard signs to be permanently approved on this site. This is reflected in Council's most recent 2018 approval which supported a 10 year

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extension for the signs in lieu of the applicant's proposed permanent approval. There are challenges in developing the site, and the approval for the billboard signs on a time-limited basis was to provide the opportunity to explore and progress redevelopment options.

The following information relates to Council's policy position on billboard signs and recent Council decisions on billboards to assist with informing Council's planning consideration of this application.

Council Policy Position on Billboards

Council has established a clear and consistent position in relation to the acceptability of billboard signage throughout the City. The following is relevant to this:

- The City's Policy No. 7.5.2 – Signs and Advertising (Signs Policy) was approved by Council in 2001. Since its approval the Signs Policy has maintained a provision which outlines that billboard signage is not permitted within the City;
- At its meeting on 20 October 2020 Council requested Administration to investigate the suitability of billboards through community consultation, and to undertake a review of the Signs Policy by December 2021;
- Administration undertook community consultation regarding the suitability of billboards from 12 May 2021 to 7 June 2021. 34 submissions were received during this period, of which 74 percent (25 respondents) opposed third party billboard signage;
- At its meeting on 14 December 2021, Council resolved to request Administration to amend LPS2 to prohibit billboard signage throughout the City. Administration is currently undertaking a review of LPS2 which is scheduled to be completed in 2024; and
- Also at this meeting Council resolved to undertake consultation on a review of the Signs Policy. This review retains the existing provision which does not permit billboard signage. An additional provision is proposed for any existing billboard signs which have a time limit to not be extended beyond 2024. The draft Signs Policy will be presented to council mid-2022 for final approval.

While it is acknowledged that the retention of the existing billboards in perpetuity may be more commercially viable for the landowner than any of the alternative options, this is not a valid planning consideration.

There are a number of vacant sites along transport corridors which are awaiting redevelopment. While billboard signs may provide greater commercial returns to landowners, permitting these sites to erect billboards would result in a proliferation of third party advertising throughout the City. This would be contrary to outcomes of community consultation and the established position of Council.

Recent Council Decisions on Billboard Proposals

This established position of Council has been reflected in recent decisions related to billboard signage, including:

- No. 12 Newcastle Street, Perth – The applicant proposed the permanent approval of a billboard sign located on the roof of the existing building. Council refused this application on 17 March 2020. The applicant subsequently sought a review of this decision through the State Administrative Tribunal (SAT). SAT invited Council to reconsider its decision, and Council refused the application again at its meeting on 15 September 2020. The applicant ultimately withdrew the SAT review; and
- No. 374 Newcastle Street, West Perth – The applicant proposed a five year extension to the existing approved time limit for billboard signs on site, to pursue redevelopment options. At its meeting on 14 September 2021, Council approved the application for a one year period. The applicant subsequently sought a review of this decision through SAT. SAT invited Council to reconsider its decision, and Council approved the application for a three year period to coincide with the completion of the LPS2 review. The applicant ultimately withdrew the SAT review.

CR HALLET:

Is there anything that the City can do to assist with encouraging discussions with adjoining landowners regarding amalgamation?

MANAGER DEVELOPMENT & DESIGN:

Administration has contacted the applicant to understand the potential for the subject site to be amalgamated with surrounding properties. The applicant has advised that the landowner of the subject site has discussed

COUNCIL BRIEFING NOTES

10 MAY 2022

the potential for amalgamation with adjoining properties.

From these discussions it is understood that the owner of the adjoining property to the east at No. 590 Newcastle Street has no immediate plans to redevelop.

The owner of the adjoining property to the north at No. 65 Kingston Avenue is considering development opportunities, but this would not include amalgamation with the subject site.

CR WALLACE:

Why can access not be achieved from Newcastle Street? The access for No. 590 Newcastle Street next door is hard up against the western boundary of the site. Given access to the subject site would result in this being approximately 3 metres closer to the intersection, is there a specific requirement which prohibits this, or is it considered on a case-by-case basis?

MANAGER DEVELOPMENT & DESIGN:

While Main Roads WA (MRWA) is not responsible for managing either Newcastle Street or Loftus Street, it is responsible for managing signalised intersections.

MRWA Guide to Driveways requires new crossovers to be located 50 metres from signalised intersections. This 50 metre distance is referred to as the acceleration lane. The purpose of this separation distance is to avoid potential conflicts between vehicles accelerating out of the intersection and vehicles that would be entering or exiting the subject site.

The subject site has a frontage of 11 metres to Newcastle Street. This would mean that a new crossover would be located at its furthest approximately 8 metres from the signalised intersection of Newcastle and Loftus Streets and would be within the acceleration lane.

MRWA is capable of considering access within the acceleration lane, and this would be on a case-by-case basis where no alternative access is possible. In this instance, the Department of Planning, Lands and Heritage has indicated that alternative access could be contemplated from Loftus Street, subject to modifications being undertaken. It is unlikely that access from Newcastle Street would be supported as a result.

Administration's report has been updated to reflect this.

The adjoining site at No. 590 Newcastle Street has an existing crossover from Newcastle Street which falls within the acceleration lane. This site was developed prior to the MRWA requirements. It is also noted that this site does not have any alternative access available

CR IOPPOLO:

The Signs Policy provides for a definition which states that if there is a product that is offered for sale on site, then the sign would not be considered a billboard. There is currently a Connoisseur ice cream ad on the site. Is there the potential that if this ice cream were to be offered for sale on a temporary and unattended basis from the subject site that the billboard would not be considered a billboard under the Signs Policy?

MANAGER DEVELOPMENT & DESIGN:

It is possible but not realistic to establish a business for the duration of an advertisement on site so that they relate to one another.

The current Signs Policy defines billboard as 'means a sign erected for the purpose of advertising products or services which are not being offered on a site on which the sign is erected.'

In such a scenario, approvals would first be required to be obtained from the City to establish the business from the site and then any construction works undertaken.

It would also mean that when the advertising sign changes (ice cream in this example), the products or services displayed on the new sign would no longer be offered on site. This would be problematic for a genuine ice cream business that would be seeking advertising signs to promote its ice cream products that it is offering for sale from the site.

COUNCIL BRIEFING NOTES

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QUESTIONS RECEIVED IN WRITING PRIOR TO COUNCIL BRIEFING**CR IOPPOLO:**

Acknowledging that this is a revenue generating activity for the ratepayer without a building on the property, is the subject site with billboards erected (whether temporary or permanently) considered commercial or commercial vacant for rate setting?

MANAGER DEVELOPMENT & DESIGN:

The use of the property for rating purposes is commercial. This is due to the billboards erected, building permits issued and applicable owner insurances.

Rates revenue generated by the development is not a valid planning consideration.

CR IOPPOLO:

What is the approximate rate applicable to the subject site payable in the 2021/22 financial year if it was considered commercial or commercial vacant?

MANAGER DEVELOPMENT & DESIGN:

The commercial rates charge for the 2021/22 financial year was \$2066.93.

Rates revenue is not a valid planning consideration.

CR WORNER:

What charges are paid by the applicant for leasing of the space?

MANAGER DEVELOPMENT & DESIGN:

The subject site is privately owned and is not owned by the City. It is unknown as to how much the landowner charges for the advertising of the billboards.

Leasing cost is not a valid planning consideration.

CR WORNER:

What are the plans for this space post 2029? Are we hoping that redevelopment issues may have been resolved by then?

MANAGER DEVELOPMENT & DESIGN:

The applicant's intention for the subject site is for the permanent approval of the billboard signs. This is reflected by the current development application which Council is considering.

The City's vision for the subject site is for a high quality mixed use or commercial development which is compatible with the character of the locality. This vision is outlined within the objectives of the Commercial zone of the City's LPS2.

As outlined above and in Administration's report, options for the subject site include:

- *For the site to be amalgamated with adjoining properties and provide for a coordinated development;*
- *For the site to be redeveloped on its own and consistent with the vision outlined above; or*
- *For the site to be sold and redevelopment opportunities explored by the new owner.*

The time-limited approval was intended to provide the owner with the opportunity to pursue and progress these redevelopment options. While access to the site is constrained, there are opportunities for this to be resolved. This is reflected in the advice received from the Department of Planning, Lands and Heritage which indicated that access from Loftus Street may be possible.

It is not known what the applicant's intention for the site would be following the expiration of the current planning approval on 21 October 2029.

As outlined in Administration's report, vehicle access is a constraint to redeveloping the site. The current approval period for the signs is considered to be adequate for the applicant to explore redevelopment opportunities for the site.

COUNCIL BRIEFING NOTES

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CR WORNER:

The City recently adopted a new policy prohibiting third party advertising. Is this publicly available?

MANAGER DEVELOPMENT & DESIGN:

Council considered amendments to the current Signs Policy at its Ordinary Meeting on 14 December 2021, where it resolved to undertake consultation on the proposed changes.

Consultation on the draft Signs Policy has concluded and it is intended to be presented to Council mid-2022 for approval. The advertised Policy can be found at: <https://imagine.vincent.wa.gov.au/signs-and-advertising-policy-review>

The Signs Policy currently outlines that billboard signage is not permitted within the City. The draft Signs Policy does not change this position.

ADDITIONAL INFORMATION

Inclusion of reference to Clause 67(2)(w) of the Deemed Provisions in Schedule 2 of the Planning Regulations in the second reason for refusal in the officer report recommendation, as well as including reference to this clause in the Comments section of the report. This Clause 67(2)(w) relates to having due regard to the history of the site.

COUNCIL BRIEFING NOTES

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5.2 LOCAL PLANNING STRATEGY AND SCHEME REPORT OF REVIEW AND AMENDMENT NO. 10 TO THE LOCAL PLANNING SCHEME

- Attachments:**
1. City of Vincent Local Planning Strategy and Local Planning Scheme No. 2 Draft Report of Review
 2. Amendment No. 10 to Local Planning Scheme No. 2 - Summary of changes
 3. Amendment No. 10 to Local Planning Scheme No. 2 - Form 2A

RECOMMENDATION:

That Council:

1. **ENDORSES** the City of Vincent Local Planning Strategy and Local Planning Scheme No. 2 Draft Report of Review contained in Attachment 1;
2. **RECOMMENDS** that the Western Australian Planning Commission agrees to the recommendation in the City of Vincent Local Planning Strategy and Local Planning Scheme No. 2 Draft Report of Review contained in Attachment 1;
3. **PREPARES** Amendment No. 10 to Local Planning Scheme No. 2 as at Attachment 3, pursuant to Section 75 of the *Planning and Development Act 2005* for the purpose of public advertising, subject to approval of the Environmental Protection Authority; and
4. **CONSIDERS** Amendment No. 10 to Local Planning Scheme No. 2 as a standard amendment under Regulation 35 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* as the amendment;
 - 4.1 Has minimal impact on land in the scheme area that is not the subject of the amendment, due to the predominately minor text changes proposed;
 - 4.2 The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
 - 4.3 The amendment is not a complex or basic amendment.

CR GONTASZEWSKI:

The column 2 tree details – should this be 'or' instead of 'and'?

MANAGER POLICY & PLACE:

*The 'and' is necessary so that the removal of a tree is only exempt if it complies with both of the conditions, i.e. not being on the inventory **and** not being shown on a landscaping plan.*

By changing the 'and' to an 'or' the provision would be read as meaning a person can remove a tree provided it is does not meet both requirements, i.e. a tree that was on the significant tree inventory could be removed without approval provided it was not also shown on a landscape plan and vice versa.

COUNCIL BRIEFING NOTES

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5.3 ACCESSIBLE CITY STRATEGY - IMPLEMENTATION UPDATE

Attachments: 1. Accessible City Strategy - Implementation Framework

RECOMMENDATION:

That Council NOTES the Accessible City Strategy implementation update as at Attachment 1.

CR HALLETT:

Review of bike network plan – has there been consideration to e-rideables and overlapping infrastructure requirements?

EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:

I can confirm the review of the bike network plan will consider e-rideables.

Administration acknowledges that riders of devices such as e-scooters will use the same infrastructure as people riding bicycles and that the e-rideable sector of transport is growing. The research for the new plan will have the aim of providing a safe mobility network for people of all ages and abilities. It will include a wide range of devices such as bicycles, tricycles, hand-cycles and e-rideables.

CR HALLETT:

Advocacy through the mid-tier transport consortium. Have the state and federal government been receptive and if not, what do they see as the barriers other than funding?

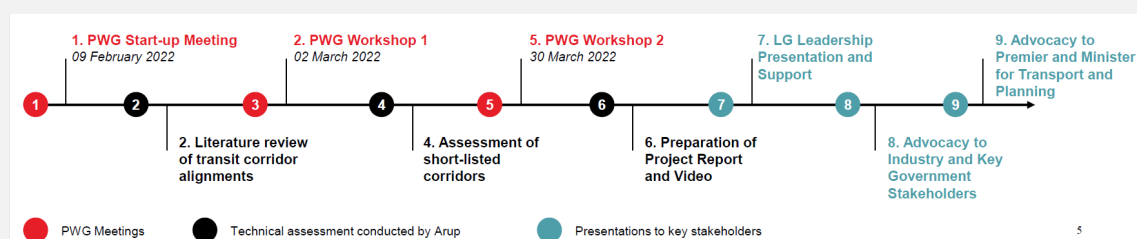
MANAGER POLICY & PLACE:

The consortium of 15 Local Governments within Perth's inner and middle municipalities have come together to form a voice in support of a Mid-Tier Transit Strategy to be developed by State Government. The purpose of this project is to seek the support of State Government for the following:

- *Preparation of a holistic Mid-Tier Transit Strategy for Perth.*
- *Funding for the plan over the 2023/24 and 2024/25 budget cycles.*
- *Provide certainty for LGAs to accommodate for State urban infill targets.*

The process has involved two interactive stakeholder workshops involving the Consortium in collaboration with the State Transport Agencies to identify the corridors to short-list and to agree on the assessment of the corridors.

State Government support has not yet been gained and is the next step in the project. We are currently at step six of the timeline below:

**CR HALLETT:**

Draft warrant system for assessing traffic concerns. We have not implemented. What is the anticipated meeting date for presentation to the STAG?

EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:

A 'draft' warrant system has previously been developed to assess both qualitative and quantitative data as a basis for impartially assessing resident's requests for traffic calming. The system has in the past been discussed by the (then) Urban Mobility Advisory Group (UMAG) and it is recommended it be referred to the Sustainability & Transport Advisory Group (STAG) for further consideration.

COUNCIL BRIEFING NOTES

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CR LODEN:

How many of the items are in the Long Term Financial Plan?

MANAGER POLICY & PLACE:

Each year of the life of the ACS has been allocated \$300,000 in the LTFP, as this is the estimated cost of implementing all the items in the plan. This is revised each year through the budgeting process when more accurate costs are determined for the actions proposed to be delivered. This includes determining if the actions can be funded through the cash-in-lieu reserve.

The implementation table has been updated to include estimated budget information.

COUNCIL BRIEFING NOTES

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5.4 SALE OF NO. 25 (LOT 93) SYDNEY STREET, NORTH PERTH

Attachments: 1. Valuation Report - 25 (Lot 93) Sydney Street, North Perth - 16.04.21 - Confidential

RECOMMENDATION:

That Council:

1. **APPROVES** the disposition of No 25 (Lot 93) Sydney Street, North Perth (Land) in accordance with the *Local Government Act 1995*
2. **DELEGATES BY ABSOLUTE MAJORITY** to the Chief Executive Officer the authority to:
 - 2.1 determine the best method of sale i.e. public auction, public tender or private treaty;
 - 2.2 appoint a licensed real estate agent to advertise the sale of the Land;
 - 2.3 accept offers;
 - 2.4 in respect of:
 - 2.4.1 Public auction:
 - (a) determine the reserve price; and
 - (b) accept the highest bidder;
 - 2.4.2 Public Tender:
 - (a) accept the tender in accordance with the City's Purchasing Policy; or
 - 2.4.3 Private treaty:
 - (a) set the date for sale of the Land;
 - (b) provide local public notice;
 - (c) consider submissions;
 - (d) enter into private treaty negotiations; and
 - (e) conclude contract of sale with private treaty entity, and in this respect, determine and vary the settlement date and/or date of satisfaction of any conditions pursuant to the Contract of Sale between the City of Vincent and the prospective buyer; and
3. **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the Transfer of Land document.

CR GONTASZEWSKI:

Why has Administration not requested sale after licences for of parking? Approval should be after licences are cancelled.

CR IOPPOLO:

Why has Administration not requested approval for disposition of the land after the termination of the car park licences as it would affect the market value of the proceeds ? Approval should be after the licences are cancelled and be include in recommendation.

COUNCIL BRIEFING NOTES

10 MAY 2022

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The Recommendation has been updated to clarify that the sale process is subject to the termination or expiry of the car park licences:

"APPROVES the sale process relating to the disposition of Land to commence after the expiry or termination of the car park licences granted on the Land;"

CR GONTASZEWSKI:

Proposed rezoning – If land should be rezoned to maximise returns to the City, that should be a separate amendment – what would the timelines be and risk assessment on property values?

EXECUTIVE DIRECTOR STRATEGY AND DEVELOPMENT:

The subject property is currently zoned Residential R20, which is consistent with the properties immediately adjoining and opposite. The intent of this zoning in the Local Planning Scheme was to maintain a predominately low density appearance to protect the character of residential areas while focussing density on major activity corridors and in town centres.

When considering a proposal to recode, it is not sufficient planning justification that the subject property could see an increase in land value. In this specific example, Administration considers that the R20 code is appropriate for this site, given its surrounding low-scale residential context. Additionally, the Department of Planning, Lands and Heritage have previously advised that re-codings of individual sites are generally not supported, especially where the basis for such a recoding is based on increasing land value.

CR CASTLE:

With regards to the POS reserve allocation, was this contemplated as part of the transition plan when Council made the arrangements for Sydney/Haynes precinct?

CR LODEN:

Report states that funds from the sale of the land is to be allocated into POS strategy but not in the resolution and if not, can an amendment be prepared?

EXECUTIVE DIRECTOR STRATEGY AND DEVELOPMENT:

Administration previously informed Council that the proceeds from the sale of the land would be used to develop the park at Haynes Reserve:

<i>Special Council Meeting on 28 January 2020</i>	<i>No. 25 (Lot 93) Sydney Street is proposed to be converted to Residential following the conversion of the park. It is recommended that this property be developed to a vacant residential standard and <u>sold to</u> <u>offset the cost to develop the park</u>. This disposal would be subject to a separate Council decision and the requirements of the Local Government Act 1995.</i>
<i>Ordinary Council Meeting on 20 October 2020</i>	<i>The potential sale of No. 25 (Lot 93) Sydney Street, <u>could fund the construction of the park</u>. The 561 square metres property was given a market value by Landgate of \$785,000 on 9 April 2019. The sale would be subject to a future Council decision and would need to be sold in compliance with section 3.58 of the Local Government Act 1995.</i>

Consistent with Administration's advice above, the Recommendation has been modified to clarify that the proceeds of sale be applied towards the development of the park on the Haynes Street Reserve and any remainder would be held in the POS Reserve for the creation of upgrade of other POS in the City of Vincent

CR LODEN:

Valuation. Is it up to Administration to decide what the minimum acceptable value would be? What is a minimum acceptable value that the CEO is prepared to accept.

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Based on the updated market valuation, Administration proposes that the CEO be delegated the authority to accept offers which are equal to or higher than the market value. The recommendation has been modified to reflect this.

COUNCIL BRIEFING NOTES

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CR ALEXANDER:

Why does the proceeds from the sale of the land only go towards the POS and not debt reduction, further discussion on POS and how that is paid for. Admin consider what recommendation should say – prepare amendment

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Please refer to the response above with respect to Cr Castle and Cr Loden's query which addresses the allocation of the sale proceeds.

CR IOPPOLO:

Requests and updated market valuation – 3 scenarios: (i) with as with current car parking licences, (ii) without car parking licences, and (iii) market value if land rezoned under the relevant code?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

A market valuation based on vacant land for R20 and vacant land for R30/R40 has been requested from a valuer.

COUNCIL BRIEFING NOTES

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6 INFRASTRUCTURE & ENVIRONMENT**6.1 WASTE STRATEGY 8 - COMMERCIAL WASTE COLLECTIONS (UPDATE)**

- Attachments:**
1. Survey Results
 2. Commercial Survey - Verbatim

RECOMMENDATION:

That Council NOTES the results of the survey carried out in relation to the discontinuation of commercial waste collection.

CR HALLETT:

We have identified the challenge of internal data accuracy of current contacts for businesses within Vincent – have we had any improvement in this area? Do we know how many businesses are signed up to our e-news as a proportion of commercial waste ratepayers, given that that's suggested to be a key vehicle for Waste Education?

MANAGER MARKETING & PARTNERSHIPS:

Administration aims to make the signup process for the City's e-newsletters simple, no demographic data exists to identify business owners within the general e-news distribution list.

The business e-news is a communication tool tailored for businesses within the City. There are currently 1012 businesses subscribed to that e-newsletter list.

There are reform projects being run as an outcome of the Small Business Friendly Approvals (SBFA) Program the City recently participated in to improve recording keeping and maintaining small business records:

- *Reform 1.11 Expand access and reach of business e-news to keep small business updated on the City's programs and initiatives*
- *Reform 3.5 Centralise and actively maintain small business customer records to improve quality and consistency of communication*

The City has 1012 businesses subscribed to E-News (this removes the staff subscriptions, the people who have since unsubscribed and the email addresses that no longer exist).

That's an increase from the 930 subscribed in February 2022 and the 974 subscribed in April 2022.

COUNCIL BRIEFING NOTES

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6.2 TENDER IE164/2021 MENZIES PARK PAVILION AND ABLUTIONS REFURBISHMENT

Attachments: 1. Tender Evaluation Summary - Confidential

RECOMMENDATION:

That Council

1. NOTES the outcome of the evaluation process for Tender IE164/2021 Menzies Park Pavilion and Ablutions Refurbishment; and
2. ACCEPTS the tender submission of Devco Holdings for Tender IE164/2021 Menzies Park Pavilion and Ablutions Refurbishment.

CR WALLACE:

Could you provide the spec provided to tenderers?

EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:

Will be emailed to Council Members separately.

CR IOPPOLO:

Are the tenderers required to provide an ASIC search? If not, can it be provided?

PROCUREMENT & CONTRACTS OFFICER:

The City assesses the financial risk associated to a requirement during the procurement planning stage. The financial risk related to this project was considered low, as such the City requested details of company ownership structure and confirmation by a Certified Practising Accountant of the financial capacity of the organisation to carry out works for this project. Additionally, the City checks that status of the organisation on the ASIC website and <https://abr.business.gov.au> but does not pay for ASIC extracts or illion reports unless there is a financial risk identified in the planning or evaluation stage.

CR HALLETT:

Given the extent we use Devco has there been any discussion on how they might improve their environmental performance?

PROCUREMENT & CONTRACTS OFFICER:

As part of the transparent, compliant and competitive procurement process, due diligence on the capability and capacity of the preferred Respondent to deliver the tendered project is carried out, and this is factored into the value for money assessment. There is no limit on how much work can be awarded to one contractor.

Feedback is offered to Respondents that are unsuccessful for a request, and advice is given on where there may be room for improvement with their response. For the successful Respondent, there is scope in the Contract Management phase relating to a particular project to discuss the performance (environmental or other) of the Contractor and advise areas for improvement. The City would have to be careful to not coach a Respondent, so this feedback would not be appropriate unless it is related to a contract on foot.

It should also be noted that in part, Devco's score was impacted by not elaborating on some aspects as much as LKS did, hence the score difference.

CR HALLETT:

- Is there capacity to require specific standards or thresholds as minimum requirements under this criterion rather than just a scoring that where all score poorly one is still recommended?

PROCUREMENT & CONTRACTS OFFICER:

As part of the transparent, compliant and competitive procurement process, due diligence on the capability and capacity of the preferred Respondent to deliver the tendered project is carried out, and this is factored into the value for money assessment. There is no limit on how much work can be awarded to one contractor.

There is capacity to have minimum standards for any procurement qualitative criteria, but careful consideration from an anti-competitive position in local government has to be made to ensure it is appropriate to the scope of works and pool of potential suppliers for those works. For example, if ISO certification were a minimum standard for the environmental criterion, many operators that service LG's would not be able to meet this criterion, and would likely be ruled out and this could be seen as anti-competitive. For large private sector organisations dealing with other large organisations, this may be entirely appropriate and still result in many potential Respondents. Having said that, there are other minimum

COUNCIL BRIEFING NOTES

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requirements that can be considered and the City does consider the information and evidence required for each requirement during the planning stage, and adjust the criteria where required.

If the risks were low for the criteria relating to environmental practices (no hazardous chemicals etc) and all Respondents scored poorly, a consideration would then be made if it were in the City's best interest and low risk to recommend proceeding with the requirement, and clearly justify the reasons why.

CR CASTLE:

Award a high proportion to one operator, is there an issue with that?

PROCUREMENT & CONTRACTS OFFICER:

As part of the transparent, compliant and competitive procurement process, due diligence on the capability and capacity of the preferred Respondent to deliver the tendered project is carried out, and this is factored into the value for money assessment. There is no limit on how much work can be awarded to one contractor.

COUNCIL BRIEFING NOTES

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7 COMMUNITY & BUSINESS SERVICES

7.1 INVESTMENT REPORT AS AT 31 MARCH 2022

Attachments: 1. Investment Statistics as at 31 March 2022

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 31 March 2022 as detailed in Attachment 1.

NO QUESTIONS

COUNCIL BRIEFING NOTES

10 MAY 2022

7.2 FINANCIAL STATEMENTS AS AT 31 MARCH 2022

Attachments: 1. Financial Statements as at 31 March 2022

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 31 March 2022 as shown in Attachment 1.

CR HALLETT:

There was an unfavourable variance in relation to the road reserve labour costs, just wondering if I can get a short explanation in the briefing notes.

EXECUTIVE MANAGER FINANCIAL SERVICES:

The Roads reserve labour costs variance of \$28,400 was a timing difference in March 2022. The majority of these costs have been reallocated in April to various parks and reserve maintenance programs.

COUNCIL BRIEFING NOTES

10 MAY 2022

7.3 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 MARCH 2022 TO 31 MARCH 2022

- Attachments:
1. Payments by EFT and Payroll March 22
 2. Payments by Cheque March 22
 3. Payments by Direct Debit March 22

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 March 2022 to 31 March 2022 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$7,254,959.65
Cheques	\$884.01
Direct debits, including credit cards	\$138,624.37
Total payments for March 2022	\$7,394,468.03

NO QUESTIONS

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7.4 TERMS OF REFERENCE - CHILDREN AND YOUNG PEOPLE ADVISORY GROUP

Attachments: 1. Proposed Terms of Reference - Children and Young People Advisory Group

RECOMMENDATION:

That Council **ADOPTS** the Terms of Reference of the City's Children and Young People Advisory Group (CYPAG) (at Attachment 1).

NO QUESTIONS

COUNCIL BRIEFING NOTES

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At 6:13 pm, Cr Susan Gontaszewski left the meeting. With agreement of Council, Cr Hallett assumed the Chair.

7.5 ADVERTISING OF NEW POLICY - SPORTSGROUND ALLOCATION - USE AND HIRE POLICY

Attachments: 1. Proposed Sportsground Allocation - Use and Hire Policy

RECOMMENDATION

That Council **APPROVES** the Sportsground Allocation - Use and Hire Policy, at Attachment 1, for the purpose of community consultation.

CR LODEN:

I may have missed it in my review but can you give us an example of a case of where say BP Reserve vs Charles Veryard, where there would be a distinction between how those two spaces were treated.

EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

Beatty Park is booked with a preference for junior training (lower intensity) and has strict set up conditions (East/West – avoiding set up near Farr Ave and the playground). Information regarding toilet use is provided to users, and casual hire of the Reserve is limited.

During winter 2022 Beatty Park has two nights booked in by a Junior Soccer Club; Wednesday and Friday No training goes after 8:00pm. (Noting that further bookings may occur from time to time)

In comparison Charles Veryard Reserve is hired every day of the week during winter. Hockey and AFL coexist during winter; and this includes training and match playing for both juniors and adults.

CR LODEN:

The other one was just around breaches for people using those spaces and it does talk to that but it is a bit high level, I assume there is subsidiary information either in other policies or administrative documents? is it possible to share some of that information I guess just to map out what those steps are and the process, how many strikes do you have to have or whatever the case may be, just to give us a bit more confidence in how that breach process is utilised

EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

The City receives complaints from both the community about the behaviour of club members, and also receives complaints from club members about the behaviour of community members. These issues are frequently occurring, vary in severity, and are managed by Administration on a day-to-day basis without incident.

The breach of hiring conditions is initially dealt with as a breach of terms of use, and the City will advise the club that a complaint has been made and work with them to resolve the matter.

The current feedback refers to a more timely resolution of serious complaints that have not been immediately resolved to the satisfaction of the complainant. In other words, where the complaint shifts from the club to the resident's:

"dissatisfaction about the ... action or inaction by the City of Vincent or its Employees or its Elected Members" (Source: Customer Service Complaints Management Procedures)

The City can improve how the resident complaint is managed, escalating it through the existing Customer Service Complaints Procedure. This process is documented in Policy 4.1.3.

The City has also improved how complaints relating to clubs are documented, and will review them during the seasonal allocation process, which will improve the management of issues that repeat from season to season.

CR LODEN:

If Council were to form a view that we need to strengthen our provisions in the policy, particularly around the antisocial behaviour side of things rather than us trying to wordsmith it on the night, would administration be able to propose some options or some words that might be helpful or how that could be achieved as part of the Briefing Notes and that might not be in the Policy it might be in some subsidiary guidelines. That might be useful information for Cr Members.

COUNCIL BRIEFING NOTES

10 MAY 2022

EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

Antisocial behaviour is mentioned in the existing policy and hire conditions. The issue has been resident dissatisfaction with the City's speed in resolving these issues in a timely matter, which can be addressed by more quickly activating the customer complaint process documented in Policy 4.1.3.

CR IOPPOLO:

Under Policy 4.1.3, Customer Complaints Management and Procedures, is there a required time for Administration to get back to the complainant about the investigations that are occurring

EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

In accordance with the City's Customer Service Charter -

- We will acknowledge emails within two working days and, any written request within five working days of receipt.*
- Whenever possible, we will provide a completion date when requests require in-depth research which will take longer than 10 working days.*

The formal Customer Complaint process in Policy 4.1.3 also sets time frames for each step of the complaints process.

CR IOPPOLO:

Could we be advised of how many complaints under that Policy have been made in relation to the Beatty Park Reserve specifically over the last 2 years and importantly how many people, i.e. 10 complaints from 2 people or is it 10 complaints from 10 people

EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

A list of complaints from the past 2 years is summarised below. [SC] refers to one club who were cancelled in March 2022.

- In this period there were 17 complaints, and 9 referenced club [SC]. 12 complaints were from 2 residents.*
- In March 2021 club [SC] were provided with a warning for public urination. On the next occasion, March 2022 their booking was cancelled.*
- Two complaints related to groups who used the reserve without a booking.*
- Three complaints were of a general nature and referred to issues from previous seasons.*
- Three complaints related to individuals changing into or out of sports gear, and one was a swimmer at BPLC.*

Date	Issue	Complainant (R =Resident)
March 2022	Urination by senior soccer player under tree (Club bookings cancelled) [SC]	Cr Worner
March 2022	Swearing [SC]	R1
March 2022	AFL players on ground (unbooked)	R1
March 2022	Player getting changed, no nudity [SC]	R1
March 2022	Swearing. Referred to complaints from other residents.[SC]	R5
January 2022	Early morning training group (unbooked)	R1
January 2022	Perth Junior Soccer kids too close to Northern edge of reserve (club sent email reminder and BPLC Manager attended oval for next few weeks to assist with correct setup)	R1
Dec 2021	Perth Junior Soccer Club too close to playground (Coach asked to move over)	R2
Sept 2021	Player getting changed in carpark (was a BPLC Swimmer)	R3
Sept 2021	List of issues provided for season review (setup, hours of use, toilets availability, noise) [SC]	R3
June 2021	Club late to finish by 8 minutes. And noisy (BPLC Supervisor attended and Club were finished) [SC]	R3

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April 2021	List of issues that may arise during soccer season and asking how they may be dealt with [SC]	R3
April 2021	Public getting changed (no nudity)	R2
April 2021	Goals setup incorrectly – balls kicked into yard and against fence (Club contacted and this was addressed) [SC]	R3
March 2021	Urination [SC]	R4
Feb 2021	List of possible issues that may happen now soccer season is recommencing (urinating and changing in view of residents). No dates or times or actual events listed [SC]	R1
September 2020	Afl 9's noise	R1

CR ALEXANDER:

There is a dearth of sporting ovals in Vincent as we know and I am supportive of this being a sporting oval but there are a number of things that concern me. Are we just going to maintain. I don't see anything in these new regulations that are going to solve the problem that we have had there in the past. So given that there has been all the trouble because there is no changerooms, what is going to be different this time, because it just went on and on and on, where the sporting people did the wrong thing and were never held to account. It was just an open wound. What in the new regulations are going to be different this time. Do you believe the only way to achieve this that if there are changerooms there then it's a sporting field, if changerooms are not there then you don't have a sporting field.

EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

Complaints at Beatty Park related to one local club and that club has now been prohibited from using the reserve. As mention earlier, the resident frustration built up for several years and it is reasonable that the process is reviewed and improved to deal with the situation in a more timely manner. The City has already made changes to ensure more timely resolution of complaints. This has included:

- (a) Creating the role of Coordinator Sport and Recreation who liaises with clubs to ensure they are meeting the required standards and addresses issues that arise.*
- (b) Moving the Sport and Recreation portfolio, and the booking of halls and reserves, to the team at Beatty Park Leisure Centre who are experts in dealing with sports clubs, sport facilities and customer management.*
- (c) Improving the timely management of complaints through this team*
- (d) Ensuring seasonal ground allocations consider resident and community feedback from one season to the next.*
- (e) Customising the terms of use for specific clubs based on feedback from the previous season.*

A dedicated complaints process was created for the residents at Beatty Park Reserve to enable them to have their complaints managed in real time by having a duty manager from Beatty Park to attend, however they later provided feedback that they felt the process was inadequate and did not meet their needs.

As mentioned above, the complaint process for residents can also be improved for complaints that are of a more serious or prolonged nature.

It should be noted that Beatty Park Reserve is also used regularly by 40 families and children for junior sports training without attracting similar complaints from residents.

As to the question about changerooms. Birdwood and Beatty Park are both designated as sports grounds in the Public Open Space Strategy and are being used in that manner.

All hirers are made aware that toilets are available at Beatty Park Leisure Centre via a fixed sign at the reserve (as requested by residents) and as part of the email confirmation. The distance from Beatty Park Reserve to the toilets at Beatty Park Leisure Centre is similar to the larger grounds ie Britannia. Hirers using Birdwood are aware there are no bathrooms available. Schools using Birdwood for carnivals will use portaloos organised/paid for by the school.

The City is currently working on a more strategic Sport and Facilities Plan that will evaluate the minimum requirements and needs for each ground and will consider the issue of facilities. This plan will also call for public comments.

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CR ALEXANDER:

What is going to be different to what has happened in the past? What in these regulations is going to be different because the sporting people who have used it generally have been getting changed there and urinating there so what in these regulations is now going to be different?

EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

Refer response above.

CR CASTLE:

Last dot point in that clause refers to hours of use, I am just wondering if that is intended to cover the total hours of use in a week for example, rather than just in a particular session? Would that be considered as part of that degree or that assessment of intensity? If you are looking across bookings for a number of clubs on the 1 reserve, are you keeping track of how many hours it is being used and sort of accumulative intensity I suppose for over a course of a week?

EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

When taking applications for seasonal hire the City looks at the whole week before approving allocations and the accumulative intensity is considered. The parks team are also involved in reviewing the plan to ensure the ground can accommodate the level of intensity. Yes, the team is keeping track of this.

CR CASTLE:

Was there any consideration given to aligning the definitions of the sportsgrounds with the Public Open Space Strategy, so that there was a connection between how we have classified those reserves in that strategy, with how we might define them in this particular one because we have obviously had a discussion about changerooms and toilet facilities and where they fit in the Public Open Space Strategy and whether they are then considered active sportsgrounds so I am just wondering if there should be some sort of link between that Strategy that sits above this Policy and how they interact

EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

The ground is being used in a manner consistent to its designation in the Public Open Space Strategy. As a "reserve" it has a primary purpose of:

- *Passive Recreation*
- *Passive Activities*
- *Dog Exercise Area*
- *Playground*
- *Access Way*
- *Town Centre*
- *Active Recreation*
- *Sport Stadium*
- *Sports Ground*
- *Tennis Club*
- *Lawn Bowls Club*

Beatty Park Reserve has the designation of sports ground, and its manner of use is consistent with this.

MANAGER POLICY AND PLACE:

Administration completed a public open space amenity gap review in 2020/21. This identified gaps in amenity to provide the minimum standard of provision across the City's public open spaces. Beatty Park Reserve did not identify any gaps to achieve the minimum standard, therefore other amenities across the City are of a higher priority. The City is currently completing the Sport and Recreation Plan which will assess the provision further and will result in a program of works and upgrades that align with the findings, the City's Long Term Financial Plan and the City's Asset Management Sustainability Strategy. This may result in either public toilets, a sporting pavilion or no further amenities required.

CR WALLACE:

Intensity of use, section in policy does a really good job of generally describing the principles through which we decide if the intensity of use was appropriate or not, if any consideration was given to proposing a cap on the amount of hours that certain fields could be used for? We have the maximum hours of operation, if some of these fields were to be used for the entire length of those maximum hours of operation, I think most people would be of the view that that's too intense. Have we considered putting a limit on the number of hours?

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EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

Refer to the response to Cr Castle above.

The accumulative intensity is considered by the allocation team and that, in turn, considers a range of interdependent variables.

While the policy sets the range of hours the grounds are available, the sports grounds cannot physically tolerate bookings for the full duration.

It should also be noted that even when the ground is booked, it is rare that the whole reserve is used. When Beatty Park Reserve is in use for Junior Soccer there is ¼ of the available space on the reserve for the public to use. So the intensity is not only about bookings, but the amount of space used, type of use etc. Dog walkers and passive users can also use the outskirts of the Beatty Park reserve and can also head north to Smith's Lake Reserve and through to Charles Veryard Reserve.

CR WORNER:

Community consultation – we need to be asking these questions. I feel like if we are just on the Socials, the newspapers, the noticeboard and the website, we might actually be missing a lot of people and this is a great opportunity to be out there talking to people. I know that puts pressure on resources and staffing and I apologise for that, but this is the perfect thing to go out to different organisations, different sporting grounds, to actually get that feedback. Is that a possibility?

EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:

Administration will consider how to create opportunity for community and sports ground user input. One consideration is that the City is also consulting with the same groups for the Sport and Recreation Plan over the coming 12 months, so consideration will be given how best to coordinate those processes.

At 6:38 pm, Cr Susan Gontaszewski returned to the meeting.

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V7.6 DRAFT ACCESS AND INCLUSION PLAN 2022-2027 - APPROVAL FOR PUBLIC CONSULTATION

Attachments: 1. Draft City of Vincent Access and Inclusion Plan 2022-2027

RECOMMENDATION:

That Council:

1. **RECEIVES** the Draft Access and Inclusion Plan 2022-2027, at Attachment 1
2. **AUTHORISES** the Chief Executive Officer to provide local public notice of the Draft Access and Inclusion Plan 2022-2027 for public comment for a period of 21 days, inviting written submissions in accordance with the City's Community and Stakeholder Engagement Policy

CR GONTASZEWSKI:

Would it be possible in the Briefing Notes to get a breakdown of costs and if they are amounts that are proposed to be drawn from generic buckets, as to where they would fit

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:

The draft DAIP includes a mix of:

- *actions that have no financial costs but are process and planning changes*
- *actions which will have a specific budget allocation*
- *actions which can be covered under existing budgets*

Request for specific budget for 2022/23:

Access and Inclusion - \$20,000 has been requested for events, partner projects, increased promotion, marketing, trialling augmented communication boards, Auslan interpreters and some training initiatives.

ACROD Parking Improvement Program is under the Car Parking Renewal Program – requested \$30,000 for survey and mapping of public ACROD parking bays and \$30,000 each year after (4 years) for implementation.

City Buildings and Asset Management - \$50,000 additional requested each year for five years for DAIP initiatives (building audits, upgrades and additions).

Actions covered under existing projects and budgets include:

Website accessibility – existing website improvement budget

IT improvements – existing ICT budget

All staff training – existing training budget

Footpaths maintenance – increase has been requested to footpath maintenance budget (not specific to DAIP) but would ensure that DAIP priorities are addressed when undertaking footpath renewal and maintenance.

CR LODEN:

Did we engage with the education support centre in Mt Hawthorn?

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:

Yes. The Education Support Centre was contacted and sent the draft plan for feedback. They indicated they were supportive of the plan and no amendments were requested.

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8 CHIEF EXECUTIVE OFFICER**8.1 ANNUAL REVIEW OF COUNCIL DELEGATIONS**

Attachments: 1. Register of Council Delegations - Marked up for 2022 Review

RECOMMENDATION:

That Council:

1. **NOTES** the annual review of its delegations in accordance with Section 5.46(2) of the *Local Government Act 1995*, as outlined in this report; and
2. **DELEGATES BY ABSOLUTE MAJORITY** the local government functions listed in the City's Council Delegated Authority Register included as Attachment 1.

CR IOPPOLO (PROVIDED IN WRITING PRIOR TO THE BRIEFING):

In relation to 2.2.28 Power to invest and manage investments, please clarify if the amendment is seeking to increase the CEO's power to invest and manage investments from 1 to 3 years or is it the review and reporting requirements only?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The delegation condition is changed to require that the internal control procedures in respect to investment activity are presented to the Audit Committee every three years for confirmation as 'fit for purpose' rather than every year. This aligns with the requirements of regulation 17 of the Local Government (Audit) Regulations 1996. Council's Investment Policy <https://www.vincent.wa.gov.au/documents/642/investment-policy> provides the parameters for the CEO's approach to investment.

CR IOPPOLO (PROVIDED IN WRITING PRIOR TO THE BRIEFING):

Reference is provided twice on page 2 in relation to 2.2.32? Please confirm this is a typographical error in one of those references as one relates to a deleted delegation and the other a new of delegation?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The current 2.2.32 Appointment of Authorised Persons is proposed to be deleted. A replacement (new) delegation for Appointment of Community Directors – Leederville Gardens, will take up the delegation 'number'.

CR IOPPOLO (PROVIDED IN WRITING PRIOR TO THE BRIEFING):

Why hasn't 2.1.1 Delegation on page 14 related to COVID-19 Relief and Recovery Committee been struck out as per intent in the briefing?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Delegation 2.1.1 should be struck out in the attachment. It is recommended for deletion. The attachment has been updated for the Council Agenda and the renumbering of Delegation 2.1.2 (Behaviour Complaints Committee) to 2.1.1 has been noted in the report.

CR IOPPOLO (PROVIDED IN WRITING PRIOR TO THE BRIEFING):

Regarding delegations that relate to demolition of any structures/building on a heritage place, please confirm the inclusion of the words, "unless the structure/building does not contribute to the heritage significance of the heritage place" means that for example, the Smith Street Highgate Place of Worship application from the 8 March 2022 Council Meeting would not come for Council consideration because the works related to the Hall could be deemed by Administration to not be as culturally significant as the Church, even though the entire site is Heritage Listed?

MANAGER DEVELOPMENT AND DESIGN:

Yes. The intent of this addition to the delegation is that modification to those structures that are not part of the 'statement of significance' adopted by Council for that heritage place can be determined under delegated authority.

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The development application at No. 31 Smith Street, Highgate was for modifications to a part of a heritage place that was not part of its 'statement of significance' adopted by Council and so would not have gone to Council for determination if this change was in place.

CR IOPPOLO (PROVIDED IN WRITING PRIOR TO THE BRIEFING):

Regarding the request that the CEO have the authority to select appointments of Community Directors to the Leederville Gardens Board of Management, please confirm:

- a. Whether these are paid appointments
- b. Whether these are external appointments or from Councillors and
- c. Whether the City is in any way responsible for the conduct of such appointments

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The Rules of Association for Leederville Gardens Inc provides –

14. Selection criteria

- (1) The Board will review the selection criteria every year and send any revisions to the City.
- (2) Once the City has agreed to the revised selection criteria they will remain in place until revised or new selection criteria are developed by the Board and approved by the City.

18. Appointment of community Directors by the City

- (1) The Secretary will give the City at least 90 days' notice of the expiry of the term of office of each community Director appointed by the City.
- (2) The City will run a search and selection process for each community Director to be appointed by the City, before that position becomes vacant, as follows:
 - (a) The City will use the selection criteria in its search and selection process.
 - (b) The City will provide a shortlist of potential appointees to the Board.
 - (c) The Board will interview the potential appointees and recommend to the City its preferred candidate for appointment to the Board.
 - (d) The City will appoint one (or more) of the potential appointees to the Board after taking into consideration the Board's recommendation and the selection criteria.
- (3) Where a community Director is eligible for reappointment and confirms their willingness to be reappointed, and the Board recommends that they be reappointed, the City may reappoint them without undertaking a search and selection process.

27. Payments to Directors and subcommittee members

- (1) A Director or a member of any subcommittee is entitled to be paid out of the funds of the Association only if:
 - (a) the payment is for any out-of-pocket expenses for travel and accommodation in connection with the performance of the Director's functions; or
 - (b) the payment is authorised by resolution at a general meeting on the basis that the payment is:
 - (i) reimbursement for an expense not referred to in rule 27(1)(a), that has been properly incurred in connection with the Association's business; or
 - (ii) a fee or allowance for the Director or subcommittee member's work not exceeding reasonable market rates for that work.

In summary, the Leederville Gardens Inc Board recommends to the City the appointment of a Board Director from the shortlist provided by the City.

The role is in essence a 'voluntary' one and external to Council Members.

CR IOPPOLO (PROVIDED IN WRITING PRIOR TO THE BRIEFING):

Given that the authority sort includes extending the CEO's ability to appoint Authorised Persons with delegation powers and that:

- d. Authorised Persons may not necessarily be employees of the City and
- e. the Local Government Act s5.71 only requires that employees are required to disclose conflicts and

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- f. a delegate must otherwise ensure that there is no actual or perceived conflict

where is the protection and accountability where the CEO delegates to a delegate where there indeed exists a conflict?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

There is a legislative requirement that the Employee Code of Conduct extends to those engaged by the City of Vincent under a contract for service. The Code addresses (as legislatively required) the management of conflict of interest of those subject to the Code in their decision-making role.

The management of conflicts of interest is addressed in letters of appointment, induction training and organisational procedures.

CR IOPPOLO (PROVIDED IN WRITING PRIOR TO THE BRIEFING):

Regarding delegations under 16.1.1 relating to taverns accommodating less than 120 patrons, in assessing why this maybe appropriate, what proportion of such applications are likely to relate to less than 120 patrons and therefore not required to come to Council for consideration?

MANAGER DEVELOPMENT AND DESIGN:

The delegation is proposed so that 'Small Bars' that are looking to sell packaged liquor (i.e. also acting as a 'Liquor Store') are also able to be determined under delegated authority.

A 'Small Bar' is defined as a licensed premises with a capacity of less than 120 people.

Under State Government planning exemptions and subject to conditions, there are exemptions from the need to obtain planning approval for a Small Bar and Liquor Store- Small.

The CEO currently has delegation to determine applications for Small Bars and Liquor Stores on their own if there are not more than 5 objections.

The change proposes to allow the CEO to determine proposals that combine these two uses (i.e. a Tavern that accommodates less than 120 patrons).

Three development applications proposing Taverns have been submitted to the City over the last year. All three of these propose less than 120 patrons and under the proposed delegation all of these would be determined under delegated authority provided there was not more than 5 objections.

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8.2 APPROVAL TO ADVERTISE DRAFT LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2022

- Attachments:
1. Local Government Property Amendment Local Law 2022
 2. Local Government Property Local Law 2021 - Tracked Changes
 3. Table of Amendments
 4. Final Memorandum of Legal Advice - Confidential

RECOMMENDATION:

That Council:

1. **AUTHORISES** the Chief Executive Officer to provide local public notice in accordance with section 3.12(3) of the *Local Government Act 1995*, for a period of at least 6 weeks, that:
 - 1.1 it is proposed to make the City of Vincent Local Government Property Amendment Local Law 2022 at Attachment 1;
 - 1.2 The purpose of the City of Vincent Local Government Property Amendment Local Law 2022 is to:
 - 1.2.1 amend clause 1.6 by inserting additional definitions for ‘election day’, ‘election period’, and ‘election sign’;
 - 1.2.2 amend clause 5.3(l) to delete the restriction on mobile phone use in a change room at a community facility, and to insert the restriction on any person taking images or recording of another person without their prior consent in a change room at a community facility;
 - 1.2.3 amend clause 5.14 to specify the responsibility of property owners to maintain awnings, balconies, and verandahs applies to those which are erected over a thoroughfare;
 - 1.2.4 amend clause 5.16(c) and (d) to specify that smoke free areas do not include vehicles within thoroughfares;
 - 1.2.5 amend clause 6.1(e) to change term from a ‘minor nature development’ to a ‘minor sign’ and provide further clarity to the definition;
 - 1.2.6 amend clause 6.8 to align with the City’s Election Signs Policy provisions for erection of signs on local government property without requiring a permit and to specify conditions for the City in determining an application for a permit for an election sign;
 - 1.2.7 delete clause 13.2(f) to remove the provision for an approved manager to refuse entry, suspend admission, or direct a person to leave a local government facility due to a person being deemed undesirable by reason of their past conduct; and
 - 1.2.8 amend typographical errors in and further clarify clauses 1.6, 4.4(2), 5.13, 6.2(2)(a), 6.3(1), 6.3(2)(a), 9.3(2), 9.7(1)(f), and 9.11(1);
 - 1.3 The effect of the City of Vincent Local Government Property Amendment Local Law 2022 is to:
 - 1.3.1 note and clarify new definitions used throughout additions to clause 6.8 regarding election signs;
 - 1.3.2 clarify that no images or recording shall be taken of another person in a change room at a community facility without their prior consent;
 - 1.3.3 clarify that owners with properties which have awnings, balconies, and verandahs

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over thoroughfares have a public safety duty to maintain them;

- 1.3.4 clarify that persons smoking within their own private property (being a vehicle) situated on a thoroughfare in a smoke free area is not prohibited by the local law;
- 1.3.5 remove any confusion due to terminology used for signs in local planning policies and the City of Vincent's Local Planning Scheme No. 2;
- 1.3.6 clarify the conditions under which erection of an election sign on local government property does not require a permit and to provide guidance for the City in determining an application for a permit for an election sign;
- 1.3.7 remove grounds for discrimination in this manner against any person on local government property or in a community facility by an authorised person or approved manager; and
- 1.3.8 provide clarity in clauses 1.6, 4.4(2), 5.13, 6.2(2)(a), 6.3(1), 6.3(2)(a), 9.3(2), 9.7(1)(f), and 9.11(1);
- 1.4 Copies of the proposed amendment local law are available for inspection at the City's office, Library and Local History Centre and on its website;
2. NOTES that in accordance with Section 3.12(3)(b) of the *Local Government Act 1995* a copy of the proposed amendment local law and public notice will be provided to the Minister for Local Government;
3. NOTES that any submissions received as a result of the public notice provided as set out in recommendation 1. above will be presented to Council for consideration; and
4. RESPONDS to the Joint Standing Committee on Delegated Legislation indicating its intention to amend clause 5.3(l), as reflected in Attachment 1.

NO QUESTIONS

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8.3 OUTCOME OF ADVERTISING NEW TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY

- Attachments:
1. Temporary Employment or Appointment of CEO Policy
 2. WALGA Template Policy - Temporary Employment or Appointment of CEO

RECOMMENDATION:

That Council **ADOPTS BY ABSOLUTE MAJORITY** the new Temporary Employment or Appointment of CEO Policy at Attachment 1.

CR IOPPOLO:

Queried whether the policy would allow the remuneration of acting appointments to exceed the substantive CEO reward package.

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Minor amendments to clause 4.1 and 4.2 have been added to provide clarification of the City's existing practice that the determined remuneration and benefits for acting appointments must not exceed the substantive CEO's total reward package.

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8.4 OUTCOME OF ADVERTISING AMENDED COUNCIL MEMBERS – ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES POLICY AND PROPOSED REPEAL OF CIVIC FUNCTIONS POLICY

- Attachments:
1. Council Members – Allowances, Fees and Reimbursement of Expenses Policy (clean copy)
 2. Council Members – Allowances, Fees and Reimbursement of Expenses Policy (marked up)
 3. Civic Functions, Ceremonies, Receptions and Provision of Hospitality Policy and the use of Council Chamber, Function Room and Committee Room Policy (4.1.29)

RECOMMENDATION:

That the Council:

1. **ADOPTS** the Council Members – Allowances, Fees and Reimbursement of Expenses Policy at Attachment 1; and
2. **REPEALS** Policy No. 4.1.29 – Civic Functions, Ceremonies, Receptions and Provision of Hospitality Policy and the use of Council Chamber, Function Room and Committee Room at Attachment 3.

NO QUESTIONS:

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8.5 PROPOSED REPEAL OF LOCAL GOVERNMENT ELECTIONS POLICY

Attachments: 1. Policy No. 4.2.14 - Local Government Elections

RECOMMENDATION:

That Council REPEAL Policy No. 4.2.14 – Local Government Elections Policy at Attachment 1.

NO QUESTIONS

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8.6 OUTCOME OF ADVERTISING AMENDED COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

- Attachments:
1. Council Member Continuing Professional Development Policy - (clean copy)
 2. Council Member Continuing Professional Development Policy - (marked up)
 3. WALGA Template Policy - Council Members Continuing Professional Development

RECOMMENDATION:

That Council **ADOPTS BY ABSOLUTE MAJORITY** the Council Member Continuing Professional Development Policy at Attachment 1.

NO QUESTIONS

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8.7 ADVERTISING OF AMENDED POLICY - COUNCIL MEMBER CONTACT WITH DEVELOPERS**Attachments: 1. Council Member Contact with Developers Policy (Marked Up)****RECOMMENDATION:**

That Council APPROVES the proposed amendments to the Council Member Contact with Developers Policy, at Attachment 1, for the purpose of community consultation.

CR GONTASZEWSKI:

Clarity in relation to how Admin segregates decision making from person who signs off on the application. How does the City ensure that the staff member who is a decision maker - how do they manage the contact with developer. Is there any restriction in relation to decision makers contact with developer – or documentation on when an officer contacts developer.

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The City's Code of Conduct for Employees, supplemented by induction and training, underpins Administration's approach to delegated decision-making. City officer contact with members of the public, including those seeking advice on and subsequent approval of development is a routine and regular part of officer duties. It would be impracticable to separately record these types of contact, however local government record keeping requirements prevail and contact is capture through this mechanism.

Administration separates the development assessment process and the development approval process, with appropriate oversight in place.

CR CASTLE:

Different types of contact and how will they be dealt with?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The Policy provides the definition of 'Contact' and 'Exempt Contact'. An 'Exempt Contact' "does not involve the Council member engaging in any discussion or communication with the developer on the planning or development proposal."

The introduction of the Policy identifies that contact with developers "can sometimes lead to allegations or perceptions of bias, influence or even corruption being made towards Council Members" and that stakeholders "must have trust in Council members' ability to make decisions free of influence or the perception of influence".

A contact should be recorded where the substance of that contact could give rise to a possible allegation of bias or influence. It would be up to the Council Member to determine whether a contact is an 'Exempt Contact'. It will depend on the nature and detail of the contact initiated by the developer, and the nature and detail of any response.

A simple contact from a developer to which the Council Member responds by directing the developer to the Administration, pragmatically could be seen as an 'Exempt Contact'. Any response where the Council Member seeks further information or engages in the nature of the development would likely not be seen as 'Exempt'.

CR IOPPOLO:

Requested clarification in relation to recording contact with developers prior to the lodgement of a development application.

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Administration has considered the practicalities of the City maintaining a register for Council Members to record contact with developers prior to the lodgement of a Development Application (DA). It is recommended that the City provides Council Members with a log to record any contact with developers that occurs prior to a DA submission. These logs can be kept in accordance with the record keeping requirements for Council Members.

This will underpin the Council Member's responsibilities to record and then declare any contact when a Development Application becomes 'live'.

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8.8 VINCENT UNDERGROUND POWER PROJECT (VUPP)

- Attachments:**
1. Invitation to participate - Tranche 2 - NRUPP
 2. NRUPPT2 Presentation
 3. Memorandum of Understanding
 4. Project Summary

RECOMMENDATION:**That Council:**

1. **NOTES** the invitation from Western Power for the City of Vincent to participate in Tranche 2 of the Network Renewal Underground Pilot Program (NRUPP) at Attachment 1.
2. **NOTES** the proposed project areas would underground power at 5,336 electricity service meters in 1) North Perth/Mount Lawley, 2) North Perth/Mount Hawthorn and 3) Perth/Highgate as per the boundaries identified in the maps contained in Attachment 2.
3. **NOTES** Western Power advice that the overhead network assets in these areas are coming to the end of their service life for replacement and renewal. The poles and wires would be replaced like for like with an expected serviceable life of 40-50 years in the event the City does not co-partner in an underground power project.
4. **AUTHORISES** the CEO to sign the Memorandum of Understanding at Attachment 3 to enable Western Power to commence detailed design of the project.
5. **NOTES** the project summary at Attachment 4 will be included as a new Strategic Project in the Corporate Business Plan 2023/24-2027/28.
6. **REQUESTS** Administration to prepare a preliminary business case on participation in NRUPP Tranche 2 as part of the preparation of the Annual Budget and update to the Corporate Business Plan (noting that the final business case would be finalised following 12 months of detailed design by Western Power which will confirm estimated costs for the project).
7. **APPROVE** utilisation of \$222,000 in the Underground Power Reserve to provide for two FTE over 12 months for project management and community engagement work to undertake this significant project.

ROSS IOPPOLO:

1. Regarding the recommendation 7 that Council approve use of \$222k in the City's Underground Reserve to manage the project, what is the total amount in that reserve and what proportion of all annual rates is typically collected from ratepayers in Vincent from the 3 designated project areas?

CHIEF EXECUTIVE OFFICER:

\$216,000 is the total amount in the reserve. The 3 project areas include properties which account for 26% of total rate revenue.

2. If the % requested above is not proportional to what has been collected from these 3 project areas, would administration agree it is equitable that only the proportion of the reserve be spent that relates to these areas benefiting?

CHIEF EXECUTIVE OFFICER:

Administration is recommending the City utilises the entire \$216,000 currently in the reserve to project manage the Vincent Underground Power Program. The City would be aiming for this to become a rolling program to provide underground power through out the City of Vincent following completion of the first three project areas. The program is commencing in those areas identified by Western Power as meeting the criteria for underground power under NRUPP due to the age and condition of the infrastructure. The City collects rates, some of which is held in reserve, to fund the full range of City projects, programs and

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services. Many new projects have a very specific locational benefit (eg. an upgrade to a park or building).

Very few programs provide such a transformational impact across the City in terms of increasing public amenity, streetscape appearance and increased urban tree canopy as undergrounding power.

Council decides the amount allocated to the City's reserves during the adoption of the Annual Budget.

Council sets the budget each year in alignment with the Corporate Business Plan and Four Year Capital Works Program to ensure the City is meeting its obligations and priorities across the entire City.

The equity of the City's expenditure on individual projects, programs and services must be considered across the entire suite of the Corporate Business Plan and Four Year Capital Works Program taking into account priority and need.

Administration considers underground power a very high priority and community consultation being undertaken for the review of the Strategic Community Plan is showing strong support for the amenity benefits and improvement to tree canopy that results from undergrounding overhead distribution power lines.

Underground power delivers lower operating and maintenance costs, improved network reliability and security, better public safety, an improved street appearance, opportunities for increased and more sustainable tree canopy and enhanced opportunities for emerging technologies.

Administration has no concerns about recommending expenditure to appropriately project manage the VUPP in an identical manner for the City's other major projects and programs.

The total project cost is estimated to be \$48.9 million. The City of Vincent portion of this would be around \$17-18 million.

It would be a high risk to the success of the program if the City did not ensure appropriate resourcing for project management and community engagement on this transformational project.

3. Has Administration sought to amend the MOU such that the definition of Project and Project Area is limited to the relevant meters falling within the City of Vincent because the relevant Project Areas go beyond the City's boundaries in certain areas? Specifically, Annexure 2 – Project Area North Perth/Mt Hawthorn extends north of Green St.

CHIEF EXECUTIVE OFFICER:

The project area does incorporate properties within the City of Stirling.

Western Power will liaise with the City of Stirling on that section of the project and it will liaise with the City of Vincent on properties within our local government boundary.

The City of Stirling would be responsible for engaging with affected properties within its local government boundary.

For clarity, the City has updated the MOU to confirm it is only responsible for those meters which fall within the City's local government boundary as follows:

1d:

Western Power and the LGA wish to jointly investigate replacing these overhead distribution assets with underground assets "contained in the Project Area which are within the City of Vincent local government boundary", as this is expected to be mutually beneficial and result in an efficient solution for Western Power and the LGA.

4. Does the Project on a Page on page 33 require amendment to note that expenditure type is both OPEX and CAPEX and update for Project Manager Craig Wilson who has retired?

DAN LODEN:

My additional questions are also on the \$222,000. My understanding is that this is the amount in the reserve, however it is likely that the cost to fulfill our obligations under this MoU is different, whether higher or lower. Does administration have a view on what the cost of supporting the MoU from now through to the end of the

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end of the MoU obligations?

If the amount is larger then should the resolution request additional funds as well?

If the amount is less then why not adjust the amount released from reserve to this amount?

CHIEF EXECUTIVE OFFICER:

Administration estimates that the now Reserve balance of \$216,000 would be sufficient to provide project management and community engagement resourcing for the first 12 months of the duration of the program.

This would cover the detailed design and community engagement stages of the project.

Administration will provide further advice about resourcing the subsequent stages of the program when Council considers the Co-Funding Agreement in 2023.

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8.9 INFORMATION BULLETIN

- Attachments:**
1. Minutes of the Mindarie Regional Council Meeting held on 24 March 2022
 2. Minutes of the Tamala Park Regional Council Meeting held on 21 April 2022
 3. Minutes of the Children and Young People Advisory Group (CYPAG) held on 16 March 2022
 4. Minutes of the Reconciliation Action Plan Working Group (RAPWG) held on 14 March 2022
 5. Minutes of the Sustainability and Transport Advisory Group held on 24 March 2022
 6. Statistics for Development Services Applications as at the end of April 2022
 7. Register of Legal Action and Prosecutions Monthly - Confidential
 8. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 28 April 2022
 9. Register of Applications Referred to the MetroWest Development Assessment Panel - Current
 10. Register of Applications Referred to the Design Review Panel - Current
 11. Register of Petitions - Progress Report - April 2022
 12. Register of Notices of Motion - Progress Report - April 2022
 13. Register of Reports to be Actioned - Progress Report - April 2022
 14. Council Workshop Items since 5 April 2022
 15. Council Meeting Statistics
 16. Council Briefing Notes - 29 March 2022

RECOMMENDATION:

That Council **RECEIVES** the Information Bulletin dated May 2022.

CR LODEN:

Could we please have some more information on how development application timeframes are calculated?
Is there a way to tell how long it is taking to process development applications?

MANAGER DEVELOPMENT AND DESIGN:

The City's statutory timeframes for processing of development applications are:

- 60 days to determine applications where no community consultation is required;
- 90 days if community consultation is required; or
- Another timeframe agreed by the applicant.

As per the Planning Regulations, where the City requests amended plans and/or additional information they are also requested to agree that the 60 or 90 day timeframe be extended by the time it takes for them to provide this information.

This means that the 60/90 day timeframe is effectively extended by the amount of days that the applicant needs to amend their plans or to provide additional information.

The City and the applicant generally do not have a final agreed timeframe for an application until the time of determination. This is because the agreed timeframes change throughout the assessment period.

In terms of reporting timeframes of development applications to Council, the City's internal reporting system is structured in a way where the timeframes are 'paused' when the City is awaiting amended plans and/or additional information to be submitted by the applicant or when the application crosses over a holiday period. The reporting therefore removes the additional period of time that the applicant has agreed to from the 60 or 90 days, as per provisions within the Planning Regulations.

The City's internal reporting system presents some constraints to how information is reported on but the way the data is presented can be changed. Administration will continue to review how data is presented in the Information Bulletin to improve clarity around agreed timeframes.

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ADDITIONAL INFORMATION

Attachment 8 relating to the register of State Administrative Tribunal (SAT) appeals has been updated to confirm that the SAT appeal in respect to a Development Assessment Panel decision for an amendment to an approval at Nos. 636-640 Newcastle Street, Leederville has been listed for mediation.

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8.10 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 3 MAY 2022

- Attachments:
1. Audit Committee Minutes - 3 May 2022
 2. Confidential Attachments to Audit Committee Meeting - 3 May 2022 - Confidential

RECOMMENDATION:

That Council RECEIVES the minutes of the Audit Committee Meeting of 3 May 2022, as at Attachment 1 and NOTES the recommendations.

NO QUESTIONS

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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**11.1 Appointment of the Design Review Panel**

The meeting went behind closed doors at 8.00pm to discuss the confidential item and the confidential attachments to tenders.

NO QUESTIONS

122 CLOSURE

There being no further business the briefing closed at 8.24pm.

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**14 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
(WITHOUT DISCUSSION)**

Nil

15 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

16 URGENT BUSINESS

Nil

**17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE
CLOSED**

Nil

18 CLOSURE