



**CITY OF VINCENT**

# **ATTACHMENTS**

**Council Briefing**

**5 December 2017**





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26 May 2017

Ms Paola Di Perna  
Manager Approval Services  
City of Vincent  
244 Vincent Street  
Leederville WA 6007

Att: Paola Di Perna (Manager Approval Services)

Dear Paola ,

## **APPLICATION FOR CHANGE OF USE - 3/622 (LOT 1) NEWCASTLE STREET, LEEDERVILLE - PROPOSED MICRO BREWERY**

On behalf of our client Modular Brewing Pty Ltd (Modular), Urbis is pleased to submit the enclosed application for change of use to micro-brewery at 3/622 (Lot 1) Newcastle Street, Leederville (subject site).

### **LOCATION OF DEVELOPMENT**

The subject site is located in the suburb of Leederville within the municipal boundary of the City of Vincent, approximately 2km north - west of the Perth CBD. The subject site has frontage to Newcastle Street only and is approximately 70m from the Loftus Street and Newcastle Street intersection (Figure 1).

The subject site is made up of three (3) warehouse tenancies, Unit 1 is currently vacant, Unit 2 is occupied by Greenies Panel and Paint and Unit 3 (subject tenancy) is vacant. A diverse range of uses surround the subject site, including a mixture of commercial, light industrial and residential uses (Table 1).



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Figure 1 – Site Location



Source: Nearmap

Table 1 – Surrounding Uses

Orientation	Use Bordering Subject Site	Use further Beyond
North	Residential/Commercial	Community Facilities/City of Vincent
West	Light Industry (Bakery)/Commercial	Residential/Retail/Light Industry (ACCC Towing)
East	Office/Vacant Lot (Yard)	Residential/Light Industry
South	Water Corporation	Freeway





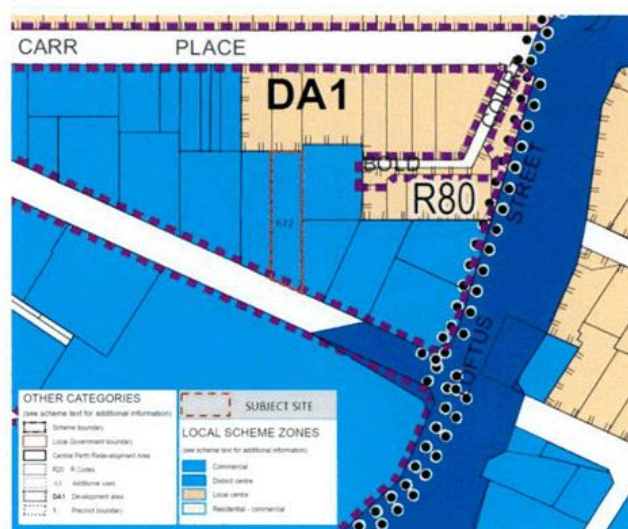
## PROPOSED CHANGE OF USE

This application proposes to change the 'use' from a panel beater/mechanic into a micro-brewery for the purposes of production and distribution (small scale). Modular does not propose to develop or alter any external structures of the subject site.

## Land Use Permissibility

The subject site is zoned under the City of Vincent Town Planning Scheme No 1 (TPS1) as 'District Centre' (Figure 2).

Figure 2 – TPS1 Map 02 – Vincent South West



Source: WAPC 2017

The intent for the site is the establishment of a Micro-Brewery that is defined as "Light Industry" under City of Vincent's Town Planning Scheme No.1 (TPS1). This was confirmed via a pre-lodgement meeting with the City of Vincent Planning Manager on Monday 20 February, 2017.

"Light Industry" is defined under the City of Vincent's TPS1 as:

*'light industry' means,*

*(a) in which the processes carried on, the machinery used, and the goods carried to and from the premises will not adversely affect the amenity of the locality by reason of the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste water, or other waste products; and*

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(b) the establishment of which will not, or the conduct of which does not, impose an undue load on any existing or proposed service for the supply or provision of water, gas, electricity, sewerage facilities, or any other like services; The site is zoned Residential R60 in TPS1.

In this zone, light industry is an 'SA' use.

'SA' means that the use is not permitted unless the Council has exercised its discretion and has granted planning approval after giving special notice in accordance with Clause 37.

Urbis understands the City of Vincent is currently reviewing their Scheme with draft Town Planning Scheme No 2 (TPS2), released for public comment in 2014. TPS2 has not been endorsed by the Western Australian Planning Commission and therefore is not binding when considering the proposed development. However, as the new scheme has been advertised, it is now considered a 'seriously entertained proposal' from a legal perspective and therefore the City will give due regard to the future zoning of the site and other relevant provisions when considering this application. Under TPS2 the subject site is zoned 'Regional Centre' (Figure 3). The most appropriate 'use' for brewing remains 'light industry'. This is a 'A' use within the 'Regional Centre' zone and therefore is not permitted unless the application is advertised and the submission received are considered in the assessment. There is consequently no difference to the existing zoning within TPS1.

Figure 3 – TPS2 - PRECINCT SCHEME MAP 1 – Leederville



Source: City of Vincent 2017



## STRATEGIC PLANNING CONTEXT

The City has a number of strategic planning documents that are designed to guide the future development of the City's precincts. The overarching strategy for the City is the City of Vincent *draft* Local Planning Strategy (Strategy) adopted by Council in 2014. The proposed micro-brewery and operation is consistent with the following aspects of the Strategy:

- Self sufficiency – The proposed development can assist the City in meeting employment self-sufficiency targets (ESS). Not only will this proposal initially provide four new employees to the area, the head brewer is an owner and resident in Carr St.
- Theme of the precinct – The Leederville Precinct has an entertainment and hospitality theme. The proposal is in line with this theme as a local producer of beer. Modular will be targeting local establishments to supply their products.
- Occupation priority - Industrial, Mechanical & Production, is the most relevant line of occupation for a brewer outlined in the Strategy. This falls within the 'moderate' importance for the City. There is also sales and marketing elements to the proposal that fall within the 'High' importance of the City.

More locally, the City of Vincent's *Leederville Master Plan 2007* (Master Plan) sets out to provide a blueprint for future development in Leederville. We believe the proposal does achieve many of the objectives of the Master Plan such as:

- Economic – Provides an opportunity to replace a long term vacant space in Leederville, with a business proposition that currently doesn't exist and will provide economies locally through employment and supply to local businesses. The success of this business would see a long-term investment into upgrading the development to accommodate a facility that can be enjoyed by the local community.
- Environmental Sustainability – The business model promotes local production and supply of goods. This promotes a more traditional sustainable business model.
- Social Sustainability – Ideally, in the long term, Modular will be successful enough to be able to develop a facility that can be enjoyed by the community directly. This space would promote social interaction with a local flavour for future mixed use development surrounding the site.

It is acknowledged that the long term strategic prospect from this subject site is for a multi-story commercial development, however, given the market conditions and the ability for this operation to adaptable, we believe this proposal can be incorporated into future developments.

## MICRO-BREWERY PROCESS AND OPERATION

The operation carried out is on an extremely low scale and is strategically placed to provide a very niche local market. The micro-brewing process carried out involves milling, mashing and boiling of the grist, wort and liquor. This will occur on site within a single vessel system (Kettle). More specifically this involves:

### Stage 1

- Milling: 40-50 kg of malted barley/wheat into containers. Time taken ~10 minutes
- Mashing: Grist added to ~ 64C hot water. Time taken ~ 60 minutes
- Boiling: Boiling at 100C of resulting liquor. Time taken ~ 60 minutes

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- Waste from mash: Spent grain collected and taken offsite to 3rd party post brewing process.

#### Stage 2

Fermentation and packaging (kegs/cans) occurs onsite and involves:

- Fermentation: Post inoculation of liquor which takes approximately 5 days of primary fermentation within pressure vessels sealed by a 40L water airlock (fermentation gasses pass through water prior to release).
- Disposable of fermentation waste: Resultant trub and yeast body is disposed of through conventional waste water and rubbish collection.

Modular will initially be producing up to 400 Litres per week which would entail two (2) separate brewing processes per week, however can be carried out in one (1) day. Pending the success of the business, the strategic direction of Modular would see an incremental increase in production up to 800 - 1000 Litres per week. This would involve four (4) separate processes a week. This is not envisaged to be until the third year of operation.

To provide some perspective, Gage Roads brews over 300,000 Litres per week and the intended production of Nowhereman Brewing across the train line in West Leederville is expected to be 3600 litres per week.

The distribution of the product will be via kegs direct to bars around Perth. Modular plan to deliver the product in kegs and given the small volumes, will do so via a ute or van.

No sale, or consumption for sale, of product, will occur on site and this application applies for production only.

### STAFFING AND HOURS OF OPERATION

The micro-brewery will be staffed by a maximum of three (3) people at any one time. As outlined in the brewing process above, a clear majority of time surrounds the fermentation of the product. This will be monitored daily by visits from one (1) staff member only. Due to the length of time required for the fermentation process, there is limited ability to initiate more than two brews within a week. Therefore, the impact of operations on surrounding uses is extremely limited.

All stages of the brewing process will be carried out at varied times within the hours of 8am and 7pm on any given day of the week.

The brewery does not plan to trade direct with the public and therefore and therefore there is no specified trading hours.

### PARKING

The subject site, Unit 3 specifically, contains four (4) exclusive use car parking bays within the lot as depicted on the proposed site plan. As mentioned above, the maximum staff on site at any one time will be three (3). Therefore, the four (4) car bays is more than adequate for the needs of the lessee.

The parking requirements under the *City of Vincent Parking and Access Policy No. 7.7.1* (Policy 7.7.1) are outlined below in Table 2:

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Table 2 – Parking Requirements

	Use	Required	Provided	Comply
Vehicle	Light Industry	1 per 100 sq. m	4 bays exclusive	Yes

Policy 7.7.1 also refers to bicycle parking provisions, however, does not refer to requirements for 'light industry'. The subject unit provides large areas for bicycle parking and if the City sees it necessary to cater for this, Modular is happy for this to be conditioned as part of an approval.

## ODOUR

Upon request of the City, Modular have engaged odour consultants Northstar Air Quality (Northstar) to carry out an odour emission assessment for the proposed micro-brewing operation at the subject site. This report in its entirety can be found attached to this development application.

Northstar carried out the assessment through the following process:

- Magnitude of odour impacts associated with the various stages of the beer brewing process
- The sensitivity of current and (likely) future land uses to potential odour impacts: and
- Risk is assessed as the product of those considerations.

The objective of the risk assessment is to provide a systematic and transparent methodology to identify the requirement for odour controls and achieve an objective consistent with the requirements of the Environmental Protection Act (1986).

The Report makes a direct correlation with the neighbouring bakery (Strange Grains Gluten Free Bakery) due to the similarities of odour. The assessment looks at the cumulative impact of both the bakery and micro-brewery as opposed to just assessing the micro-brewery on its own merit. The assessment has been assessed based on the potential future encroachment of residential uses at the property boundary or in simple terms, worst case scenario.

The Report refers to the odour as being a pleasant smell, much like that of a bakery. Without any mitigation processes in place, the vapours from the 60 minute process of wort boiling are assessed as being slight or negligible and the risk is neutral or intermediate.

The Report then recommends the following mitigation measures:

- Registration and follow up of odour complaints. These will be recorded using the odour complaints form and register that can be viewed in Appendix B of the Northstar Report.
- Assessment of activities that might cause odours e.g. by-product storage during the summer period.
- Regular inspection and maintenance of containment measures in area that can cause odours e.g. oil tanks and wastewater installations.
- Potential best available technologies.
- Condensation of vapours.

The implementation of this mitigations reduces the risk from moderate to negligent. Modular are committed to adopt the above outlined measures and therefore produce negligible odour emissions.

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## NOISE

The micro-brewing process produces a very little noise emissions and will operate well within the guidelines of the *Environmental Protection (Noise) Regulations 1997*. The only aspect of the brewing process that creates noise is milling the grain. This is not dissimilar to using a domestic juicer or blender. This will be carried out with the operating hours.

## LEEDERVILLE BREWING HERITAGE

Brewing is not foreign to Leederville, instead, it forms a large part of its celebrated history. As can be researched within the City of Vincent's 2007 publication of local history, "*Our Town*", Leederville was home to the Golden West Company. Golden West was established in 1896 by JJ Wallis. Golden West operated out of a large factory in Carr Street, within immediate proximity to the subject site, and as depicted in Figure 4, brewed a range of beverages. The company was rebranded to 'Gest' and sold to Coca Cola (Town of Vincent, 2007).

Figure 4 – Golden West Company - Leederville



Source: Town of Vincent 2007

Upon this discovery, the directors of Modular Brewing Pty Ltd fell in love with historic concept of this story and thus propose to reignite the "Golden West" story in Leederville by trading under the name of "Golden West Brewing".

## CONCLUSION

The proposed change of use application seeks approval to establish a 'micro brewery' on the subject site. We believe the necessary investigations have been carried out and appropriate planning requirements addressed to ensure the 'use' is appropriate to the context of the area. Modular engaged Northstar Air Quality to ensure the appropriate information is made available and mitigation measures are put in place for this 'use' within its context.

Modular believes they will be a strong contributor to the local area and with the head-brewer an owner and resident in Carr St, the local interests of community are highly considered in this proposal.



It is respectfully requested that the application be approved subject to relevant and reasonable conditions.

If you have any questions please don't hesitate to contact me at 9346 0500 or [knolan@urbis.com.au](mailto:knolan@urbis.com.au).

Yours sincerely,

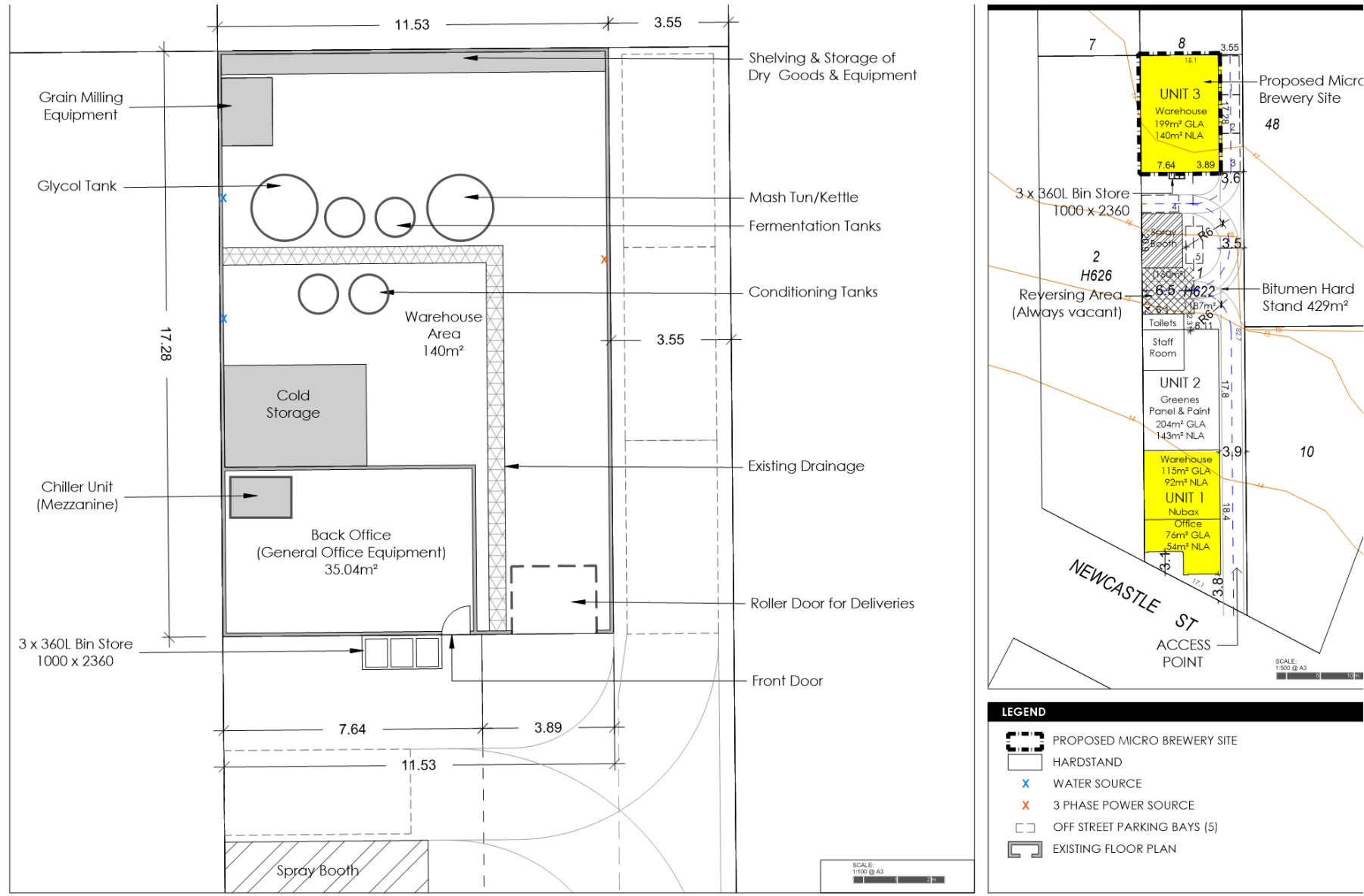
A handwritten signature in black ink, appearing to read "Kris Nolan".

Kris Nolan  
Director

Enc     North Star Air Quality - Odour Report  
         Application Form  
         Certificate of Title  
         3 x Floor/Site Plan

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**PROPOSED MICRO-BREWERY LAYOUT**  
LOT1 (622) NEWCASTLE STREET, LEEDERVILLE

DATA SOURCE  
WATER CORPORATION  
PROJECTION  
MGRS 7800

DISCLAIMER  
Copyright by RBIS Pty Ltd. This drawing or parts thereof may not be reproduced for any purpose or used for another project without the consent of RBIS. The plan must not be used for marketing, selling or advertising any product or service. It is for discussion purposes only and subject to further detail study. Council approval, engineering report, and survey.

CLIENT

SCALE:  
1:500 @ A3

PROJECT NO.  
PA1394  
DRAWING NO.  
DATE  
10.11  
REVISION

**No. 622 Newcastle Street, Leederville**  
**Schedule of Submissions Following Advertising**  
**(Advertising period: 17.08.2017 – 07.09.2017)**

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

<b>Comments Received in Support:</b>	<b>Officer Technical Comment:</b>
<u>Land Use:</u>  Enhances the Leederville Town Centre  A great addition for the area  Good initiative for Leederville and further adds to the appeal of the area  Great diversity in the small business within the area  The proposal will be able to showcase local produce for local consumption is paramount in continuing to be able to offer something directly to the local residents.  Supports any concept that allows local produced products to remain local.  More businesses bringing people to the heart of Leederville is a good thing.  Encourages small businesses.  The proposal is beneficial to the area in driving positive business activity.  The proposal will revive an old Leederville brewing business name in Golden West.	Support for the proposal is noted.



Comments Received in Objection:	Officer Technical Comment:
<p>Objects to proposal.</p> <p>The current Greenies panel beaters operating at the subject site should not be allowed to operate. The submitter has lodged various complaints about the operators continually spray painting outside.</p> <p>A change of use from Unlisted Use to Commercial should be undertaken.</p>	<p>Noted. This application does not relate to the panel beater which currently operates from tenancy two on the subject site. The development application submitted proposes to change the use of tenancy one and three only.</p>
General Comments Received:	Officer Technical Comment:
<p><u>Odour:</u></p> <p>Submitter is concerned about the potential odour from the operations of the microbrewery and would like to know what will be done to reduce, minimise and/or eliminate them.</p> <p><u>Water:</u></p> <p>Reticulated water and sewerage is currently available to the subject site;</p> <p>Sewerage mains are located within the subject site and an easement may be required along the boundary of the subject site. Due consideration will be required when developing in this area;</p> <p>Any wastewater discharge from business or industry, other than that which come from staff amenities or office facilities, is generally classified as trade waste. Not all trade waste is compatible with the Water Corporation system. Any industry or business in WA wishing to discharge trade waste to Water Corporation sewers is required by law to apply for approval from the Water Corporation;</p> <p>This proposal will require approval by our Building Services section prior to commencement of works. Infrastructure contributions and fees may be required to be paid prior to approval being issued.</p>	<p><u>Odour:</u></p> <p>As outlined in the body of the report, the applicant has provided an Odour Risk Assessment (ORA). The ORA has taken into account the surrounding land uses to ascertain a cumulative impact of odour on the locality. The ORA concluded that the odour from the proposal is negligible on the locality and recommended some mitigation measures which will further reduce any impact of odour on the locality.</p> <p>Should development approval be granted, Administration has recommended the following condition:</p> <p><i>The development shall be carried out in accordance with the recommendations of the Modular Brewery, 3/622 Newcastle St, Leederville WA, Odour Risk Assessment (Report Reference 17.1050.FR1V1) dated 25 May 2017.</i></p> <p>The above condition will ensure that the applicant/landowner implements the recommendations of the ORA and therefore, reduce the impact of any odours which may be emitted. Any complaint received by the City will be investigated and actioned accordingly.</p> <p><u>Water:</u></p> <p>All comments are noted. It is the applicant/landowner's responsibility to obtain all other necessary approvals including those needed from the Water Corporation.</p>

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



This document has been prepared on behalf of **Modular Brewing Pty Ltd** by:

Northstar Air Quality Pty Ltd,

Level 40, 100 Miller Street, North Sydney, NSW 2060

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**Modular Brewery, 3/622 Newcastle St, Leederville WA, Odour Risk Assessment**

**Addressee(s):** Modular Brewing Pty Ltd

**Report Reference:** 17.1050.FR1V1

**Date:** 25 May 2017





## Disclaimer

This report has been prepared with the due care and attention of a suitably qualified consultant. Information is obtained from sources believed to be reliable, but is in no way guaranteed. No guarantee of any kind is implied or possible where predictions of future conditions are attempted. This report (including any enclosures and attachments) has been prepared for the exclusive use and benefit of the addressee(s) and solely for the purpose for which it is provided. Unless we provide express prior written consent, no part of this report should be reproduced, distributed or communicated to any third party. We do not accept any liability if this report is used for an alternative purpose from which it is intended, nor to any third party in respect of this report.

## Quality Control

Study	Status	Prepared:	Checked:	Authorised:
INTRODUCTION	Final	Northstar Air Quality	M Doyle, D Burt	G Graham
THE PROJECT	Final	Northstar Air Quality	M Doyle, D Burt	G Graham
LEGISLATION, REGULATION AND GUIDANCE	Final	Northstar Air Quality	M Doyle, D Burt	G Graham
METHODOLOGY	Final	Northstar Air Quality	M Doyle, D Burt	G Graham
RISK ASSESSMENT	Final	Northstar Air Quality	M Doyle, D Burt	G Graham

## Report Status

Northstar References		Report Status	Report Reference	Version
Year	Job Number	(Draft: Final)	(Rx)	(Vx)
17	1050	F	R1	V1
Based upon the above, the specific reference for this version of the report is:				17.1050.FR1V1

## Final Authority

This report must be regarded as draft and without prejudice until the above study components have been each marked as final, and the document has been signed and dated below.

G Graham

25<sup>th</sup> May 2017



## Non-Technical Summary

Modular Brewing Pty Ltd (Modular Brewing) propose to operate a small (1,000 litres per week) micro-brewery at 3/622 Newcastle Street, Leederville (the Project site). Modular Brewing has requested Northstar Air Quality Pty Ltd to provide an odour risk assessment to support a change of use Development Approval for the Project.

The odour risk assessment presented in this report presents a risk assessment, conducted in general accordance with ISO 31000 through the assessment of the (i) magnitude of odour impacts associated with the various stages of the beer brewing process and (ii) the sensitivity of current and (likely) future land uses to potential odour impacts, and risk is assessed as the product of those considerations.

The objective of the risk assessment is to provide a systematic and transparent methodology to identify the requirement for odour controls and achieve an objective consistent with the requirements of the *Environmental Protection Act* (1986).

The risk assessment is performed in three stages:

- **Step 1: Pre-mitigated risk:** This is used to identify any significant risks and identify the need for control;
- **Step 2: Control and mitigation:** An examination of what constitutes best available technology (BAT) for odour control for that process; and,
- **Step 3: Post-mitigation risk:** This is used to identify the residual risks, based upon the application of control technologies and appropriate management practices.

**Step 1:** The pre-mitigation risk assessment determined the following risks:

- Vapours from wort boiling intermediate risk
- Wastewater treatment intermediate/minor risk
- Storage and handling of co- and by- products intermediate/minor risk

**Step 2:** Using the pre-mitigated risk assessment from Stage 1, a range of odour control measures were identified, with reference to **Best Available Technology** (BAT) outlined in The Brewers of Europe (CBMC) (2002) - *Guidance Note for establishing BAT in the brewing industry*, including:

- Vapours from wort boiling: condensation of vapour from wort boiling
- Wastewater treatment: no on-site treatment, containment of run-off, Council policy(s)
- Storage and handling of co- and by- products: containerised storage, effective waste management, Council policy(s)
- Implementation of an odour complaint procedure

**Step 3:** The post-mitigation risk assessment determined the following risks:

- Vapours from wort boiling neutral risk
- Wastewater treatment neutral risk
- Storage and handling of co- and by- products neutral risk



The potential for cumulative impacts with the bakery located at 626 Newcastle Street, Leederville was considered. The above odour controls have been designed to not give rise to unreasonable emissions of odour (as defined by the *Environmental Protection Act* [1986]) at or beyond the Project site boundary and as such the potential for cumulative odour impacts between the bakery and micro-brewery are not considered to be significant.

The assessment has been based upon a capacity and throughput of 1,000 litres per week, although the initial throughput will be limited to 400 litres per week. The initial limitation of 400 litres per week is determined by the anticipated demand for the product and the throughput capacity of the installed equipment (principally the volume of the fermentation vessel). The throughput of 1,000 liters per week would not be achievable until demand is sufficient to warrant additional production and the equipment volume is increased.

The initially lower capacity and throughput of 400 litres per week is considered to be beneficial to the Development Approval process, as it would allow a period of process settling-in, and demonstration that the microbrewery is capable of being operated and managed so as not to give rise to unreasonable odour emissions.

It is recommended that an odour complaints register is maintained to document receipt of odour complaints, which would be made available for inspection by Council upon request. To facilitate this a copy of the Northstar Air Quality Odour Complaint Record Sheet has been provided in **Appendix B** which may be used, or adapted, for this purpose.





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Appendix A Odour Complaint Record



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## Units Used in the Report

All units presented in the report follow the International System of Units (SI) conventions, unless derived from references using non-SI units.

In this report, units formed by the division of SI and non-SI units are expressed as a negative exponent, and do not use the solidus (/) symbol.

## Common Abbreviations

Abbreviation	Term
BCA	Building Code of Australia
CO <sub>2</sub>	carbon dioxide
L	litre
OU	odour unit
VOC	volatile organic compound



## 1. INTRODUCTION

Modular Brewing Pty Ltd (Modular Brewing) propose to operate a small micro-brewery at 3/622 Newcastle Street, Leederville (the Project site).

Modular Brewing has requested Northstar Air Quality Pty Ltd to provide an odour risk assessment to support a change of use Development Approval for the Project.

## 2. THE PROJECT

### 2.1. Environmental Setting

The location of the proposed micro-brewery is 3/622 Newcastle Street, Leederville (Lot 1 D/P 1057) (the Project site) and the proposed layout is presented in **Appendix A**. The Project site is located in Development Area 1 and zoned to accommodate commercial land uses, as per the City of Vincent Town Planning Scheme No. 1 (Oxford Centre Precinct – Scheme Map 4)<sup>1</sup>.

Surrounding land includes commercial and residential uses including a bakery to the immediate southwest (approximately 12 m), residences to the immediate north (approximately 12 m) and northwest (approximately 16 m) and offices to the immediate west (approximately 15 m) of the Project site. Currently vacant land (zoned commercial) is located to the immediate east of the Project site (approximately 4 m).

**Approval is sought for the micro-brewery with a weekly output of 1,000 litres (L) per week, however in the first instance it is envisaged that the throughput will be limited to 400 L per week.**

**This report assesses the odour risks and controls of the proposed microbrewery at a throughput of 1,000 L per week.**

The initial limitation of 400 L per week is determined by the anticipated demand for the product and the throughput capacity of the installed equipment (principally the volume of the fermentation vessel). The throughput of 1,000 L per week would not be achievable until demand is sufficient to warrant additional production and the equipment volume is increased.

The initially lower throughput of 400 L per week is considered to be beneficial to the Development Approval process, as it would allow a period of process settling-in, and demonstration that the microbrewery is capable of being operated and managed so as not to give rise to unreasonable odour emissions.

<sup>1</sup> [http://www.vincent.wa.gov.au/Services/Planning/Town\\_Planning\\_Scheme\\_Zoning\\_Information/Scheme\\_Maps](http://www.vincent.wa.gov.au/Services/Planning/Town_Planning_Scheme_Zoning_Information/Scheme_Maps) (accessed 12/04/2017)





## 2.2. The Process

The brewing process typically involves a number of stages or processes, including the following.

- Raw materials storage and handling;
- Grain cracking and milling;
- Grain mashing;
- Boiling;
- Fermentation;
- Conditioning and maturation;
- Clarifying, kegging / bottling; and,
- Waste water and solid waste management.

Whilst the beer brewing process is relatively standardised, there are some variations between brewing processes in the composition of the grain bill, mashing and boiling temperature and duration, and the time and composition of the hops and adjuncts, depending upon the brewing style and the type of product intended.

Typically, the most significant potential source of odour from brewery operations is the evaporation of volatile organic compounds derived from wort boiling. Wort boiling occurs in brew kettles, during which the boil vapour may be discharged to atmosphere or recompressed and reused before being condensed, cooled and disposed of as a liquid effluent.

The fermentation and maturation stage of the process produces volatile organic compounds including ethanol and ethyl acetate.

Waste water diverted to trade waste has the potential for odour emissions where brewery effluent and spills are transported off-site via an on-site drainage network.

Odour emissions from all other processes are fugitive (uncontrolled) and not significant in nature and would be confined to the area of the building in which the relevant activity is being performed.

It is noted that the weekly brewing volume of the Modular Brewery is relatively small. Approval is sought for a capacity of 1,000 L per week with an initial anticipated production limit of 400 L per week.



### 3. LEGISLATION, REGULATION AND GUIDANCE

Often a pollutant may have a health-based criterion and an amenity-based criterion and typically these will be represented by different concentration values over different averaging periods to account for the mechanisms through which an air pollutant may affect health and amenity. The standards protecting amenity (odour) will usually be specified over short-duration averaging periods as the time required to register an odour that affects amenity, and which may give rise to a nuisance complaint, is typically very short.

The concentration values vary according to the threshold at which it may be typically detected as a human olfactometric response (i.e. the threshold of nasal detectability). This concentration is called the odour detection threshold (ODT) and defines 1 odour unit (1 OU) for that odorant. The actual mass/volume airborne concentration ( $\mu\text{g}\cdot\text{m}^{-3}$ ) that equates to the ODT for each air pollutant will be different, even though they all have an equivalence to 1 OU.

Based on the literature available, in an outdoor environment, the odour concentration at which an odour is perceived to potentially be a nuisance typically ranges from around 2 OU to around 10 OU depending on the interaction of various factors including the composition of the odorants exposed, the sensitivity of the receiving environment, how offensive the odour is, the frequency, intensity and duration at which it is experienced etc.

Impacts from odorous air contaminants are often nuisance-related rather than health-related. Odour performance goals guide decisions on odour management, but are generally not intended to achieve "no odour".

An odour goal of less than 1 OU would theoretically result in no odour impact being detectable in laboratory conditions. In practice, the character of a particular odour can only be judged by the receiver's reaction to it, and preferably only compared to another odour under similar social and regional conditions.

#### 3.1. Legislation

The defining legislation applicable in WA is provided under the *Environmental Protection Act* (1986). In relation to the potential emission of odour from premises that causes an off-site impact, the *Act* states the following:

***Part V — Environmental regulation***

***Division 1 — Pollution and environmental harm offences***

***49. Causing pollution and unreasonable emissions***

***(1) In this section —***

***unreasonable emission*** means an emission or transmission of noise, ***odour*** or electromagnetic radiation which unreasonably interferes with the health, welfare, convenience, comfort or amenity of any person.



- (2) *A person who intentionally or with criminal negligence —*  
 (a) *causes pollution; or*  
 (b) *allows pollution to be caused,*  
*commits an offence.*
- (3) *A person who causes pollution or allows pollution to be caused commits an offence.*
- (4) *A person who intentionally or with criminal negligence —*  
 (a) *emits an unreasonable emission from any premises; or*  
 (b) *causes an unreasonable emission to be emitted from any premises,*  
*commits an offence.*
- (5) *A person who —*  
 (a) *emits an unreasonable emission from any premises; or*  
 (b) *causes an unreasonable emission to be emitted from any premises,*  
*commits an offence.*

#### **51. Occupiers of premises, duties as to emissions**

- The occupier of any premises who does not —*  
 (a) *comply with any prescribed standard for an emission; and*  
 (b) *take all reasonable and practicable measures to prevent or minimise emissions,*  
*from those premises commits an offence.*

*[Section 51 amended by No. 54 of 2003 s. 38.]*

Correspondingly, under the Act, there is an obligation of an occupier of a premises, whether that is a prescribed premises or not, not to cause unreasonable emissions of odour that *unreasonably interferes with the health, welfare, convenience, comfort or amenity of any person*. There is also an obligation to take reasonable and practicable measures to *prevent or minimise emissions*.

### **3.2. Guidance**

As previously discussed, the level at which an odour is perceived to be a nuisance can range from 2 OU to 10 OU ( $2 \times$  to  $10 \times$  the odour detection threshold) to depending on a combination of the following factors:

- **Odour quality:** whether an odour results from a pure compound or from a mixture of compounds. Pure compounds tend to have a higher threshold (lower offensiveness) than a mixture of compounds.
- **Population sensitivity:** any given population contains individuals with a range of sensitivities to odour. The larger a population, the greater the number of sensitive individuals it contains.
- **Background level:** whether a given odour source, because of its location, is likely to contribute to a cumulative odour impact. In areas with more closely-located sources it may be necessary to apply a lower threshold to prevent offensive odour.





- **Public expectation:** whether a given community is tolerant of a particular type of odour and does not find it offensive, even at relatively high concentrations. For example, background agricultural odours may not be considered offensive until a higher threshold is reached than for odours from a landfill facility.
- **Source characteristics:** whether the odour is emitted from a stack (point source) or from an area (diffuse source). Generally, the components of point source emissions can be identified and treated more easily using control equipment than diffuse sources. Point sources tend to be located in urban areas, while diffuse sources are more prevalent in rural locations.
- **Health Effects:** whether a particular odour is likely to be associated with adverse health effects. In general, odours from agricultural activities are less likely to present a health risk than emissions from industrial facilities.

The WA Department of Environment Regulation (DER) has previously developed odour performance criteria for new and existing facilities which were published in the guidance document "No. 47: Assessment of Odour Impacts from New Proposals" dated 2002. However, at the time of writing this guidance has been withdrawn and WA DER has yet to publish a replacement guidance document.

In the absence of any current State specific guidance, a summary of the relevant regulations across all Australian jurisdictions is presented in **Table 1** with variation across each jurisdictions observed.

**Table 1 Odour Concentration Limits in Ambient Air (Australia) - 2013**

State	Odour Concentration Limits in Ambient Air	Averaging Period and Frequency of Perception
QLD	0.5 OU for tall stacks 2.5 OU for ground level sources and down-washed plumes from short stacks	1-hour average, 99.5 <sup>th</sup> percentile
NSW	Varying from 2 OU (rural residence) to 7 OU (urban area)	Peak concentrations (1-second average), 99 <sup>th</sup> percentile
SA	2 OU (2000 people or more), 4 OU (350-1999 people), 6 OU (60-349 people), 8 OU (12-59 people), 10 OU (less than 12 people)	3-minute average, 99.9 <sup>th</sup> percentile
VIC	Offensive odours must not be discharged beyond the boundaries of the premises (1 OU)	3-minute average, 99.9 <sup>th</sup> percentile
WA (withdrawn)	2 OU 4 OU	3-minute average, 99.5 <sup>th</sup> percentile 3-minute average, 99.9 <sup>th</sup> percentile

**Source:** Adapted from Lisboa, H.M., Sivert, E and Stuetz, R.M. (Odour Regulations – Experiences from Australia)<sup>2</sup>

<sup>2</sup> Lisboa, H.M., Sivert, E and Stuetz, R.M., *Odour Regulations – Experiences from Australia*, Chemical Engineering Transactions, Vol 40, 2014



It is noted that the odour assessment criteria in **Table 1** are a **design** tool rather than a **regulatory** tool. The benchmark for operational facilities is generally not the odour assessment criteria outlined above but whether the emission of odour is unreasonable, or being prevented or minimised using best management practices.

### 3.3. Odour Separation Distances

The WA EPA draft "*Environmental Assessment Guideline for Separation distances between industrial and sensitive land uses*" (September 2015)<sup>3</sup> includes a separation distance of between 200 m and 500 m for industries where alcoholic beverages are manufactured (brewery, distillery or winery) for the environmental risks of gas, noise dust and odour. Although the draft guideline does state that the separation distances are recommended for all industries, not just those above a specific production or design capacity, it is clear that emissions of odour would be related to the production capacity of the Project.

The function of the odour assessment is therefore to identify potential odour emissions from the brewing process, evaluate the potential to give rise to unreasonable odour impacts (including amenity) and to identify practical and reasonable steps to prevent or minimise those emissions.

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<sup>3</sup> <https://consultation.epa.wa.gov.au/policy-and-guideline-development-and-review/draft-separation-distances-eag/> (accessed 12/04/2017)



## 4. METHODOLOGY

As the proposed methodology is aimed at identifying practical odour management, it relies upon an element of judgement based upon the experience of the author.

To provide some clarity / transparency on how the conclusions have been derived, a risk assessment procedure has been adopted, based upon the definitions provided under ISO 31000.

The risk assessment is performed in three stages:

- **Step 1: Pre-mitigated risk:** This is used to identify any significant risks and identify the need to control;
- **Step 2: Control and mitigation:** An examination of what constitutes best available technology (BAT) for odour control for that process; and,
- **Step 3: Post-mitigation risk:** This is used to identify the residual risks, based upon the application of control technologies and appropriate management practices.

The risk assessment procedure adopted in this instance uses the determinations of:

- **sensitivity of receptors;** and
- **impact magnitude;** to derive
- **risk.**

These terms are defined and discussed in the following subsections.

### 4.1. Sensitivity of Receptors

Sensitivity terminology may vary depending upon the environmental effect, but generally this may be described in accordance with a scale from 'very high' to 'low', as defined in **Table 2**.

**Table 2 Methodology - Sensitivity of Receptors**

Sensitivity	Description	Examples
Very High	Receptors are highly sensitive to changes in the odour environment	Receptors of very high sensitivity to odour such as: hospitals and clinics, retirement homes and food processing.
High	Receptors have a high sensitivity to changes in the odour environment	Receptors of high sensitivity to odour, such as: schools, residential areas, food retailers, high-end office space (banking etc).
Medium	Receptors have a medium sensitivity to changes in the odour environment	Receptors of medium sensitivity to odour, such as: outdoor storage, light and heavy industry.
Low	Receptors have a low sensitivity to changes in the odour environment	All other air quality sensitive receptors not identified above.





## 4.2. Impact Magnitude

Impact magnitude is a descriptor for the predicted scale of change to the odour environment that may be attributed to the operation of the Project, and is evaluated on a scale from 'substantial' to 'negligible' as defined in **Table 3**.

**Table 3 Methodology - Impact Magnitude**

Magnitude	Description	Examples
Substantial	Impact is predicted to cause significant consequences on the receiving environment	Substantial risk that the impacts would generate nuisance complaints, resulting in regulatory action.
Moderate	Impact is predicted to possibly cause statutory objectives / standards to be exceeded	Moderate risk that the impacts would generate nuisance complaints, resulting in regulatory action.
Slight	Predicted impact may be tolerated.	Slight risk that the impacts would generate nuisance complaints, resulting in regulatory action.
Negligible	Impact is predicted to cause no significant consequences.	Negligible risk that the impacts would generate nuisance complaints, resulting in regulatory action.

## 4.3. Risk

The risk matrix provided in **Table 4** illustrates how the definition of the impact magnitude and sensitivity of receptors interact to produce impact risk (composite risk index). For example, an odour impact of *slight* magnitude at a *medium* sensitive receptor location would be determined to be of *minor* risk (significance).

**Table 4 Methodology - Odour Risk Matrix**

Sensitivity \ Magnitude		[Defined by Table 3]			
		Substantial Magnitude	Moderate Magnitude	Slight Magnitude	Negligible Magnitude
[Defined by Table 2]	Very High Sensitivity	Major Significance	Major/ Intermediate Significance	Intermediate Significance	Neutral Significance
	High Sensitivity	Major/ Intermediate Significance	Intermediate Significance	Intermediate/Minor Significance	Neutral Significance
	Medium Sensitivity	Intermediate Significance	Intermediate/Minor Significance	Minor Significance	Neutral Significance
	Low Sensitivity	Intermediate/Minor Significance	Minor Significance	Minor/Neutral Significance	Neutral Significance



The 'risk' derived through this methodology is presented on a scale of *major* to *neutral* significance. The relative risk is provided as a dimensionless product of the defined values attributed to receptor sensitivity and impact magnitude.

The determined risk (significance) may be used to highlight the relative environmental risk and to highlight the general requirement for the application of controls and mitigation. It is noted that the above approach is designed to provide an overall impact risk, and is not intended to represent the defining determination for the requirement for mitigation and control. The determined risk methodology is not designed to exclude impacts with a lower determined significance from receiving mitigation and control treatments, in accordance with the principle of reducing environmental impacts to maximum extent practicable.

The approach may also underestimate the impact significance in environments which are assessed as having low sensitivity to impacts of a substantial or moderate magnitude, and therefore a pragmatic approach to the assessment significance should be applied.





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## 5. RISK ASSESSMENT

The risk assessment presented below follows the methodology outlined in **Section 4**. The risk assessment is presented in a number of stages:

- **Step 1: Pre-mitigated risk:** This is used to identify any significant risks and identify the need to control;
- **Step 2: Control and mitigation:** An examination of what constitutes best available technology (BAT) for odour control for that process; and,
- **Step 3: Post-mitigation risk:** This is used to identify the residual risks, based upon the application of control technologies and appropriate management practices.

### 5.1. Step 1: Pre-Mitigated Risk Assessment

The following represents the risk assessment that is used to identify the risks associated with operation without any supplementary mitigation, and identify the type and nature of controls that are required to be applied to avoid unreasonable emissions of odour.

#### 5.1.1. Pre-Mitigated Sensitivity of Receptors

The proposed site of the micro-brewery is 3/622 Newcastle Road, Leederville. The proposed site is currently located amongst mixed land uses. With reference to Section 2.1 ("*Existing Land Uses*") of the Department for Planning and Infrastructure (2008) *Leederville Masterplan (Carr Place Residential Precinct Study)*<sup>4</sup> the land at 622 Newcastle Street is currently zoned for commercial use, as illustrated by the red colouration in the map on the left in **Figure 1**.

**Figure 1** Current (left) and Preferred (right) Land Uses (DPI, 2008)



<sup>4</sup> [https://www.planning.wa.gov.au/dop\\_pub\\_pdf/planning\\_leederville\\_carr.pdf](https://www.planning.wa.gov.au/dop_pub_pdf/planning_leederville_carr.pdf)



Section 2.1 of DPI, 2008 also provides the following descriptors of that zoning:

- *Commercial developments are predominantly on the southern side of Carr Place.*
- *Business types include showrooms, real estate agents, furniture manufacturing and vehicle repair workshops.*
- *A recent 3 storey (plus loft) mixed use development is on the corner of Carr Place and Newcastle Street.*
- *The majority of commercial buildings are single storey and semi-industrial in appearance with some modern developments.*

Section 3.1 ("Preferred Land Uses") shows the land at 622 Newcastle Street as preferentially zoned for 'mixed use', as illustrated in the yellow coloration in the map on the right in **Figure 1**.

It is noted that the preferential land use map also shows an increase in the spread of 'high density residential use' south of Carr Street, which is located to the north of the proposed Project site.

Both the current and preferential land use maps show residential land uses to the east of the proposed development site along Loftus Street.

A desktop mapping exercise has been undertaken to identify proximate locations that might be considered to be sensitive to potential odour impacts. The following is not intended to represent a fully inclusive list of all locations, but provides a reasonable overview of the surrounding land uses. Corresponding with each land-use the sensitivity is provided on a scale of 'very high' to 'negligible', as defined in **Table 2**.

**Table 5 Sensitivity of Receptors (Unmitigated)**

Property	Address	Land use	Distance	Sensitivity
Sime Darby Australia Ltd	628 Newcastle Street	Serviced accommodation	20 m	High
Trinity Theological College	632 Newcastle Street	Education facility	50 m	High
Airspace	626 Newcastle Street	Education facility	<10 m	High
Central Kimberly Diamonds Ltd	1/620 Newcastle Street	Commercial premises	15 m	Medium
O'Connors Café	629 Newcastle Street	Food retail	50 m	High
Water Corporation	629 Newcastle Street	Offices	140 m	High
Residential property	11 Bold Close	Residential	35 m	High
Principal Academy of Dance and Theatre Arts	187 Carr Place	Education facility	45 m	High



### 5.1.2. Pre-Mitigated Impact Magnitude

In the context of the risk assessment methodology, the impact magnitude relates to the definitions presented in **Table 3**, and is described on a scale from *substantial* to *negligible*. The key considerations in the assessment of potential impact magnitude are:

- Assessing the potential odour emissions from the process to give rise to off-site impacts;
- Assessing the scale, frequency and duration of those process emissions.

The typical brewing process is briefly described in **Section 2.2**, and more detail may be derived from The Brewers of Europe (CBMC) (2002) - *Guidance Note for establishing BAT in the brewing industry*<sup>5</sup>. CBMC, 2002 addresses various environmental impacts from the brewing process, including odour:

*“The largest source of odour emission from a brewery is the evaporation from the wort boiling.*

*The main potential odour sources are:*

- *Vapours from wort boiling*
- *Wastewater treatment*
- *Storage and handling of co- and by- products.*
- *Oil storage.*
- *Ventilation of beer cellars and packaging lines.*
- *Stack emissions from the boiler house.*

*The main reasons for odour nuisance are:*

- *Location toward neighbouring areas.*
- *No vapour condensing from wort boiling.*
- *Mal-operation of heat recovery system for the wort boiling.*
- *Storage of by-product during summer periods.*
- *Content of sulphate in wastewater, which will cause malodours if the wastewater becomes anaerobic.*

The above appraisal is consistent with our own observations of odour emission potential from breweries in Australia, including odour management and assessment work on behalf of Schwartz Brewery at World Square, Sydney, Newcastle and the Hunter Valley. In all assessment works, the most significant source of odour generation was assessed as being from wort boiling.

The odour from wort boiling is typically not considered to be noxious, and is generally described as exhibiting a bread-like odour. In terms of the perception of the hedonic tone of odour from the wort brewing process (the relative pleasantness-unpleasantness quality), Dravnieks, A., Masurat, T., & Lamm, R. (1984) *Hedonics of Odors and Odor Descriptors*, *Journal of the Air Pollution Control Association*, 34:7, 752-755, DOI: 10.1080/00022470.1984.10465810<sup>6</sup> describes a scale from +4 (pleasant) through 0 (neutral) to -4 (unpleasant).

<sup>5</sup> <http://www.cerveceros.org/pdf/cbmcguidance-note.pdf>

<sup>6</sup> <http://dx.doi.org/10.1080/00022470.1984.10465810>





The hedonic tone value (also called Dravnieks) associated with wort brewing is similar to that of a bakery, with a value of +3.53 and correspondingly, the odour from wort brewing is generally considered to be pleasant in hedonic tone, relative to a range of other odours. However, it is noted that odour nuisance may be generated by the other factors described in **Section 3**, such as its frequency, duration and intensity.

Based upon the above, and our experience in assessing and managing odour from breweries, the following is considered to represent the potential for odour to be generated from the process. Given the proximity of current (and potential future sensitive land uses) the assessment has been performed on the assumption that odour must be controlled to not give rise to unreasonable odour at or beyond the site boundary:

**Table 6 Impact Magnitude (Unmitigated)**

Process	Comments and Application	Unmitigated Magnitude
Vapours from wort boiling	Unmitigated	Moderate
Wastewater treatment	Unmitigated	Slight
Storage and handling of co- and by- products.	Unmitigated	Slight
Oil storage.	Not applicable – no oil storage	Negligible
Ventilation of beer cellars and packaging lines.	Not applicable	Negligible
Stack emissions from the boiler house	Not applicable – no boiler house	Negligible

#### 5.1.3. Pre-Mitigated Risk

Based upon the above, the pre-mitigated risk may be determined as:

**Table 7 Risk (Unmitigated)**

Sensitivity of Receptors		Impact Magnitude		Risk
Location	Assessment	Process	Assessment	
Various locations at and beyond site boundary	High	Vapours from wort boiling	Moderate	Intermediate
		Wastewater treatment	Slight	Intermediate / Minor
		Storage and handling of co- and by-products	Slight	Intermediate / Minor
		Oil storage	Negligible	Neutral
		Ventilation of beer cellars and packaging lines	Negligible	Neutral
		Stack emissions from the boiler house	Negligible	Neutral





Based upon the above, the most significant odour risk is determined to be from wort boiling vapours with an **intermediate** risk. As there is potential for residential land use encroachment towards the boundary of the site, the assessment has been determined at any location at or beyond the site boundary, and hence is assessed as being a *high* sensitivity location representing residential land uses.

Other less significant odour risks (assessed as being **intermediate/minor**) are associated with:

- Wastewater treatment; and
- Storage and handling of co- and by- products.

## 5.2. Step 2: Odour Control and Management

### 5.2.1. Vapours from Wort Boiling

Reference is made to The Brewers of Europe (CBMC) (2002) - *Guidance Note for establishing BAT in the brewing industry*<sup>7</sup>. CBMC, 2002 makes the following recommendations for odour control:

#### **“5.6 Odour**

##### **5.6.1 Selection of Priorities**

*The following subjects have been identified as being of priority in order to minimise the environmental impact of odour from the brewery:*

- *Registration and follow up of odour complaints.*
- *Assessment of activities that might cause odours e.g. by-product storage during the summer period.*
- *Regular inspection and maintenance of containment measures in area that can cause odours e.g. oil tanks and wastewater installations*

##### **5.6.2 Potential BAT's**

##### **5.6.2.1 Heat Recovery from Wort Boiling**

*By the condensation of vapours from the wort boiling the most significant odour source from the brewing process will be eliminated.”*

If implemented and operated appropriately, the impact magnitude would be reduced from *moderate* to *negligible*. This is consistent with the recommendations for BAT as outlined above to eliminate the potential for odour, that is, control the potential emissions to derive a *negligible* magnitude generating a **neutral** risk irrespective of the sensitivity of the receiving environment. This is consistent with odour controls intended to derive no unreasonable odour beyond the site boundary.

<sup>7</sup> <http://www.cerveceros.org/pdf/cbmcguidance-note.pdf>



### 5.2.2. Wastewater Treatment

The brewing process often requires a significant volume of water as an ingredient in the brewing process. There is also a requirement for wash-down water which will require disposal. There will be no wastewater treatment on-site, but there will be a requirement for discharge to sewer. The connection and operation of discharge to sewer will be performed in accordance with the relevant City of Vincent policy(s).

From an odour control perspective, the discharge point will be controlled and direct, eliminating any potential for surface water pooling or run-off. Where the potential for spillages is significant, the transfer area will be appropriately bunded with adequate and appropriate drainage provided to eliminate surface pooling.

The drains will be maintained appropriately and in accordance with the requirements of the City of Vincent policy(s). If implemented and operated appropriately, the impact magnitude would be reduced from *slight* to *negligible*.

### 5.2.3. Storage and Handling of Co- and By- Products

The brewing process will generate a variety of co-products and by-products. A range of co-products will be generated that will include brewers grain and surplus yeast, packaging materials and general solid wastes, which may include:

- Malt and adjuncts
- Grains
- Carbon dioxide
- Yeast
- Glass cullets
- Waste products including
  - Kieselguhr sludge
  - Plastic containers
  - Paper

All raw materials will be stored in appropriate and suitable storage drums / containers, and spilled materials will be contained and cleaned up immediately.

In terms of waste materials, recyclable materials (including plastics, glass, paper etc.) will be separated from the waste stream for recycling. Some co-products and by-products may be re-used directly, including waste malt, malt dust, brewers grain and surplus yeast which may be used as animal fodder.

The handling and storage of raw materials, co-products and by-products will be performed in accordance with the relevant City of Vincent policy(s) and waste materials will be appropriately managed by an appropriate commercial waste contractor. If implemented and operated appropriately, the impact magnitude would be reduced from *slight* to *negligible*.



#### 5.2.4. Odour Management

Modular Brewing will operate an odour complaints procedures which will, as a minimum, record the number and details of complaints received regarding the environmental impacts and any action taken in response to the complaint.

The odour complaint procedure and associated complaint forms will be maintained in a proper fashion by Modular Brewing, and will be made available for inspection by Council upon request.

An example odour complaint record form is provided in **Appendix B**.

### 5.3. Step 3: Post-Mitigated Risk Assessment

The post-mitigated risk assessment represents the assessment of the operation of the microbrewery with the implemented odour controls and management procedures outlined above in **Section 5.2**. Based upon the above, the post-mitigated risk (sometimes termed the 'residual risk') may be determined as follows:

**Table 8 Risk (Mitigated)**

Sensitivity of Receptors		Impact Magnitude		Risk
Location	Assessment	Process	Assessment	
Various locations at and beyond site boundary	High	Vapours from wort boiling	Negligible	Neutral
		Wastewater treatment	Negligible	Neutral
		Storage and handling of co- and by-products	Negligible	Neutral
		Oil storage	Negligible	Neutral
		Ventilation of beer cellars and packaging lines	Negligible	Neutral
		Stack emissions from the boiler house	Negligible	Neutral

On the assumption that the odour control measures and odour management practices outlined above in **Section 5.2** are implemented, the pre-mitigated risks are reduced by controls associated with the impact magnitude. For all operations, the impact magnitude may be reduced to negligible with appropriate controls, and the resultant risks are determined as **neutral**.

Of note, the above assessment has been considered on a small-scale micro-brewery with a capacity of 1,000 L per week. As discussed, the initial capacity will be limited to 400 L per week, and it is considered this would offer Council further confidence that effective odour controls may be demonstrated to be achieved at a lower capacity.





#### 5.4. Cumulative Impacts

An important consideration for odour assessment is the consideration of cumulative impacts, that is, how the emissions may combine with other off-site emissions to create a combined effect. In terms of odour management, odour can only be considered to have a cumulative effect when the odour emissions are sufficiently similar to be undifferentiable as an off-site observation.

It is noted that the Project site is located proximate to the Strange Grains Gluten Free Bakery. The location of the Project site and that of the bakery is illustrated in Figure 2.

Figure 2 Proximity of the Bakery



As discussed previously (see **Section 5.1.2**), odour from the brewing process is often described as exhibiting similar qualities to a bakery and as such it is reasonable to conclude that the two commercial properties may give rise to cumulative odour impacts.

The risk assessment conducted has sought to offer effective odour management at the site boundary. This has been performed as there is potential for future changes in land use to bring residential properties closer to the Project site, and as such unreasonable emissions of odour must be contained on site through design and operational control.

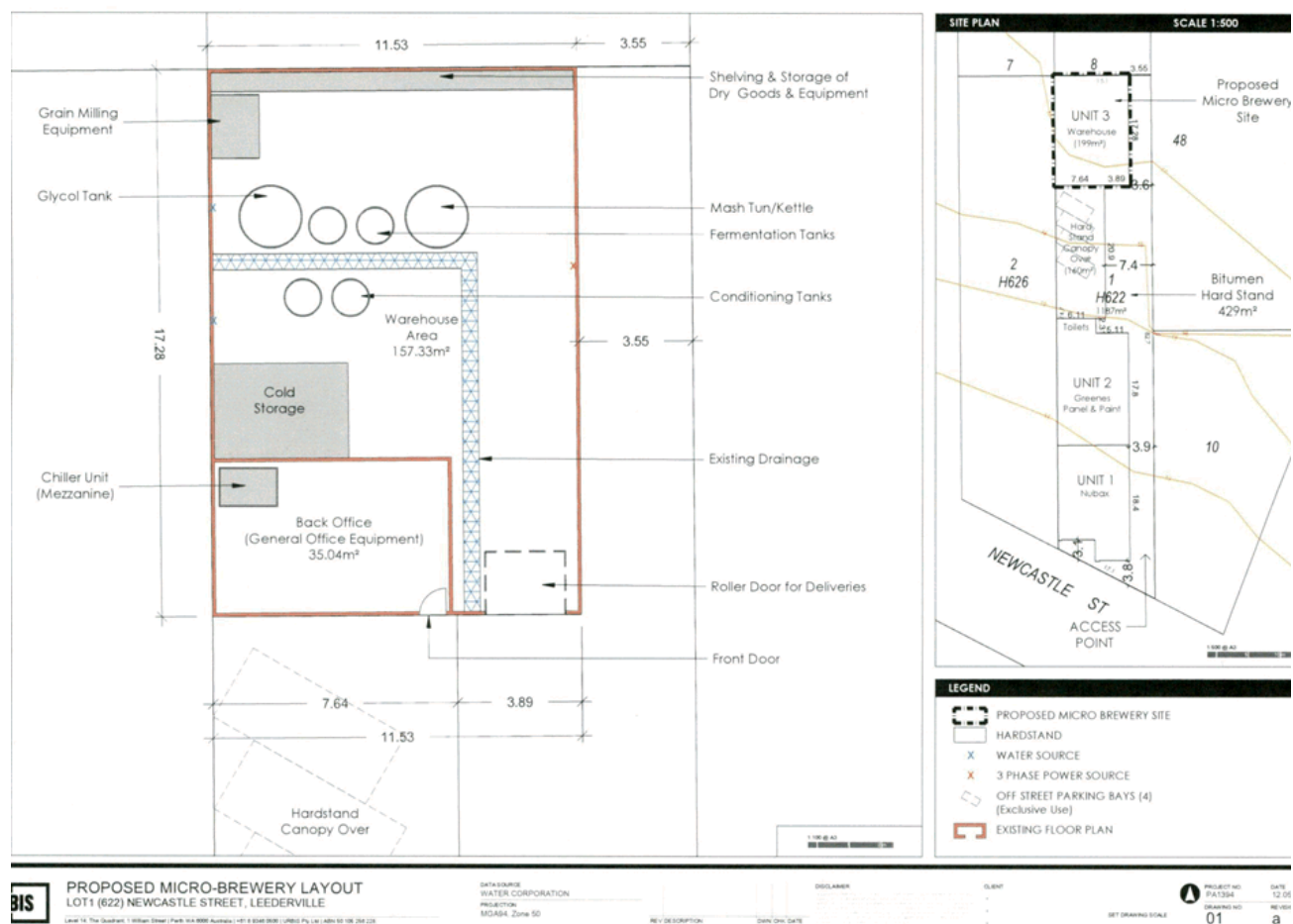
Based upon the implementation of the above odour controls, it is therefore considered that the cumulative odour impacts with the bakery are minimal. Notwithstanding the above, due to the similarity of emissions between the brewery and the bakery, it is imperative that the micro-brewery housekeeping standards are adequately implemented and the odour complaint procedure is implemented effectively.



---

## APPENDIX A – PROPOSED MICROBREWERY LAYOUT







## APPENDIX B – ODOUR COMPLAINT FORM

## Odour Complaint Form



Contact details			
Date and time complaint received:			
Name & address of complainant:			
Telephone number of complainant:			
Complaint details			
Odour start date & time:	/ /	:	am pm
Odour stop date & time:	/ /	:	am pm
Location of the odour:			
Description of the odour:			
Persistence: <i>see note 1</i>	<input type="checkbox"/> Constant <input type="checkbox"/> Intermittent		
Intensity: <i>see note 2</i>	<input type="checkbox"/> 6 Extremely strong <input type="checkbox"/> 5 Very strong	<input type="checkbox"/> 4 Strong <input type="checkbox"/> 3 Distinct	<input type="checkbox"/> Weak <input type="checkbox"/> Very weak
<input type="checkbox"/> generally <input type="checkbox"/> at its worst			
Prevailing weather conditions at the time of the complaint			
Description: (dry, rain, windy, still etc)			
Temperature:			
Wind direction: <i>see note 3</i>			
Wind strength: <i>see note 4</i>			
Operational details, actions and resolution			
Operations during odour complaint:	<input type="checkbox"/> Operating <input type="checkbox"/> Not operating		
Identified causes:			
Actions taken:			
Cause resolved:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Follow up required:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Complainant informed of outcome:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Signed:			
Date:	/ /		

northstar air quality pty ltd

level 40 | 100 miller street | north sydney | nsw 2060

phone: +61 (02) 9931 7870 | fax: +61 (02) 9931 6888

abn: 52 609 741 728

[www.northstarairquality.com](http://www.northstarairquality.com)

## Odour Complaint Form (notes)



1. **Persistence** Please record the descriptor value that best describes the extent of the observation

A. Constantly between the specified times

B. Intermittently between the specified times

2. **Odour Intensity** Using the provided scale, estimate how intense the odour was generally or at its worst:

6	Extremely strong	3	Distinct – this is the recognition threshold
5	Very strong	2	Weak
4	Strong	1	Very weak

3. **Wind Direction** Please record the predominant wind direction ('blowing to') during the specified times.



4. **Wind Strength** Please note the numerical value (Beaufort Scale) representing wind strength, or record the wind speed if known.

Description	Observation	kph	m·s <sup>-1</sup>
0	Calm	Smoke rises vertically	<1 0.45
1	Light air	Direction of wind shown by smoke drift, but not wind vane	1-5 0.45-1.34
2	Light breeze	Wind felt on face; leaves rustle, ordinary vane moved by wind	6-11 1.79-3.13
3	Gentle breeze	Leaves and small twigs in constant motion	12-19 3.58-5.36
4	Moderate breeze	Raises dust and loose paper; small branches are moved	20-28 5.91-8.05
5	Fresh breeze	Small trees in leaf begin to sway, small branches are moved	29-38 8.49-10.73
6	Strong breeze	Large branches in motion; umbrellas used with difficulty	39-49 11.18-13.86
7	Near gale	Whole trees in motion; inconvenience felt when walking against wind	50-61 14.30-16.99

northstar air quality pty ltd | level 40 | 100 miller street | north sydney | nsw 2060  
phone: +61 (02) 9931 7870 | fax: +61 (02) 9931 6888

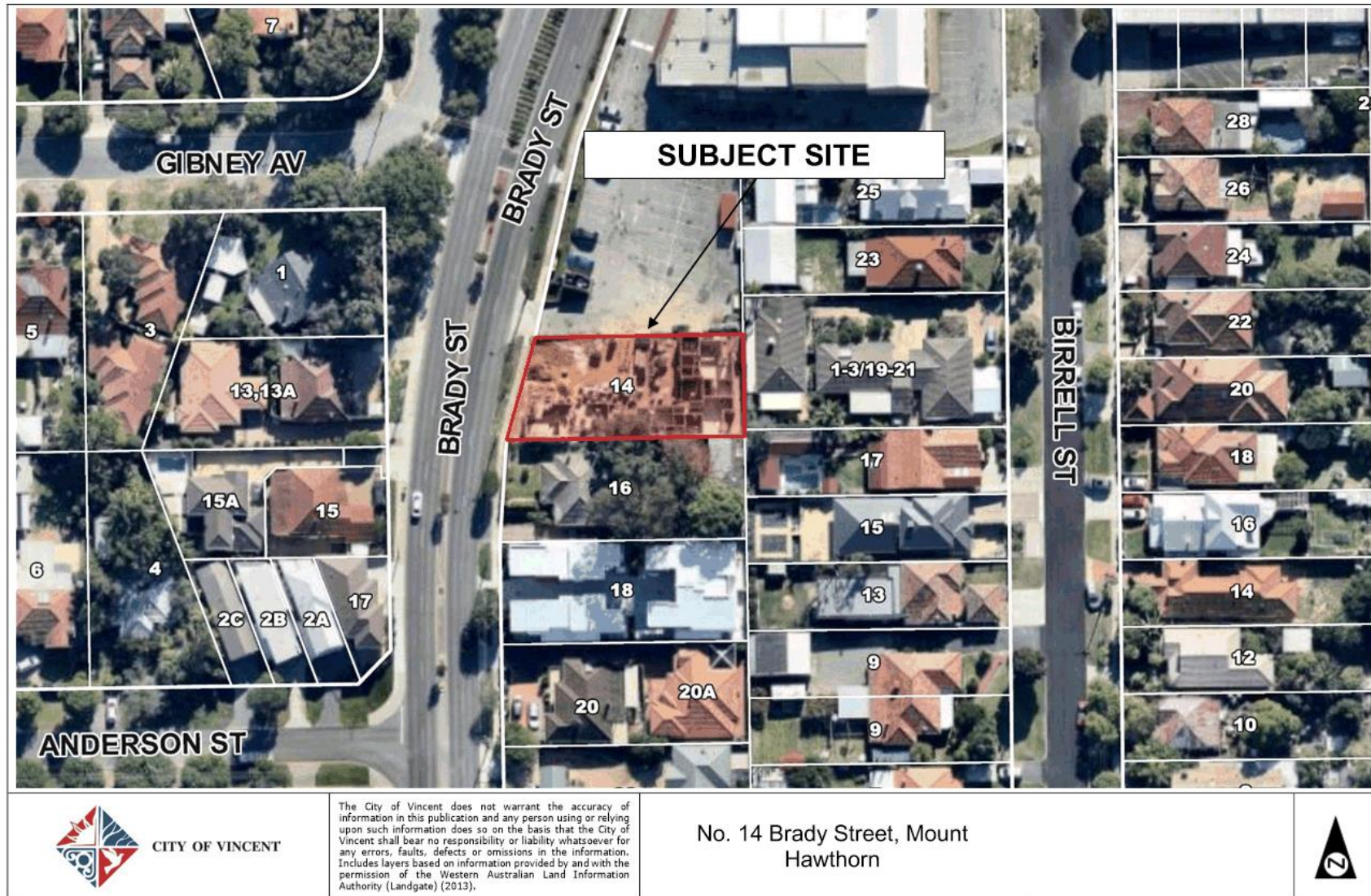
abn: 52 609 741 728  
www.northstarairquality.com

**Determination Advice Notes:**

1. A Building Permit is required for any proposed signage or advertising. If any proposed signage does not comply with the City's Policy No. 7.5.2 a separate Planning Approval will be required to be obtained from the City prior to the submission of a Building Permit for the signage;
2. With reference to Condition 4 bicycle bays must be provided at a location convenient to the entrance, publicly accessible and within the development. The bicycle facilities shall be designed in accordance with AS2890.3;
3. Any on site car parking shall comply with the specifications and dimensions specified in Australian Standard AS2890 off street parking; and
4. Standard 'Visual Truncations', in accordance with the City's Policy No. 2.2.6 and/or to the satisfaction of the City are to be provided at the intersection of the road reserve boundary, and all internal vehicle access points to ensure that the safety of pedestrians and other road users is not compromised.









ENQUIRIES TO: Timothy Wright  
Approval Services, (08 9273 6578)  
OUR REF: 5.2016.153.1



CITY OF VINCENT

12 August 2016

Alpha Projects (WA) Pty Ltd  
PO Box 475  
KARRINYUP WA 6921

Dear Sir/Madam

**NO. 14 (LOT: 70; D/P 6049) BRADY STREET, MOUNT HAWTHORN – CONSTRUCTION OF SIX MULTIPLE DWELLINGS**

Thank you for your Planning Application received on 28 April 2016 for the above proposal.

I wish to advise that the Council at its Ordinary Meeting held on 26 July 2016 resolved to **grant conditional approval** subject to the terms and conditions shown on the attached form. The proposal was assessed and found to be in accordance with the provisions of the City of Vincent Town Planning Scheme No.1 and associated policies.

I trust that the information is to your satisfaction, however if you have any enquiries regarding the above matter, please do not hesitate to contact Timothy Wright on 08 9273 6578.

Yours sincerely

Paola Di Perna  
**MANAGER APPROVAL SERVICES**

(Att.)



- 2 -

*Planning and Development Act 2005*

City of Vincent

**Notice of determination on application for development approval**

Location: No. 14 Brady Street, MOUNT HAWTHORN

Lot, Plan/Diagram: Lot: 70 D/P: 6049

Vol. No: 1149

Folio No: 998

Application date: 28 April 2016

Received on: 28 April 2016

Serial No: 5.2016.153.1

Description of proposed development: Construction of Six (6) Multiple Dwellings

Plans dated: 13 June 2016

This application for development approval is subject to the following conditions:

1. Boundary Wall

The owners of the subject land shall finish and maintain the surface of the boundary (parapet) walls facing No. 16 Brady Street and No. 267 Scarborough Beach Road in a good and clean condition. The finish of the walls are to be fully rendered or face brickwork to the satisfaction of the City;

2. Car Parking and Access

- 2.1 A minimum of six resident and two visitor bays shall be provided onsite;
- 2.2 The car park shall be used only by residents and visitors directly associated with the development;
- 2.3 The visitor bay is to be marked accordingly;
- 2.4 The car parking and access areas are to comply with the requirements of AS2890.1;
- 2.5 Vehicle and pedestrian access points are required to match into existing footpath levels;
- 2.6 All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications;

3. External Fixtures

All external fixtures shall not be visually obtrusive from Brady 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;

- 3 -

4. Verge Trees

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

5. Car Parking Permits

The applicant is to agree in writing that a notice is placed on the Sales Contract to advise prospective purchasers that the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings under Policy No. 3.9.3 – Parking Permits;

6. The following is to form part of the application for a Building Permit and shall be approved by the City prior to commencement of the development:

6.1 Acoustic Report

An Acoustic Report in accordance with the City's Policy No. 7.5.21 – Sound Attenuation. The recommended measures of the report shall be implemented;

6.2 Landscape and Reticulation Plan

A detailed landscape and reticulation plan for the development site and adjoining road verge. The plan shall be drawn to a scale of 1:100 and show the following:

- 6.2.1 The location and type of existing and proposed trees and plants;
- 6.2.2 A minimum of five mature canopy trees (minimum 500 litres);
- 6.2.3 Areas to be irrigated or reticulated; and
- 6.2.4 The removal of any redundant portions of crossover;

6.3 Schedule of External Finishes

A detailed schedule of external finishes (including materials and colour schemes and details);

6.4 Construction Management Plan

A Construction Management Plan that details how the construction of the development will be managed to minimise the impact on the surrounding area in accordance with the requirements of the City's Policy No. 7.5.23 – Construction Management Plans. Construction on and management of the site shall thereafter comply with the approved Construction Management Plan;

6.5 Waste Management

- 6.5.1 A Waste Management Plan prepared to the satisfaction of the City detailing a bin store to accommodate the City's specified bin requirement; and
- 6.5.2 Waste management for the development shall thereafter comply with the approved Waste Management Plan; and

7. Prior to occupancy or use of the development, the following shall be completed to the satisfaction of the City:



- 4 -

7.1 Clothes Drying Facility

Each multiple dwelling shall be provided with a clothes drying facility or communal area in accordance with the Residential Design Codes;

7.2 Car Parking

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

7.3 Stormwater

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

7.4 Acoustic Report Certification

With reference to Condition 6.1, certification from an acoustic consultant that the recommended measures have been undertaken shall be provided to the City;

7.5 Landscape Plan and Verge Upgrade Plan

With reference to Condition 6.2, all works shown in the plans approved with the Building Permit shall be undertaken in accordance with the approved plans and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers; and

7.6 Bicycle Bays

A minimum of two resident bays and one visitor bay is to be provided onsite. Bicycle bays must be provided at a location convenient to the entrance, publically accessible and within the development. The bicycle facilities shall be designed in accordance with AS2890.3; and

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

ADVICE NOTES:

1. With reference to Condition 1, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls;
2. With reference to Condition 2.5, the portion of the existing footpath traversing the proposed crossover must be retained. The proposed crossover levels shall match into the existing footpath levels. Should the footpath not be deemed 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;
3. With reference to Condition 2.6, all new crossovers to the development site are subject to a separate application to be approved by the City;

- 5 -

4. A Road and Verge security bond for the sum of \$2,500 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;
5. With reference to Condition 6.2, the City encourages landscaping methods and species selection which do not rely on reticulation;
6. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. If the safety of the path is compromised resulting from either construction damage or as a result of a temporary obstruction appropriate warning signs (in accordance with AS1742.3) shall be erected. Should a continuous path not be able to be maintained, an 'approved' temporary pedestrian facility suitable for all path users shall be put in place. If there is a request to erect scaffolding, site fencing etc. or if building materials are required to be stored within the road reserve, once a formal request has been received, the matter will be assessed by the City and if considered appropriate a permit shall be issued by the City. No permit will be issued if the proposed encroachment into the road reserve is deemed to be inappropriate;
7. With reference to Condition 7.3, no further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided, detailed design drainage plans and associated calculations for the proposed stormwater disposal shall be lodged together with the building permit application working drawings;
8. Any additional property numbering to the abovementioned address which results from this application will be allocated by the City of Vincent. The applicant is requested to liaise with the City in this regard during the building permit process; and
9. Any new street/front wall, fence and gate within the Brady 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.

NOTES:


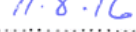
Any additional property numbering to the abovementioned address, which is resultant from this application, is to be allocated by the City of Vincent and no other parties. It is recommended that you liaise with the City's Planning Department on the above matter, during the Building Permit issue stage.

Date of determination: 26 July 2016

- Note 1: 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.
- Note 2: 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.

- 6 -

Note 3: 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.

Signed:  Dated: 

Paola Di Perna  
**MANAGER APPROVAL SERVICES**

for and on behalf of the City of Vincent

**SC DRAFTING**

ABN: 48 365 708 393

**FEATURE SURVEY**DRAWN: S.C. SURVEYOR: L.W.  
EMAIL: scdraftingdesign@gmail.com**JOB DETAILS**

JOB # 0410S  
CLIENT ALPHA PROJECTS  
LOT 70  
STREET (#14) BRADY STREET  
SUBURB MT HAWTHORN  
LOCAL AUTHORITY OF VINCENT  
PLAN 6049  
VOL./FOLIO 1149/998  
LOCATION SWAN  
MAP REF 247-N/14  
DATE 16/06/15  
MISCLOSE 0.002m  
AREA 753m<sup>2</sup>  
COASTAL NO  
**SERVICES**  
ELEC. O/HEAD  
WATER YES (NOT LOC.)  
SEWER CHECK WATER CORP.  
GAS YES (CHECK ALINTA)  
PHONE YES (NOT LOC.)  
F'PATH CONCRETE  
ROAD BITUMEN  
KERB NON MT.  
DRAINAGE GOOD  
SOIL SAND

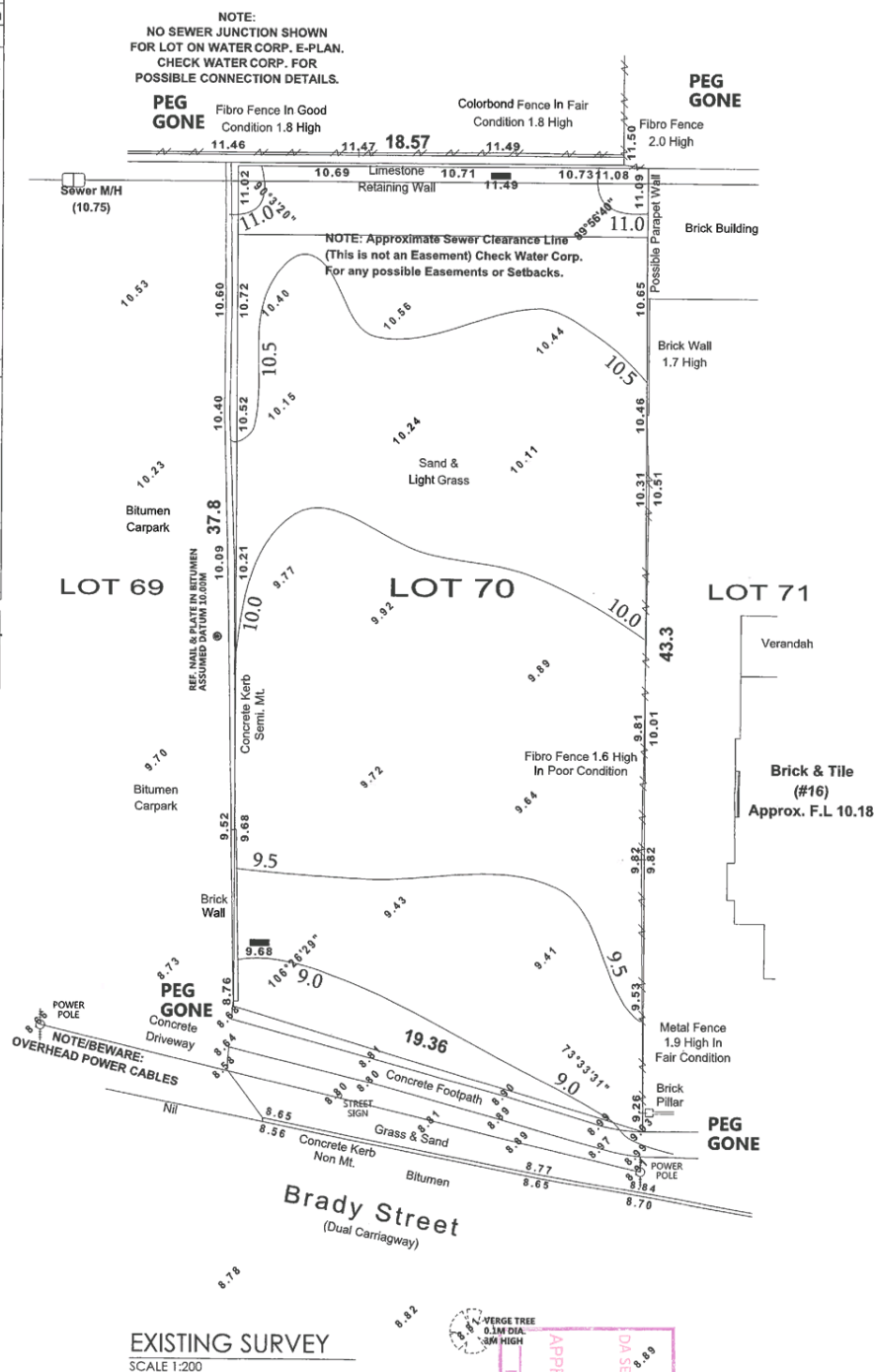
**NOTE:**  
NO PHONE PIT LOCATED ADJACENT  
TO LOT AT TIME OF SURVEY.  
CHECK TELSTRA FOR AVAILABILITY.

Charles (Bush) Parker  
Licensed Surveyor

A.B.N 81906881373

P.O. BOX 22 NORTH BEACH W.A. 6020

bushparker.wa@gmail.com



**JAM**  
BUILDING DESIGNS

Suite 1/165 Seventh Ave Inglewood, 6052  
T: (08) 9271 8033  
M: 0419 944 378  
E: jason@jambd.com.au  
W: www.jambd.com.au

Rev	Date	Notes
01	27.04.16	ISSUED FOR D.A.
02	16.05.16	ISSUED FOR D.A.
03	20.05.16	ISSUED FOR D.A.
04	13.06.16	ISSUED FOR D.A.
05	21.06.16	ISSUED FOR D.A.
06	22.06.16	ISSUED FOR D.A.

This plan shall remain the sole property of Jam Building Designs and must not be given, lent, sold or otherwise disposed without the permission in writing from Jam Building Designs.

This is one of the drawings  
referred to in the building contract.

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Builder: \_\_\_\_\_

Date: \_\_\_\_\_

Client Name:  
Alpha Projects

Site Address:  
Lot 70 (#14)  
Brady Street,  
Mount Hawthorn

Job number:  
15-0437Scale:  
1:200Drawn By:  
K.BreachDate Drawn:  
22.06.16Revision No:  
01Sheet No:  
01 OF 05Drawing Name:  
SURVEY PLAN





## Plot Ratio Calculation

Unit 1:	81.38 m <sup>2</sup>
Unit 2:	81.49 m <sup>2</sup>
Unit 3:	82.16 m <sup>2</sup>
Unit 4:	85.29 m <sup>2</sup>
Unit 5:	74.78 m <sup>2</sup>
Unit 6:	79.86 m <sup>2</sup>
<b>Total:</b>	<b>504.96 m<sup>2</sup></b>

Lot Area = 753m<sup>2</sup>  
 Allowable Plot Ratio @ 0.7 = 527.10m<sup>2</sup>  
 Actual Plot Ratio = 504.96 / 753 = 0.67

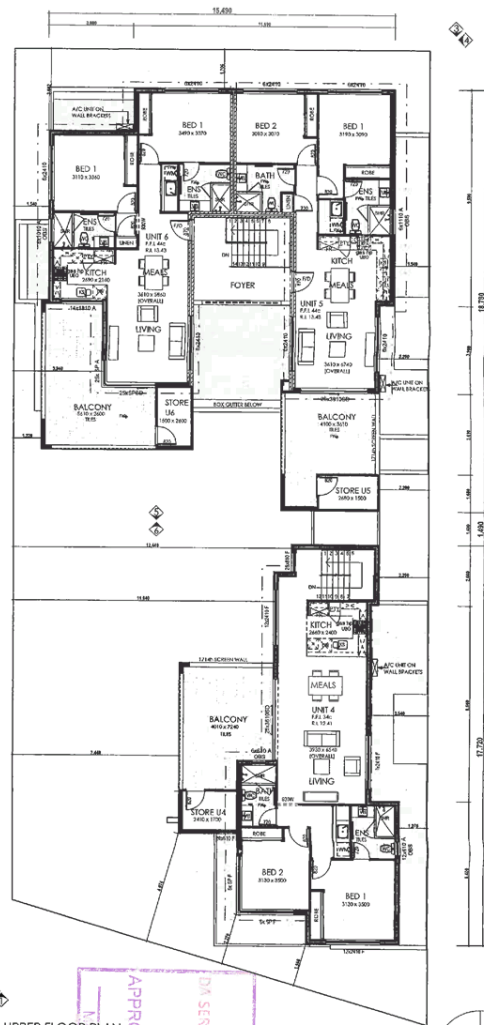
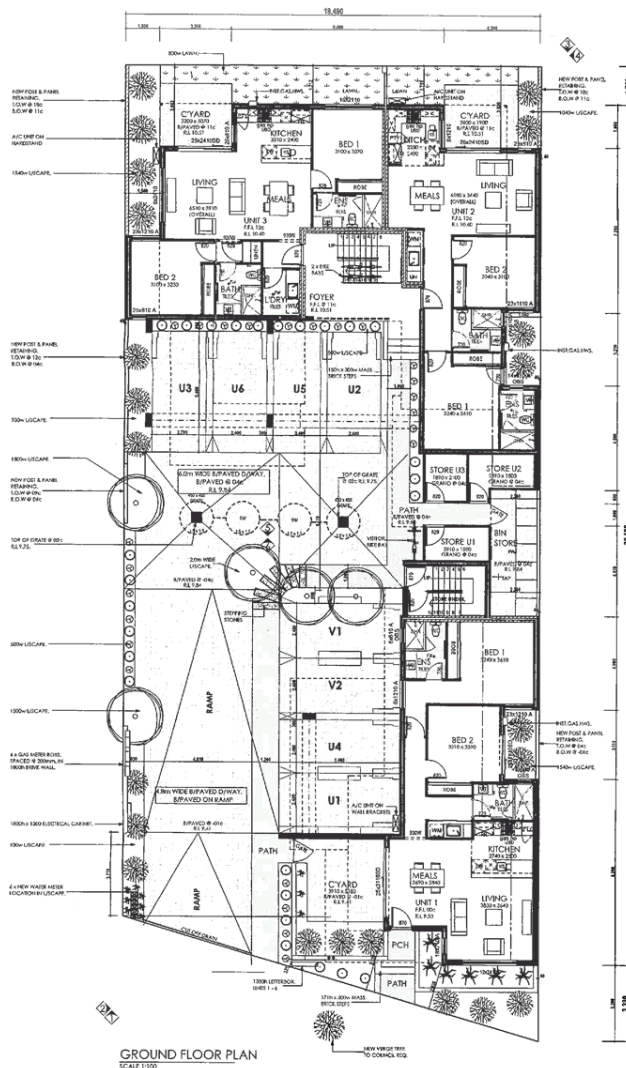
## Open Space Calculation

Building 1:	146.27 m <sup>2</sup>
Building 2:	285.77 m <sup>2</sup>

Lot Area : 753 m<sup>2</sup>  
 Allowable Site Coverage 55%:  
 Actual Site Coverage: 434.04 m<sup>2</sup> (57.6%)

## AREAS:

U1 FLOOR AREA	81.38 m <sup>2</sup>
U1 STORE AREA	4.88 m <sup>2</sup>
U1 PORCH AREA	2.94 m <sup>2</sup>
U1 ALFRESCO AREA	20.25 m <sup>2</sup>
<b>TOTAL AREA</b>	<b>119.45 m<sup>2</sup></b>
U2 FLOOR AREA	81.49 m <sup>2</sup>
U2 STORE AREA	5.57 m <sup>2</sup>
U2 ALFRESCO AREA	6.27 m <sup>2</sup>
<b>TOTAL AREA</b>	<b>93.33 m<sup>2</sup></b>
U3 FLOOR AREA	82.16 m <sup>2</sup>
U3 STORE AREA	4.53 m <sup>2</sup>
U3 ALFRESCO AREA	6.08 m <sup>2</sup>
<b>TOTAL AREA</b>	<b>92.77 m<sup>2</sup></b>
U4 FLOOR AREA	95.29 m <sup>2</sup>
U4 STORE AREA	4.31 m <sup>2</sup>
U4 BALCONY 1 AREA	21.36 m <sup>2</sup>
<b>TOTAL AREA</b>	<b>121.16 m<sup>2</sup></b>
U5 FLOOR AREA	74.78 m <sup>2</sup>
U5 STORE AREA	4.84 m <sup>2</sup>
U5 BALCONY 1 AREA	20.05 m <sup>2</sup>
<b>TOTAL AREA</b>	<b>99.67 m<sup>2</sup></b>
U6 FLOOR AREA	79.86 m <sup>2</sup>
U6 STORE AREA	4.62 m <sup>2</sup>
U6 BALCONY 1 AREA	24.11 m <sup>2</sup>
<b>TOTAL AREA</b>	<b>108.59 m<sup>2</sup></b>



**JMB**  
 BUILDING DESIGNS

Suite 1/165 Seventh Ave Inglewood, 6052  
 T: (08) 9271 8033  
 M: 0419 944 378  
 E: jason@jmbd.com.au  
 W: www.jmbd.com.au

Rev	Date	Notes
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05	21.06.16	ISSUED FOR D.A.
06	22.06.16	ISSUED FOR D.A.

This plan shall remain the sole property of JMB Building Designs and must not be given, lent, resold or otherwise disclosed without the permission in writing from JMB Building Designs.

This is one of the drawings referred to in the building contract.

Client :  
 Date :  
 Client :  
 Date :  
 Builder :  
 Date :

Client Name:

Alpha Projects

Site Address:

Lot 70 (#14)  
 Brady Street,  
 Mount Hawthorn

Job number:

15-0437

Scale:

1:200

Drawn By:

K.Breach

Date Drawn:

22.06.16

Revision No:

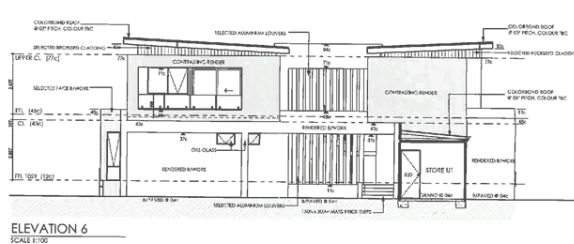
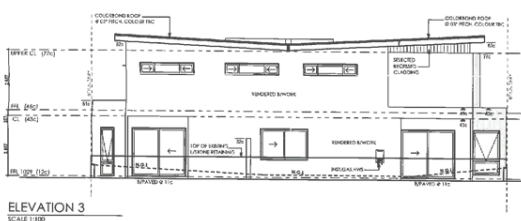
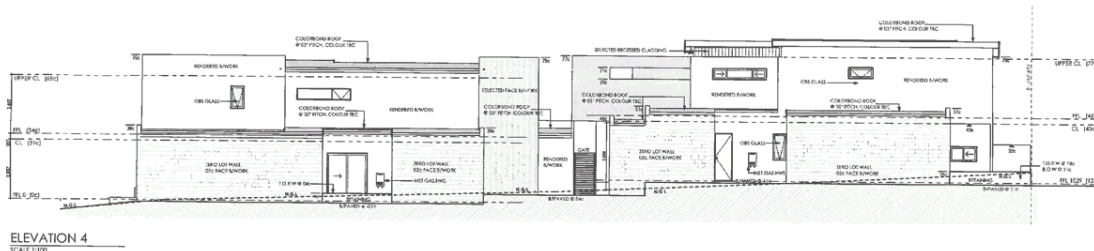
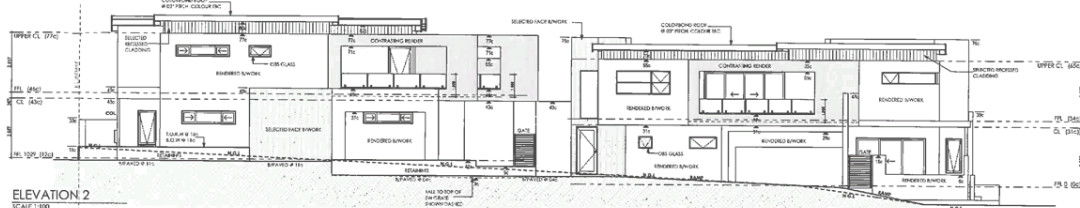
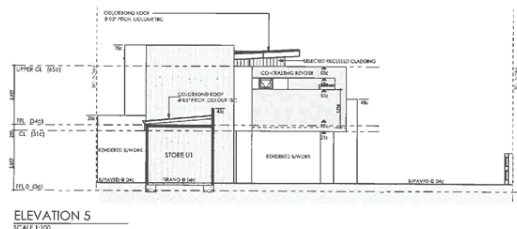
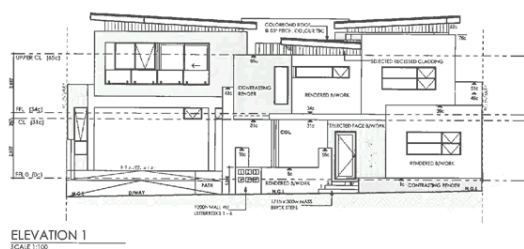
01

Sheet No:

04 OF 05

Drawing Name:

FLOOR PLANS



**JMM**  
BUILDING DESIGNS

Suite 1/165 Seventh Ave Inglewood, 6052  
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M: 0419 944 378  
E: jason@jambd.com.au  
W: www.jambd.com.au

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05	21.06.16	ISSUED FOR D.A
06	22.06.16	ISSUED FOR D.A

This plan shall remain the sole property of Jamb Building Designs and must not be given, lent, resold or otherwise disposed without the permission in writing from Jamb Building Designs.

This is one of the drawings referred to in the building contract.

Client :

Date :

Client :

Date :

Builder :

Date :

Client Name:

Alpha Projects

Site Address:

Lot 70 (#14)  
Brady Street,  
Mount Hawthorn

Job number:

15-0437

Drawn By:

K.Breach

Revision No:

01

Sheet No:

05 OF 05

Scale:

1:200

Date Drawn:

22.06.16

Drawing Name:

ELEVATIONS



## Plot Ratio Calculation

Unit 1:	91.38 m <sup>2</sup>
Unit 2:	81.49 m <sup>2</sup>
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Unit 4:	95.29 m <sup>2</sup>
Unit 5:	74.78 m <sup>2</sup>
Unit 6:	79.86 m <sup>2</sup>
Total:	504.96 m <sup>2</sup>

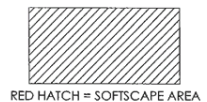
Lot Area = 753m<sup>2</sup>  
 Allowable Plot Ratio @ 0.7 = 527.10m<sup>2</sup>  
 Actual Plot Ratio = 504.96 / 753 = 0.67

## Open Space Calculation

Building 1:	148.27 m <sup>2</sup>	Lot Area:	753 m <sup>2</sup>
Building 2:	255.77 m <sup>2</sup>	Allowable Site Coverage 55%:	414.15 m <sup>2</sup>
		Actual Site Coverage:	434.04 m <sup>2</sup> (57.6%)

## Landscape Legend

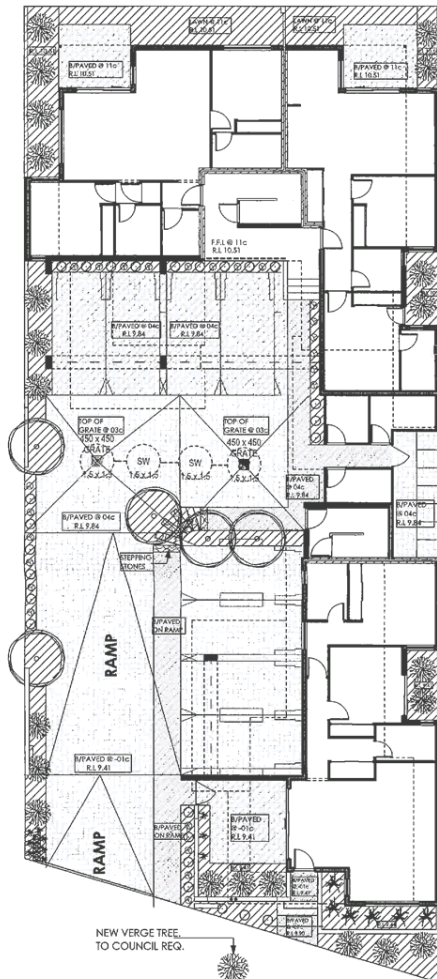
	Botanical Name	Common Name
	<i>Dianella revoluta</i>	Blueberry Lilly
	<i>Orthostachys laxis</i>	Morning Iris
	<i>Angiozanthos Manglesii</i>	Reg & Green Kangaroo Paw
	<i>Westringia damieri</i>	Native Rosemary
		Willow Tree



RED HATCH = SOFTSCAPE AREA

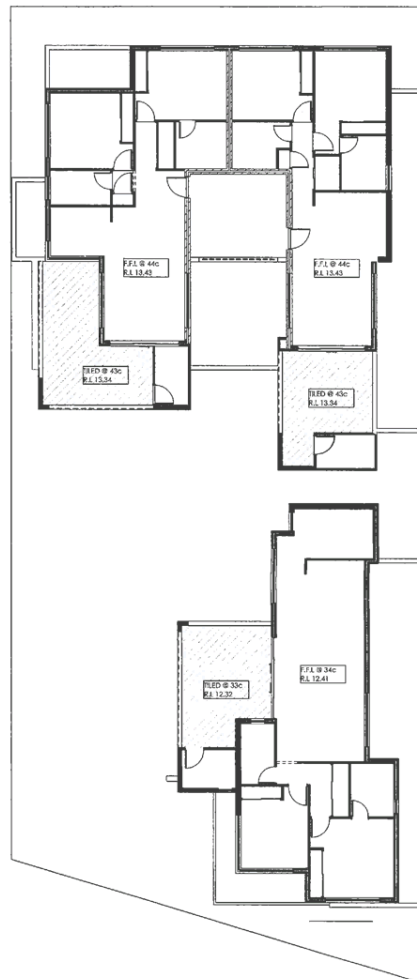


BLUE HATCH = HARDSCAPE AREA



LANDSCAPE PLAN - G.F.

SCALE 1:200



LANDSCAPE PLAN - U.F.

SCALE 1:200

## LANDSCAPE AREAS

LOT AREA = 753

SOFTSCAPE = 118.54

118.54 / 753 = 0.157 = 15.74%

HARDSCAPE = 244.84

244.84 / 753 = 0.325 = 32.51%

**TOTAL SITE COVERAGE = 48.25%**

## SOFTSCAPE AREAS

LOT AREA = 753

SOFTSCAPE TOTAL AREA = 15.74%

PRIVATE SOFTSCAPE = 61.15

61.15 / 753 = 0.0812 = 8.12%

COMMON SOFTSCAPE = 57.39

57.39 / 753 = 0.0762 = 7.62%

## SOAKWELL CALC FRONT BLOCK:

Soak Well Type	No.
SW 1500x1500	1
Total Capacity	2.7 m <sup>3</sup>
Roof Area GF	33.2 m <sup>2</sup>
Roof Area UF	122.0 m <sup>2</sup>
Total Area	155.2 m <sup>2</sup>

Capacity Required (Area x 0.0125) 1.9 m<sup>3</sup>Extra Capacity Provided 0.7 m<sup>3</sup>NOTE: ALL DOWNPIPES  
CONNECTED TO SOAKWELLS  
WITH PVC STORMWATER PIPE

## SOAKWELL CALC REAR BLOCK:

Soak Well Type	No.
SW 1500x1500	2
Total Capacity	5.3 m <sup>3</sup>
Roof Area GF	55.7 m <sup>2</sup>
Roof Area UF	218.2 m <sup>2</sup>
Total Area	273.9 m <sup>2</sup>

Capacity Required (Area x 0.0125) 3.4 m<sup>3</sup>Extra Capacity Provided 1.9 m<sup>3</sup>NOTE: ALL DOWNPIPES  
CONNECTED TO SOAKWELLS  
WITH PVC STORMWATER PIPE

## SOAKWELL CALC PAVING:

Soak Well Type	No.
SW 1500x1500	1
Total Capacity	2.7 m <sup>3</sup>
Roof Area GF	0.0 m <sup>2</sup>
Paved Area	164.0 m <sup>2</sup>
Total Area	164.0 m <sup>2</sup>

Capacity Required (Area x 0.0125) 2.1 m<sup>3</sup>Extra Capacity Provided 0.6 m<sup>3</sup>NOTE: ALL DOWNPIPES  
CONNECTED TO SOAKWELLS  
WITH PVC STORMWATER PIPE

**JMB**  
 BUILDING DESIGNS

Suite 1/165 Seventh Ave Inglewood, 6052  
 T: (08) 9271 8033  
 M: 0419 944 378  
 E: jason@jambd.com.au  
 W: www.jambd.com.au

Rev	Date	Notes
01	27.04.16	ISSUED FOR D.A
02	16.05.16	ISSUED FOR D.A
03	20.05.16	ISSUED FOR D.A
04	13.06.16	ISSUED FOR D.A
05	21.06.16	ISSUED FOR D.A
06	22.06.16	ISSUED FOR D.A

This plan shall remain the sole property of Jamb Building Designs and must not be given, lent, resold or otherwise disposed without the permission in writing from Jamb Building Designs.

This is one of the drawings  
 referred to in the building contract.

Client : \_\_\_\_\_

Date : \_\_\_\_\_

Client : \_\_\_\_\_

Date : \_\_\_\_\_

Builder : \_\_\_\_\_

Date : \_\_\_\_\_



Client Name:

Alpha Projects

Site Address:

Lot 70 (#14)  
 Brady Street,  
 Mount Hawthorn

Job number:

15-0437

Scale:

1:200

Drawn By:

K. Breach

Date Drawn:

22.06.16

Revision No:

01

Sheet No:

03 OF 05

Drawing Name:

LANDSCAPE PLANS





Page 63

SC DRAFTING

REV: 43 200 700 393

FEATURE SURVEY

DRAWN: S.C. SURVEYOR: L.W.

EMAIL: scdraftingdesign@gmail.com

JOB DETAILS

JOB # 84105

CLIENT ALPHA PROJECTS

LOT 70

STREET #114 BRADY STREET

SUBURB MT HAWTHORN

LOCAL AUTHORITY OF VINCENT

PLAN 6049

COL FOLIO 1148/998

LOCATION SWAN

MAP REF 247/4614

DATE 16/08/15

DISCLOSE 0.002m

UREA 753m<sup>2</sup>

QUARTAL NO

SERVICES

ELEC OHHEAD

WATER YES (NOT LOC.)

SEWER CHECK WATER CORP.

GAS YES (CHECK ALINTA)

PHONE YES (NOT LOC.)

PATH CONCRETE

ROAD BITUMEN

LEIS NON MT.

RAINAGE GOOD

IDE BAND

NOTE

NO PHONE P/L LOCATED ADJACENT

TO LOT AT TIME OF SURVEY.

CHECK TELSTRA FOR AVAILABILITY.

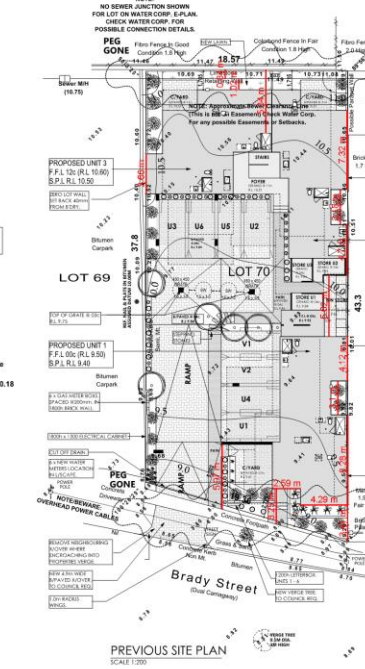
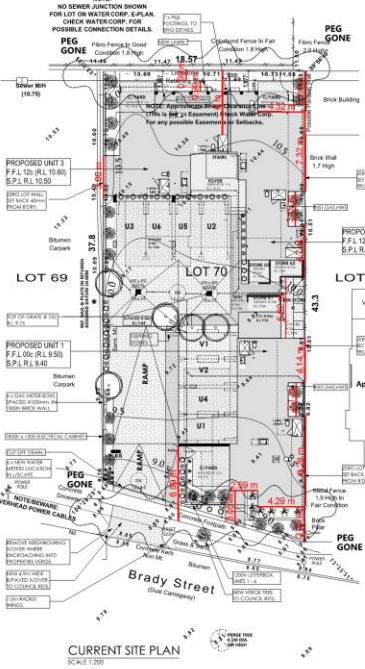
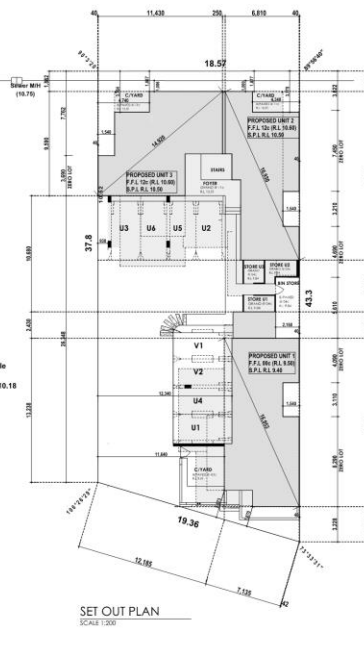
Charles (Bush) Parker

Licensed Surveyor

A.B.N 8100881373

O. BOX 22 NORTH BEACH W.A. 6000

bushparker.wed@gmail.com



- NOTE: ADVISE TRADES: OVERHEAD POWER LINES
- NOTE: PLEASE CHECK TITLE FOR EASEMENTS AND NOTIFICATIONS
- NOTE: REF TO SURVEY MARKS / PEGS. ALL BUILDING OFFSETS, DIMENSIONS & FEATURES ARE POSITIONED FROM EXISTING PEGS / DIMENSIONS & FEATURES WHICH MAY NOT BE ON THE CORRECT ADJUNCTION AND ARE TO BE VERIFIED WITH A REVG CERTIFICATE.
- NOTE: ALL SEWER DETAILS PLOTTED FROM WATER CORP. INFORMATION
- NOTE: CRAFTING ACCEPTS NO RESPONSIBILITY FOR ANY ON SITE PHYSICAL CHANGES TO THE PARCEL OR PORTION OF THE PARCEL OF LAND SHOWN IN THIS SURVEY INCLUDING ADJOINING NEIGHBOURS LEVELS AND EXISTING TOWN PLANS NOTIFICATION AREA FOR THE FUTURE EVIDENCE

PROPOSED UNIT 1	PROPOSED UNIT 2	PROPOSED UNIT 3
Lot 69, 70, 71	Lot 69, 70, 71	Lot 69, 70, 71
Prop Area 10.0	Prop Area 10.0	Prop Area 10.0
Prop Area 10.0	Prop Area 10.0	Prop Area 10.0
Capacity Required Area 10.0	Capacity Required Area 10.0	Capacity Required Area 10.0
Site Capacity Required 10.0	Site Capacity Required 10.0	Site Capacity Required 10.0
NOTE: ALL DIMENSIONS CONNECTED TO DOWNWALL WITH P.C. DIMENSIONS IN P.C.	NOTE: ALL DIMENSIONS CONNECTED TO DOWNWALL WITH P.C. DIMENSIONS IN P.C.	NOTE: ALL DIMENSIONS CONNECTED TO DOWNWALL WITH P.C. DIMENSIONS IN P.C.

PRELAY: PRELAY TO BE DONE PRIOR TO CONSTRUCTION OF PAVING.

PAVING: PAVING TO BE DONE PRIOR TO CONSTRUCTION OF PAVING.

TERMITE TREATMENT: TERMITES ARE A PESTICIDE TREATMENT. TERMITES ARE A PESTICIDE TREATMENT. TERMITES ARE A PESTICIDE TREATMENT.

**JAM BUILDING DESIGNS**

P.O. BOX 107, Inglewood, 6052  
T: (08) 9371 8022  
E: jessie@jamdesigns.au

Rev	Date	Notes
01	20/01/17	BASELINE CONSTRUCTION
02	15/02/17	WATER CORP. AMENDMENTS
03	20/01/17	ELECTRICAL AMENDMENTS
04	20/01/17	SEE PLAN AMENDMENTS

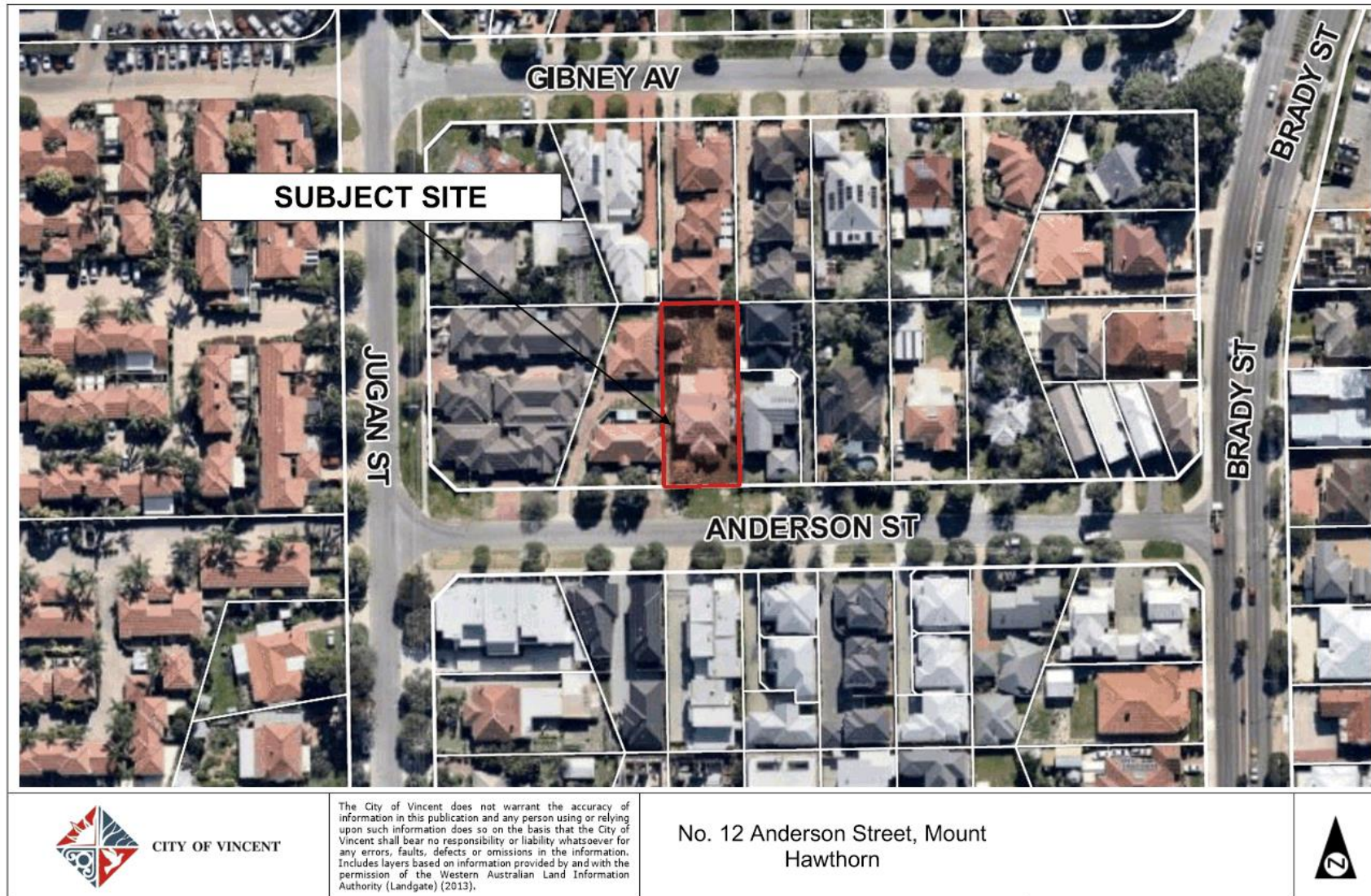
This is one of the drawings in the building contract.

Client: \_\_\_\_\_  
Date: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Drawing: \_\_\_\_\_  
Builder: \_\_\_\_\_

Client Name: \_\_\_\_\_  
Job Number: \_\_\_\_\_  
Scale: \_\_\_\_\_  
Drawn By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Revision No: \_\_\_\_\_  
Sheet No: \_\_\_\_\_  
Drawing Name: \_\_\_\_\_









# DEVELOPMENT APPLICATION

GULLA DEVELOPMENTS      LOT 42 (#12) ANDERSON STREET,  
MOUNT HAWTHORN, WA 6016



danielcassettaidesign  
D1336 A.00



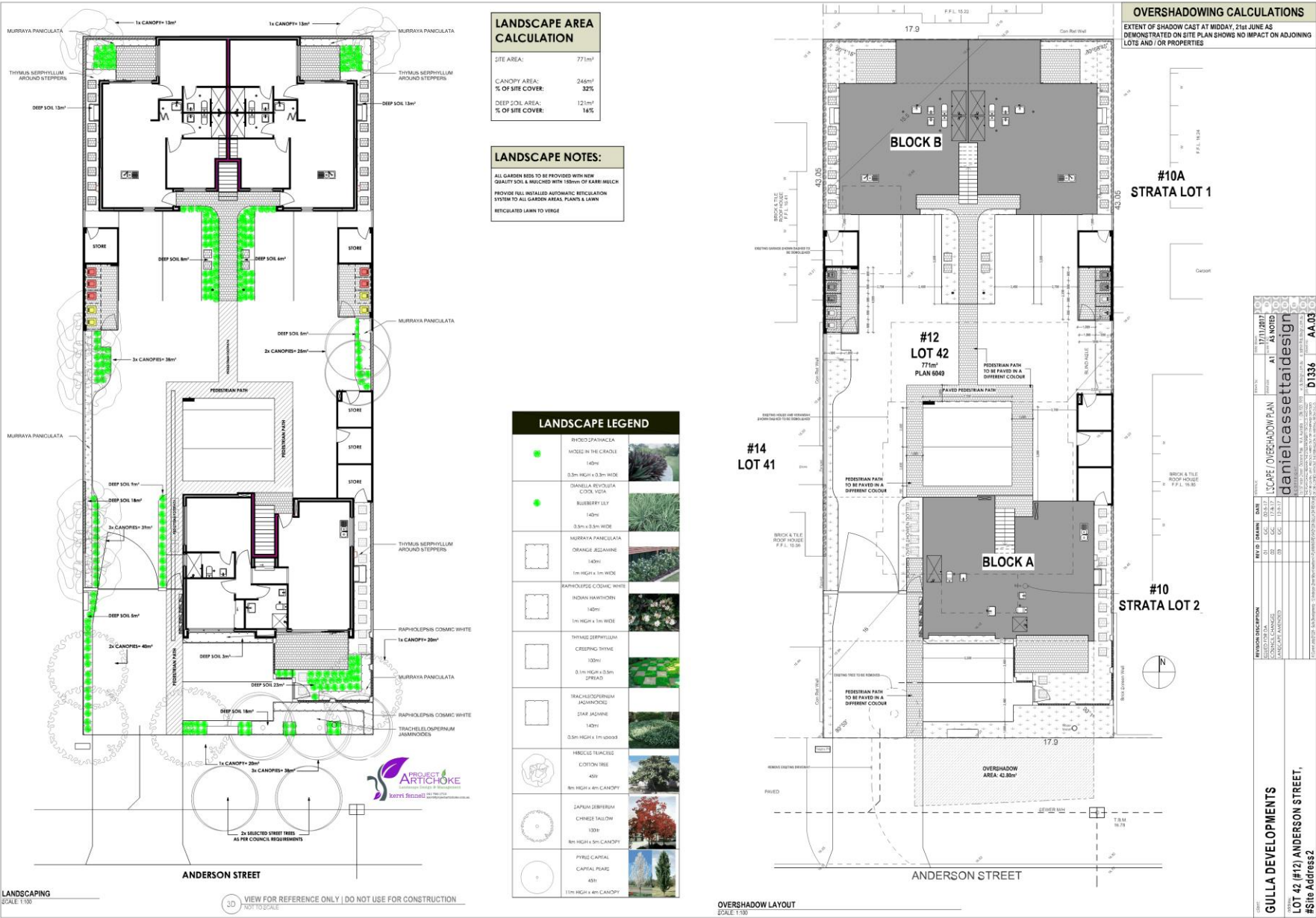
## ANDERSON STREETScape

**GULLA DEVELOPMENTS**

address: **LOT 42 (#12) ANDERSON STREET,  
MOUNT HAWTHORN, WA 6016**

[illegible]











**Summary of Submissions:**

The table below summarises the comments received during the initial advertising period of the proposal from 14 June 2017 to 28 June 2017, together with the City's response to each comment.

<b>Comments Received in Objection:</b>	<b>Officer Technical Comment:</b>
<u>Number of Dwellings</u>  Concern that the proposed number of seven dwellings is excessive for the locality.	The proposed density of the development being multiple dwellings is consistent with the R60 density coding which applies to the subject site and surrounding residential properties along Anderson Street.  The plot ratio for the proposed development complies with the deemed-to-comply standards of the R-Codes. The proposed development is two storeys.
<u>Car Parking</u>  Concern that the proposed seven resident car bays and two visitor bays will not be sufficient for the proposed seven dwellings, given that most 2-bedroom households have two cars. The lack of on-site car parking is likely to have an adverse impact on the surrounding properties, as residents and visitors will be forced to use on-street parking on Anderson Street which is already congested.	The development complies with the deemed-to-comply parking requirements of the State Government's R-Codes of seven resident and two visitor car bays. In order to ensure that the development doesn't contribute to parking congestion in the street, an advice note is included that advises the applicant and owner that the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings.
<u>Lot Boundary Setbacks</u>  Concern that the reduced setbacks will impact the visual amenity of, and limit access to natural light to, the adjoining properties.	The development is well articulated with varying materials, colours and setbacks, which reduces the impacts of building bulk on the adjoining properties. As the subject lot is oriented north-to-south, the reduced first floor setbacks to the eastern and western boundaries will not have an overshadowing impact on the adjoining properties.
<u>Building Height</u>  Concern that the increased building height will impact the adjoining properties' access to natural light.	The proposed building height is consistent with the other two storey developments on Anderson Street. Given the north-to-south orientation of the lot, the development will not have an overshadowing impact on the adjoining properties in accordance with the R-Codes.
<u>Visual Privacy</u>  Concern that the balconies to Units 6 and 7 will allow for overlooking into the adjoining properties.	Following the community consultation period the City received amended plans that demonstrate that the balconies to Units 6 and 7 are screened in accordance with the Residential Design Codes.

**Summary of Submissions:**

<b>Comments Received in Objection:</b>	<b>Officer Technical Comment:</b>
<u>External Fixtures</u>  Concern that the proposed location of external fixtures such as air-conditioning units will have adverse visual and noise impacts on the streetscape and adjoining properties.	The plans demonstrate that the air-conditioning units will be screened from view from the street and neighbouring properties. Noise from the air conditioning units will be required to comply with the State Government's <i>Environmental Protection (Noise) Regulations 1997</i> .
<u>Landscaping</u>  Concern that the proposed landscaping canopy over the lot boundaries will impact the adjoining properties.	The City's Built Form Policy requires new developments to provide a minimum of 30% canopy cover at maturity, however the planning framework does not restrict the placement of trees along the perimeter of a site.
<u>Street Walls and Fences</u>  Object to the increased wall height.	Following community consultation the City received amended plans that demonstrate that the front fence and letterbox meet the deemed-to-comply maximum wall heights.

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

The table below summarises the comments received during the subsequent advertising period of the proposal from 12 October 2017 to 25 October 2017, together with the City's response to each comment.

<b>Comments Received in Objection:</b>	<b>Officer Technical Comment:</b>
<u>Density and Number of Dwellings</u>  Mount Hawthorn is zoned 40. A maximum of three dwellings per site is more suitable for Anderson Street.  Concern that the proposed number of seven dwellings is excessive for the locality and is more suited to the neighbouring suburb of Glendalough, which is zoned R80.	The proposed density of the development being multiple dwellings is consistent with the R60 density coding which applies to the subject site and surrounding residential properties along Anderson Street.  The plot ratio for the proposed development complies with the deemed-to-comply standards of the R-Codes. The proposed development is two storeys.
<u>Street Setback</u>  Concern that the reduced street setback limits growth of trees.	The proposed street setback can accommodate significant landscaping, whilst still providing clear and separate vehicle and pedestrian access. The proposal provides for seven mature trees in the front setback area and proposed planting of two additional verge trees.
<u>Traffic</u>  Concern that the proposed seven dwelling will increase traffic in the street, as Anderson Street is already used as a thoroughfare.	The development proposes a total of seven dwellings. Anderson Street has sufficient capacity to accommodate the additional traffic that will be created by these seven dwellings.

**Summary of Submissions:**

Comments Received in Objection:	Officer Technical Comment:
<p><u>Car Parking</u></p> <p>Concern that the proposal for both visitor bays to be located at the front of the building does not comply with the City's design guideline that discourages car parking from being at the front of development, in order to avoid having cars parked visible from the street.</p> <p>Recent grouped and multiple dwelling developments on other properties on Anderson Street, which have one car bay per dwelling, has resulted in on-street parking being congested and cars regularly being parked on the verges and driveways of other properties. Request that the City line marks and sign posts the street to make it clear where cars can and can't park.</p> <p>Request that residents of the proposed development are not permitted to have parking permits.</p>	<p>On 16 January 2017 the City's Policy No. 7.1.1 - Built Form was published, which rescinded Policy No. 7.4.8 – Design Guidelines for Multiple Dwellings.</p> <p>With regards to location of visitor bays, the Design Guidelines for Multiple Dwellings (rescinded) included a provision that visitor bays should not be located in the front setback area. However, the Built Form Policy does not include any provision regarding the location of visitor bays.</p> <p>The significant landscaping that is provided in the front setback will assist in softening the visual impact of the cars parked at the front of the building.</p> <p>The development complies with the deemed-to-comply parking requirement of seven resident and two visitor car bays. In order to ensure that the development doesn't contribute to parking congestion in the street, an advice note is included that advises the applicant and owner that the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings.</p>
<p><u>Lot Boundary Setbacks</u></p> <p>Concern that the reduced setbacks of up to 50% of the deemed-to-comply requirements will impact the amenity and access to natural light of the outdoor areas of the adjoining properties.</p> <p>Concern that reduced lot boundary setbacks do not provide adequate fire separation to the adjoining properties.</p>	<p>The development is well articulated with varying materials, colours and setbacks, which reduces the impacts of building bulk on the adjoining properties. As the subject lot is oriented north-to-south, the reduced first floor setbacks to the eastern and western boundaries will not have an overshadowing impact on the adjoining properties.</p> <p>The development will be required to comply with Building Codes of Australia fire separation provisions.</p>
<p><u>Boundary Walls</u></p> <p>Concern that proposal to build up to three lot boundaries in lieu of the deemed-to-comply two boundaries is indicative of excessive development of the site and/or the development is poorly designed.</p>	<p>The bulk of the development is broken up by the front and rear buildings being separated by 17.7 metres, where the central open-air car parking is located.</p> <p>The lengths of the western and eastern boundary walls represent a small portion of the lot boundaries and are well under the deemed-to-comply maximum lengths. The western boundary wall has a total length of 6.4 metres, in lieu of the maximum length of 24.5 metres set as a deemed-to-comply standard in the R-Codes. The western boundary wall is to a bin store and store room. The eastern boundary walls have a total length of 12.5 metres, in lieu of the maximum length of 24.5 metres set as a deemed-to-comply standard in the R-Codes.</p>



**Summary of Submissions:**

Comments Received in Objection:	Officer Technical Comment:
<p>Concern that the development being built up to the lot boundaries will result in there being a noise impact on the adjoining properties when the dwellings are occupied.</p>	<p>The eastern and western boundary walls are to store rooms and bin stores and the northern boundary walls are to bedrooms of units 4 and 5. It is not considered that the development being built up to three lot boundaries will create any greater noise impacts on the adjoining properties compared to a wall setback in accordance with the deemed-to-comply standards of the R-Codes.</p>
<p><u>Building Height</u></p> <p>Concern that the increased height of the development will dominate the streetscape and will impact the adjoining properties' access to natural light.</p>	<p>Due the north-to-south orientation of the lot, the development will not have an overshadowing impact on the adjoining properties in accordance with the R-Codes. The development is setback from the western, northern and eastern lot boundaries, which provides adequate space for natural light and ventilation to the major opening windows of the adjoining properties.</p> <p>The proposed building height is consistent with the other two storey developments on Anderson Street and will be complimentary to the emerging streetscape of newer grouped and multiple dwelling developments. The development incorporates varying colours and materials into the façade, which draws on interpretation of materials found within the local area and reduces the perception of height.</p>
<p><u>Visual Privacy</u></p> <p>Concern that the development impacts visual privacy of the front and rear open spaces of the adjoining properties. Request that the balconies be screened.</p>	<p>Following the community consultation period the City received amended plans that demonstrate that the balconies to Units 6 and 7 are screened in accordance with the Residential Design Codes.</p> <p>The area of land overlooked from unit 2 is a blank parapet wall, away from active habitable spaces, outdoor living areas and building openings.</p> <p>The area of land impacted on the eastern adjoining property is a blank wall to a portion of building which accommodates an air-conditioning unit, away from outdoor living areas and building openings.</p>
<p><u>Construction Management</u></p> <p>Other developments on Anderson Street have had significant impacts on adjoining properties during construction stages, with many years of excessive and unreasonable radio noise, dirt, abuse, threatening behaviour, foul language, being disturbed before 7:00am on Sundays and public holidays, damage cars and property, and costs incurred to repair damage and for construction-related cleaning.</p>	<p>The applicant will be required to submit and obtain approval for a construction management plan prior the issue of a Building Permit.</p>

**Summary of Submissions:**

<b>Comments Received in Objection:</b>	<b>Officer Technical Comment:</b>
Request that the City ensures traffic management and parking restrictions are enforced during construction of the proposed development and that the street is monitored to ensure construction workers don't commence work on-site prior to 7:00am.	The applicant will be required to submit and obtain approval for a construction management plan, including traffic management, prior the issue of a Building Permit. In the event that any traffic or parking issues during construction are referred to the City, the relevant compliance processes will be undertaken by the City to ensure compliance is achieved and disruption to neighbours is addressed.
<u>Developer Contributions</u>  Similar to the 1% for public art on larger developments, I'd like to see the Council introduce a requirement for developers to provide \$500 compensation to adjacent property residents to offset damage and cleaning costs.	The planning framework does not provide the option for the City to obtain any contributions for compensation to neighbouring properties for damage or cleaning costs. In the event that any damage or cleaning issues during construction are referred to the City, the relevant compliance processes will be undertaken by the City to ensure compliance is achieved and disruption to neighbours is addressed.
<u>External Fixtures</u>  With reference to Clause 6.4.5, C5.3 of the Residential Design Codes, the proposed gas and electric meter boxes are not adequately integrated with the building and are clearly visible from the street and adjoining development. It is also unclear from the plans as to whether the proposed electric meter boxes are to be mounted on the dwelling's garage wall in Communities' ownership.  The amended development plans do not include details of location of external fixtures such as air-conditioning units, which should be located and screened to mitigate any visual or acoustic impacts on adjoining properties.	Following community consultation the City received amended plans that demonstrate that the meter boxes will be located behind the front setback and will be situated against the 1.8 metre high dividing fence along the western boundary, perpendicular to the street.  Following community consultation the City received amended plans that demonstrate that all air-conditioning units are screened from view from the street and adjoining properties. Noise from the air conditioning units will be required to comply with the State Government's <i>Environmental Protection (Noise) Regulations 1997</i> .
<u>Utilities and Facilities</u>  With reference to Clause 6.4.6, C6.3, it is common for residents to use upper floor balconies as outdoor clothes-drying areas which will be visible from the primary street if the balustrade is fully glass/permeable. It is recommended that a small section of the balcony balustrade is of a solid or non-permeable in nature to address this common issue.	In order to address the concerns regarding the visual impact of clothes drying areas on the street, it is recommended that a condition be imposed on any approval requiring the provision of a clothes drying area for each of the front units which is screened from view from Anderson Street.

**Summary of Submissions:**

Comments Received in Objection:	Officer Technical Comment:
<p><u>Consultation</u></p> <p>What is the purpose of doing community consultation when the City doesn't listen to the community's concerns and has already decided to approve the development?</p>	<p>All comments received during community consultation are considered in detail as part of the City's assessment of development proposals. Following receipt of submissions during the community consultation period, a summary of the comments raised is provided to the applicant, who is requested to amend their plans to address the comments raised. In the case of this application, the applicant made substantial changes as a result of community consultation. These were so substantial to warrant further community consultation on the revised plans. Following community consultation and the applicant's response and the City undertakes a detailed assessment of the proposal against the legal planning framework, having regard to all of the comments raised during community consultation and the applicant's response. The City then makes a recommendation to Council on whether the development meets the legal planning framework or not, including any conditions which may be required to address areas of non-compliance.</p>

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

**Design Advisory Committee (DAC) Comments dated 5 July 2017 and 18 October 2017**

4.2 **Address:** No. 12 (Lot 42; D/P: 6049) Anderson Street, Mount Hawthorn

**Proposal:** Construction of seven multiple dwellings in a 2 storey development

**Applicant:** Daniel Cassettai Design

**Reason for Referral:** Multiple Dwellings

***Recommendations & Comments by DAC:******5 July 2017 – Mandatory Recommendations***

- More detail required for the colour palette for outside façade. **Addressed**
- More details required for finishes and materials (colours etc). **Addressed**
- Will need a landscape architect to confirm the landscaping including percentage of softscape and deep soil zones as per Built Form Policy requirements. **Addressed**
- Note minimum 1m dimension for area to comply as deep soil. Deep soil zones are intended to support large scale tree canopy. **Addressed**
- Opportunity to plant a tree in the streetscape to add to the landscaping requirements to be met. **Addressed**
- More detailed plans are needed for calculating and assessing required landscaping (canopy cover, deep soil zone etc). **Addressed**
- Consider the depth and width of the landscaping to make sure it can work along the driveway. Wider landscape strip along driver is preferred. Consider the rootable soil zone to maximise adjacent tree planting without lifting pavement. **Addressed**
- Separate access for Unit 1 needs to be more legible from the street frontage. **Addressed**
- In consultation with technical staff, explore reducing width of driveway to single lane for a portion in order to create more space for landscaping and separate pedestrian entry gate (take into consideration manoeuvrability of cars in and out of car bays). **Addressed**
- Demonstrate summer sun control provided to east and west facing windows. **Addressed**
- Consider flipping units 6 & 7 to face north (privacy screening may be needed) for the opportunity of more sunlight and better amenity of noise from the car bays. **Addressed**
- The Living areas will benefit from more direct northern orientation/natural sunlight. **Addressed**
- Consider having the bedrooms back to back between units so as to avoid potential noise issues from balconies across from bedrooms. **Addressed**
- The DAC do not support bathrooms with no access to natural ventilation and light. Consider swapping a stores with an ensuite. Operable skylight could also be considered for internal bathrooms where not possible to relocate to perimeter wall. Consider the possibility of locating stores internally with the door located outside to better comply with the relevant R-Code provision. **Addressed**
- It may be beneficial for cross ventilation in the bedroom to increase the ventilation two sided for the bathroom. **Addressed**
- Consider introduction of split roof/clearstory windows to allow access to northern light into upper level living spaces. **Addressed**
- No sun control on the windows evident (particularly western side). Consider screening. **Addressed**
- Insert furniture into the floor plans to demonstrate functionality is achieved. **Addressed**
- Car bays adjacent Unit 1 bedrooms may create too much noise for residents. **Addressed**
- Bedroom windows adjacent to car parking is not supported. Consider moving more cars to the front setback area which could create an opportunity to maximise the garden. **Addressed**
- Consider turning Unit 1 into a single bed unit, so the 2 bays in front could be put to the rear, and the bedroom at the front would have garden outlook thereby vastly improving amenity. **Addressed**
- Lower floor units needs more natural lighting – consider additional windows where appropriate. **Addressed**
- Ensure AC units locations do not adversely affect neighbours. **Addressed**
- Consider revising entry sequence to be more legible and direct, possibly separating car entry (west) to pedestrian entry (along east boundary and feeding off to rear entrances without back-tracking). **Addressed**
- A clear separation of entry sequence needs to be created for the pedestrians and cars. Safety for residents needs to be considered. Possibility of installing two different gates, one for cars and another gate for pedestrians and use contrasting paving treatments to delineate between car and pedestrian zones. **Addressed**



**Design Advisory Committee (DAC) Comments dated 5 July 2017 and 18 October 2017**

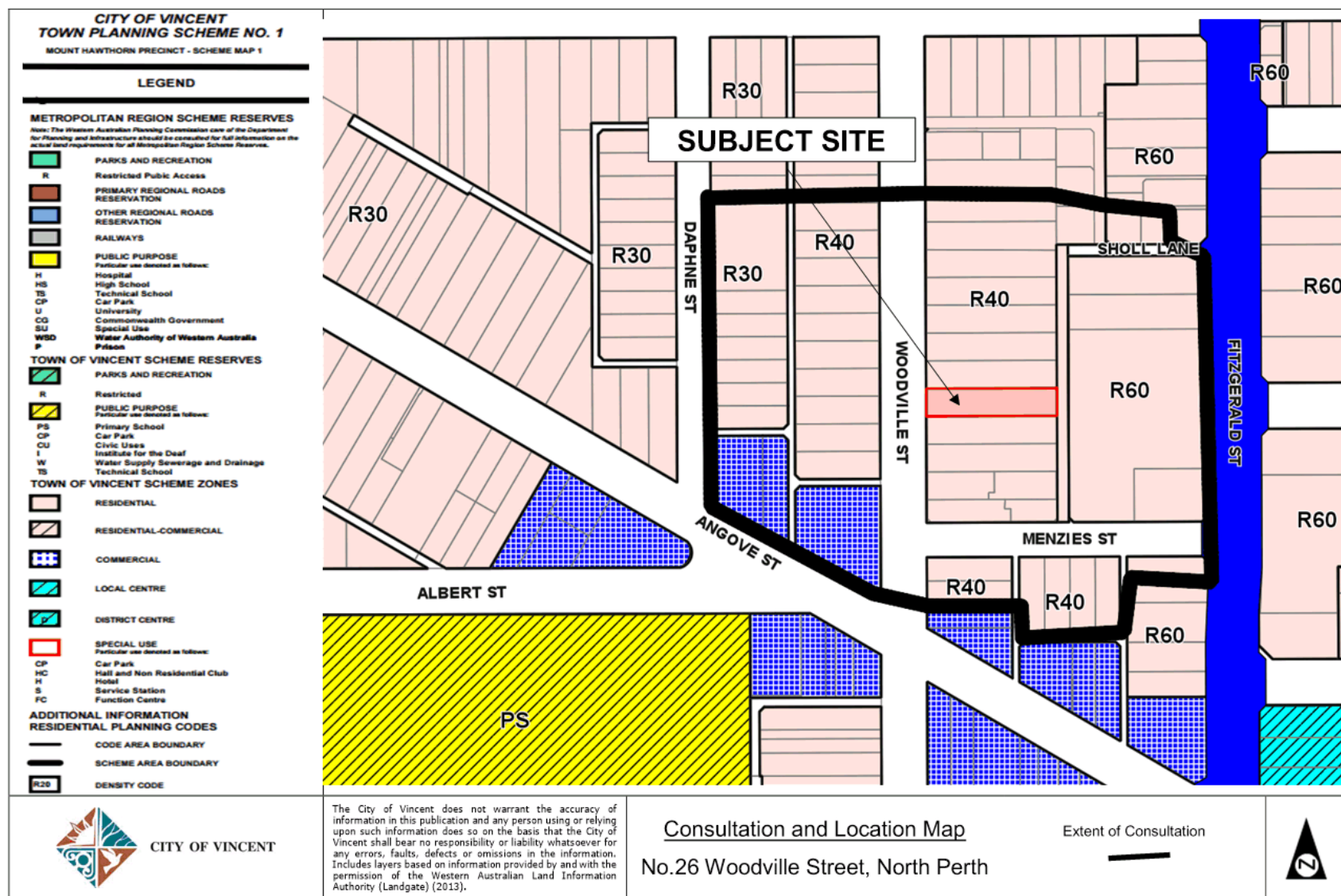
- Screening would be required for the front visitor car parking bays. **Addressed**

**17 October 2017 – Mandatory Recommendations**

- More detail required for the colour palette for outside façade. **Addressed**
- More details required for finishes and materials (colours etc). **Addressed**
- Will need a landscape architect to confirm the landscaping including percentage of softscape and deep soil zones as per Built Form Policy requirements. Note minimum 1m dimension for area to comply as deep soil. Deep soil zones are intended to support large scale tree canopy. **Addressed**
- Opportunity to plant a tree in the streetscape to add to the landscaping requirements to be met. **Addressed**
- More detailed plans are needed for calculating and assessing required landscaping (canopy cover, deep soil zone etc). **Addressed**
- Consider the depth and width of the landscaping to make sure it can work along the driveway. Wider landscape strip along driver is preferred. Consider the rootable soil zone to maximise adjacent tree planting without lifting pavement. **Addressed**
- Separate access for Unit 1 needs to be more legible from the street frontage. **Addressed**
- In consultation with technical staff, explore reducing width of driveway to single lane for a portion in order to create more space for landscaping and separate pedestrian entry gate. (take into consideration manoeuvrability of cars in and out of car bays). **Addressed**
- Demonstrate summer sun control provided to east and west facing windows. **Not Addressed**
- Consider flipping units 6 & 7 to face north (privacy screening may be needed) for the opportunity of more sunlight and better amenity of noise from the car bays. The Living areas will benefit from more direct northern orientation/natural sunlight. **Addressed**
- Consider having the bedrooms back to back between units so as to avoid potential noise issues from balconies across from bedrooms. **Addressed**
- The DAC do not support bathrooms with no access to natural ventilation and light. Consider swapping a stores with an ensuite. Operable skylight could also be considered for internal bathrooms where not possible to relocate to perimeter wall. Consider the possibility of locating stores internally with the door located outside to better comply with the relevant R-Code provision. **Addressed**
- It may be beneficial for cross ventilation in the bedroom to increase the ventilation two sided for the bathroom. **Addressed**
- Consider introduction of split roof/clearstory windows to allow access to northern light into upper level living spaces. **Addressed**
- No sun control on the windows evident (particularly western side). Consider screening. **Addressed**
- Insert furniture into the floor plans to demonstrate functionality is achieved. **Addressed**
- Car bays adjacent Unit 1 bedrooms may create too much noise for residents. **Addressed**
- Bedroom windows adjacent to car parking is not supported. Consider moving more cars to the front setback area which could create an opportunity to maximise the garden. **Addressed**
- Consider turning Unit 1 into a single bed unit, so the 2 bays in front could be put to the rear, and the bedroom at the front would have garden outlook thereby vastly improving amenity. **Addressed**
- Lower floor units needs—more natural lighting – consider additional windows where appropriate. **Addressed**
- Ensure AC units locations do not adversely affect neighbours. **Addressed**
- Consider revising entry sequence to be more legible and direct, possibly separating car entry (west) to pedestrian entry (along east boundary and feeding off to rear entrances without back-tracking). **Addressed**
- A clear separation of entry sequence needs to be created for the pedestrians and cars. Safety for residents needs to be considered. Possibility of installing two different gates, one for cars and another gate for pedestrians and use contrasting paving treatments to delineate between car and pedestrian zones. **Addressed**
- Screening would be required for the front visitor car parking bays. **Addressed**

**Determination Advice Notes:**

1. With reference to Condition 1, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
2. The car parking 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.
3. An Infrastructure Protection Bond for the sum of \$3000 together with a non-refundable inspection fee of \$100 shall be lodged with the City by the applicant, prior to commencement of works, 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 bond shall be made in writing. The bond is non-transferable.
4. All pedestrian access and vehicle driveway/crossover levels shall match into existing verge, footpath and Right of Way levels to the satisfaction of the City.
5. 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.
6. With reference to Condition 9, 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.
7. 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.
8. Prior to the first occupation of the development, redundant or "blind" crossovers shall be removed and the verge and kerb made good to the satisfaction of the City, at the applicant/owner's full expense.
9. The maximum width of the new crossover to the lot is 5 metres, which is subject to a separate crossover application to be approved by the City. The crossover shall be positioned and constructed with approved materials in accordance with the City's Standard Crossover Specifications.
10. Standard 'Visual Truncations', in accordance with the City's Policy 2.2.6 and/or to the satisfaction of the City are to be provided at the intersection of the road reserve or Right of Way boundary, and all internal vehicle access points to ensure that the safety of pedestrians and other road users is not compromised. Details of all required visual truncations shall be included on the building permit application working drawings.
11. With reference to Condition 10, the City encourages landscaping methods and species selection which do not rely on reticulation.
12. A non-refundable fee of \$1,000 shall be paid to the City for the planting and sourcing of two 200lt Jacaranda trees, to be planted in the verge adjacent the development by the City; payment is to be made prior to the issue of the Building Permit. The Applicant is to contact the City's Park Services prior to the first occupation of the development to arrange the planting of the verge tree by the City Park Services Officers.
13. The applicant and owner are advised that sufficient parking can be provided on the subject site and as such the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings under Policy No. 3.9.3 – Parking Permits. This information should be provided to all prospective purchasers and it is recommended that a notice be placed on Sales Contracts to advise purchasers of this restriction.

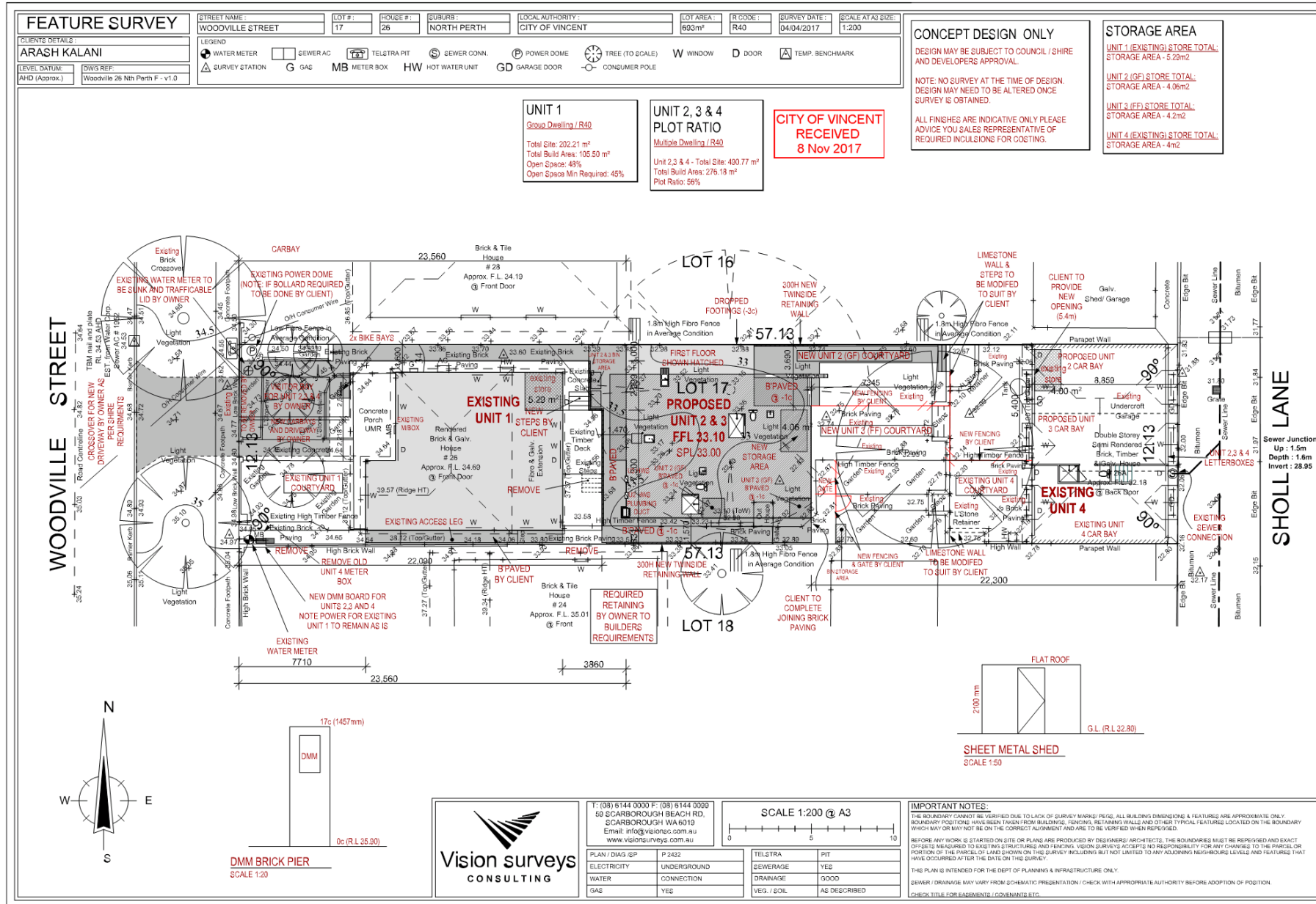






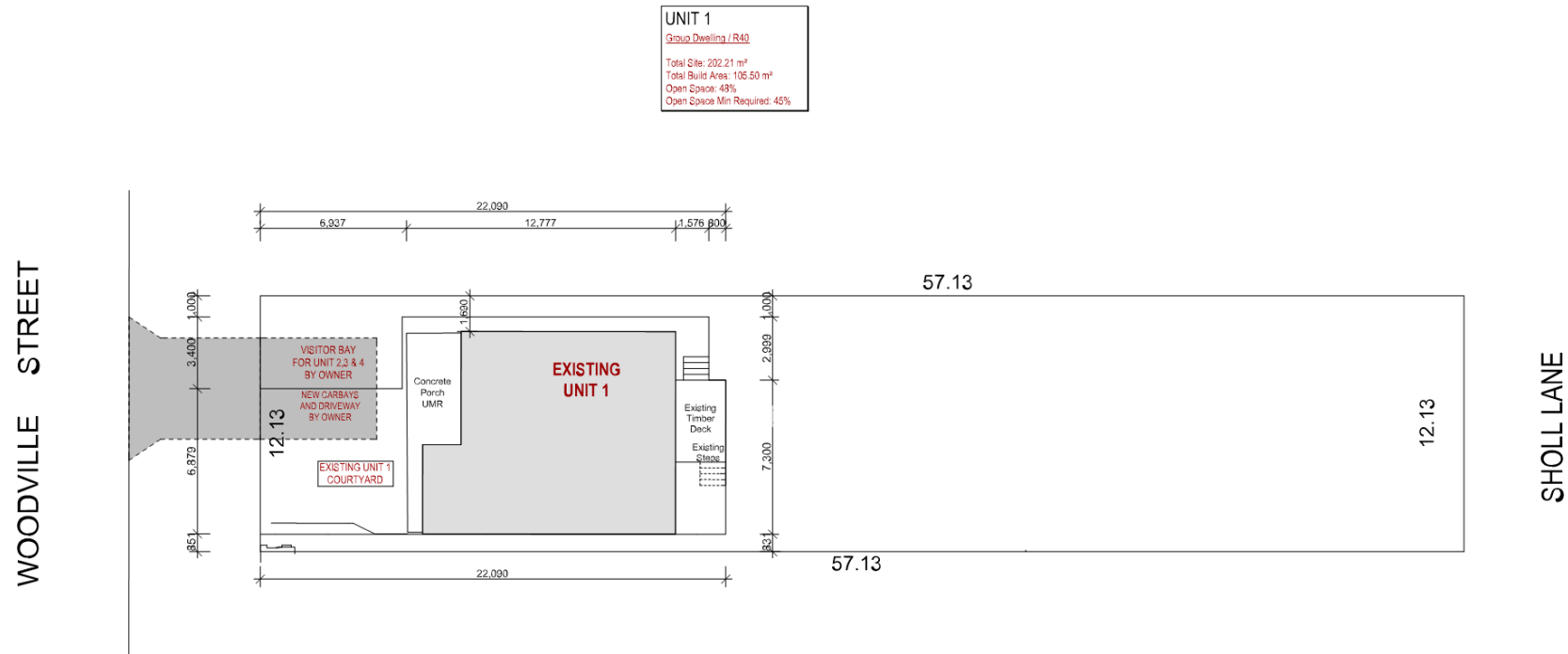






<b>FEATURE SURVEY</b>		STREET NAME: WOODVILLE STREET	LOT #: 17	HOUSE #: 26	SUBURB: NORTH PERTH	LOCAL AUTHORITY: CITY OF VINCENT	LOT AREA: 693m²	R CODE: R40	SURVEY DATE: 04/04/2017	SCALE AT A3 SIZE: 1:200
CLIENTS DETAILS ARASH KALANI		LEGEND								
LEVEL DATUM: AHD (Approx.)		WATER METER  SEWER AG  TELSTRA PIT  SEWER CONN.  POWER DOME  TREE (TO SCALE)  WINDOW  DOOR  TEMP. BENCHMARK SURVEY STATION  GAS  MB METER BOX  HW HOT WATER UNIT  GD GARAGE DOOR  CONSUMER POLE								
DWG REF: Woodville 26 Nth Perth F - v1.0										

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8 Nov 2017



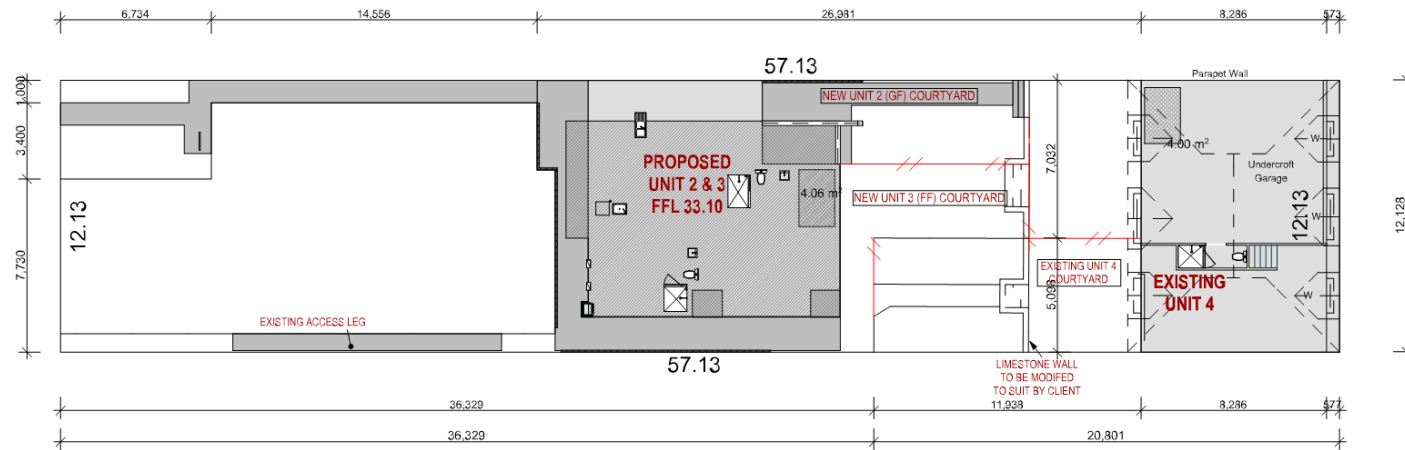
UNIT 1 SITE BLOCK PLAN

<b>FEATURE SURVEY</b>		STREET NAME: WOODVILLE STREET		LOT #1: 17	HOUSE #1: 26	SUBURB: NORTH PERTH	LOCAL AUTHORITY: CITY OF VINCENT	LOT AREA: 693m²	R CODE: R40	SURVEY DATE: 04/04/2017	SCALE AT A3 SIZE: 1:200	
CLIENTS DETAILS		LEGEND										
ARASH KALANI		WATER METER  SEWER AG  TELSTRA PIT  SEWER CONN.  POWER DOME  TREE (TO SCALE)  WINDOW  DOOR  TEMP. BENCHMARK										
LEVEL DATUM: AHD (Approx.)		SURVEY STATION  G GAS  MB METER BOX  HW HOT WATER UNIT  GD GARAGE DOOR  CONSUMER POLE										
DWG REF: Woodville 26 Nth Perth F - v1.0												

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<b>UNIT 1</b> <u>Group Dwelling / R40</u> Total Site: 202.21 m² Total Build Area: 105.50 m² Open Space: 49% Open Space Min Required: 45%	<b>UNIT 2, 3 &amp; 4</b> <b>PLOT RATIO</b> <u>Multiple Dwelling / R40</u> Unit 2,3 & 4 - Total Site: 400.77 m² Total Build Area: 276.18 m² Plot Ratio: 56%
---	---

WOODVILLE STREET



SHOLL LANE

UNIT 2, 3 &amp; 4 SITE BLOCK PLAN



## GENERAL NOTES

ALL INTERNAL WALLS ARE PLASTERED UNLESS NOTED OTHERWISE.

DRAINPIPE POSITION AT PLUMBERS DISCRETION. FINAL POSITIONS MAY VARY TO PLAN.

ALL GLAZING TO BE INSTALLED TO AS 2407

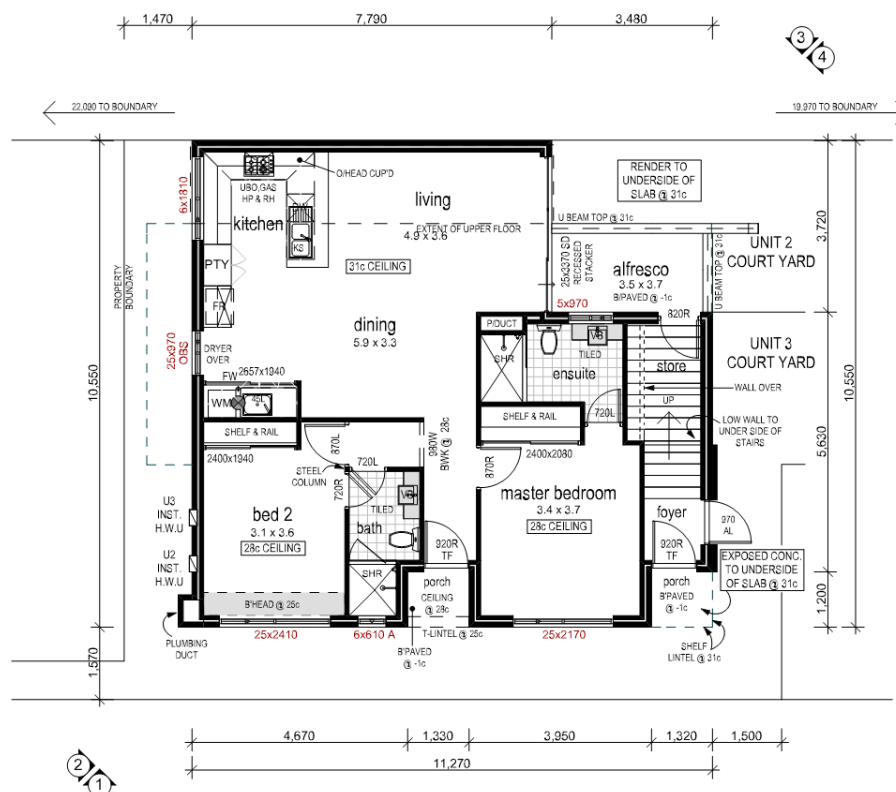
## CONCEPT DESIGN ONLY

DESIGN MAY BE SUBJECT TO COUNCIL / SHIRE AND DEVELOPERS APPROVAL.

NOTE: NO SURVEY AT THE TIME OF DESIGN. DESIGN MAY NEED TO BE ALTERED ONCE SURVEY IS OBTAINED.

ALL FINISHES ARE INDICATIVE ONLY PLEASE ADVISE YOUR SALES REPRESENTATIVE OF REQUIRED INCLUSIONS FOR COSTING.

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## GROUND FLOOR PLAN

Rev	Date	Notes	This is one of the drawings referred to in the building contract.	Areas	Client Name	Job number:	Scale:
A	14-08-17	PRELIMINARY		Alfresco Unit 2 8.73	Kalani	000000	1:100
B			Client: .....	Porch Unit 2 1.74		Drawn By: RA/SS	Date Drawn: 07/11/17
C			Date: .....	Porch Unit 3 1.58			
D			Client: .....	Unit 2 (GF) 93.30		Revision Stage: Preliminary	Sheet No: 9 of 12
E			Date: .....	Balcony (U3) 12.79			
F			Builder: .....	Unit 3 (FF) 85.63	Site Address: 26 Woodville street North Perth	Drawing Name: Ground Floor Plan	
G			Date: .....	TOTAL 203.77 m <sup>2</sup>			
				Prem. Unit 2 (GF) 43.40			
				Drawn Unit 2 (FF) 17.20			

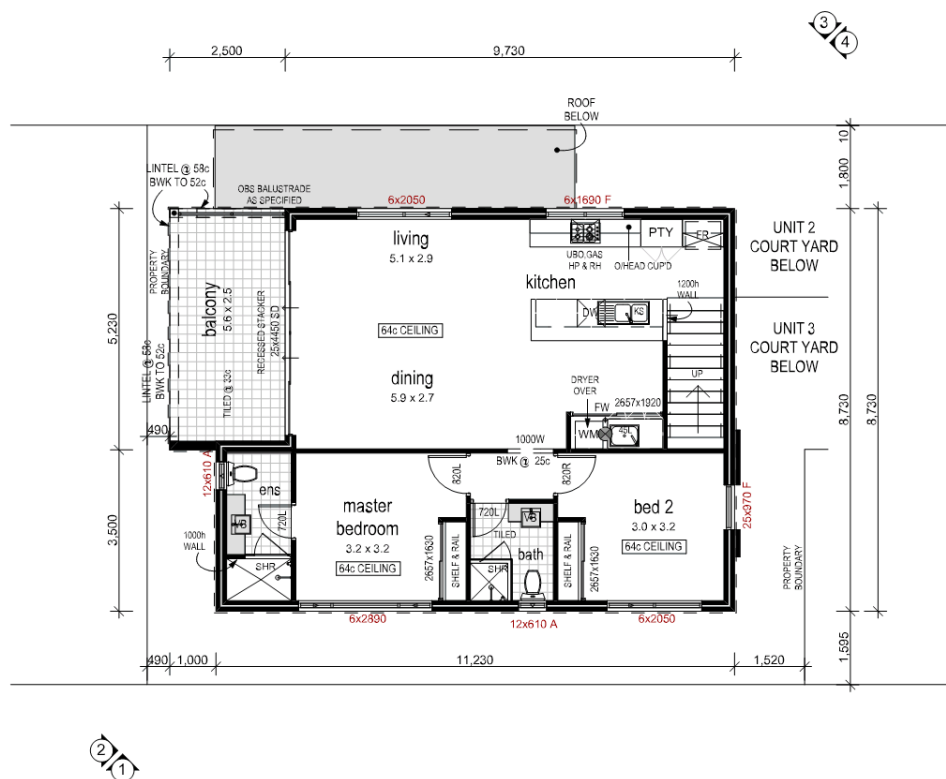
## CONCEPT DESIGN ONLY

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AND DEVELOPERS APPROVAL.

NOTE: NO SURVEY AT THE TIME OF DESIGN.  
DESIGN MAY NEED TO BE ALTERED ONCE  
SURVEY IS OBTAINED.

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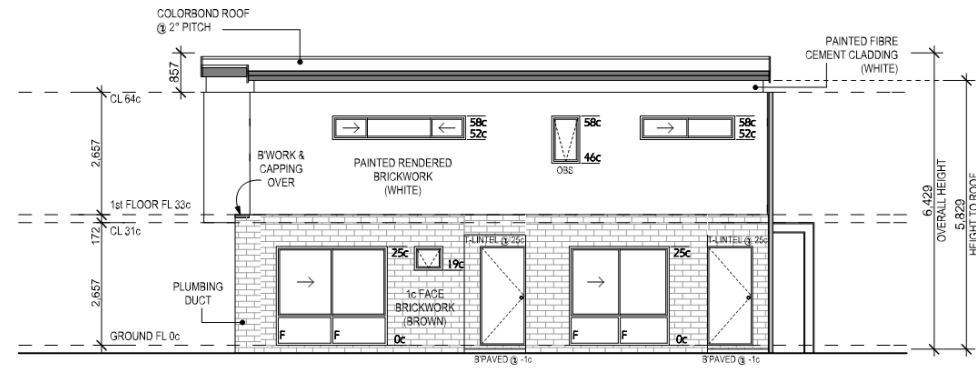


## FIRST FLOOR PLAN

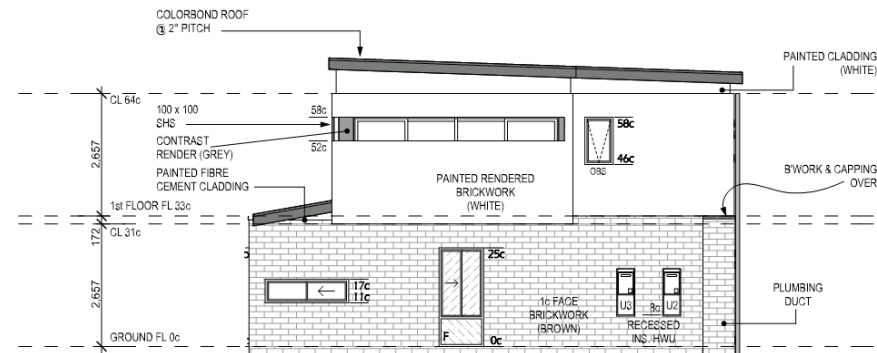
Rev	Date	Notes	This is one of the drawings referred to in the building contract.	Areas	Client Name	Job number :	Scale :
A	14-08-17	PRELIMINARY		Alfresco Unit 2 8.73	Kalani	000000	1:100
B			Client: .....	Porch Unit 2 1.74		Drawn By: RA/SS	Date Drawn: 07/11/17
C			Date: .....	Unit 2 (GF) 93.30		Revision Stage: Preliminary	Sheet No: 10 of 12
D			Client: .....	Balcony (U3) 12.79			
E			Date: .....	Unit 3 (FF) 85.63			
F			Builder: .....	TOTAL 203.77 m <sup>2</sup>	26 Woodville street North Perth		
G			Date: .....	Prem Unit 2 (GF) 43.40		Drawing Name: First Floor Plan	
				Draw Unit 3 (FF) 17.37			

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RED INCULSIONS FOR COSTING.


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Elevation 1  
1:100



## Elevation 2

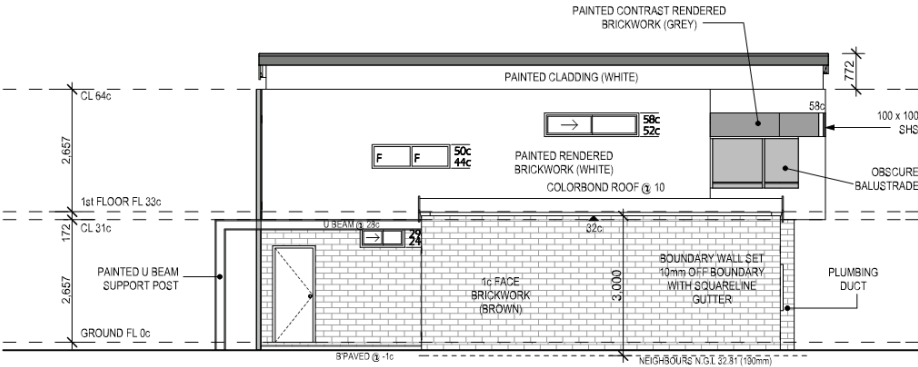
 <p>13, 39 Catalano Circuit ng Vale, WA 6155 0 8142 7499 0256 3351 cavantihomes.com.au rs Reg No. 13449</p>	Rev	Date	Notes	<p>This is one of the drawings referred to in the building contract.</p> <p>Client: _____ Date: _____</p> <p>Client: _____ Date: _____</p> <p>Builder: _____ Date: _____</p>	<p><b>Areas</b></p> <table><tr><td>Alfraco Unit 2</td><td>8.73</td></tr><tr><td>Porch Unit 2</td><td>1.74</td></tr><tr><td>Porch Unit 3</td><td>1.58</td></tr><tr><td>Unit 2 (GF)</td><td>35.30</td></tr><tr><td>Balcony (U3)</td><td>12.70</td></tr><tr><td>Unit 3 (GF)</td><td>85.63</td></tr><tr><td><b>TOTAL</b></td><td><b>203.77 m²</b></td></tr></table>	Alfraco Unit 2	8.73	Porch Unit 2	1.74	Porch Unit 3	1.58	Unit 2 (GF)	35.30	Balcony (U3)	12.70	Unit 3 (GF)	85.63	<b>TOTAL</b>	<b>203.77 m²</b>	<p>Client Name: <b>Kalani</b></p> <p>Site Address: <b>26 Woodville street North Perth</b></p>	<p>Job number: <b>000000</b></p> <p>Revision Stage: <b>Preliminary</b></p>	<p>Scale: <b>1:100</b></p> <p>Date Drawn: <b>07/11/17</b></p> <p>Sheet No: <b>11 of 12</b></p>
	Alfraco Unit 2	8.73																				
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A	14-06-17	PRELIMINARY																				
B																						
C																						
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EVELOPERS APPROVAL.

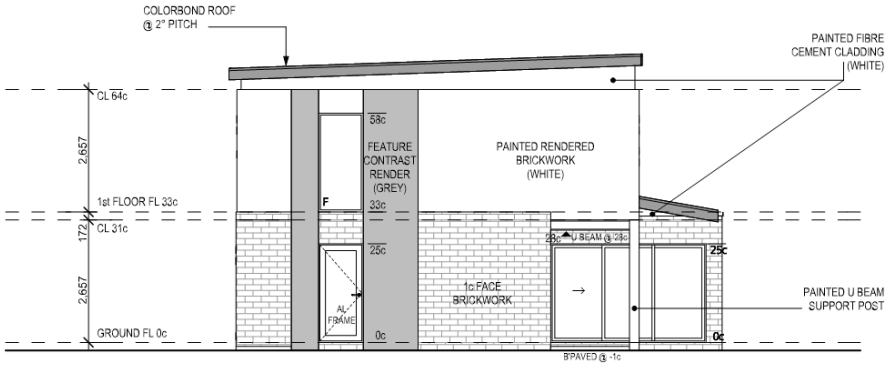
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CITY OF VINCENT  
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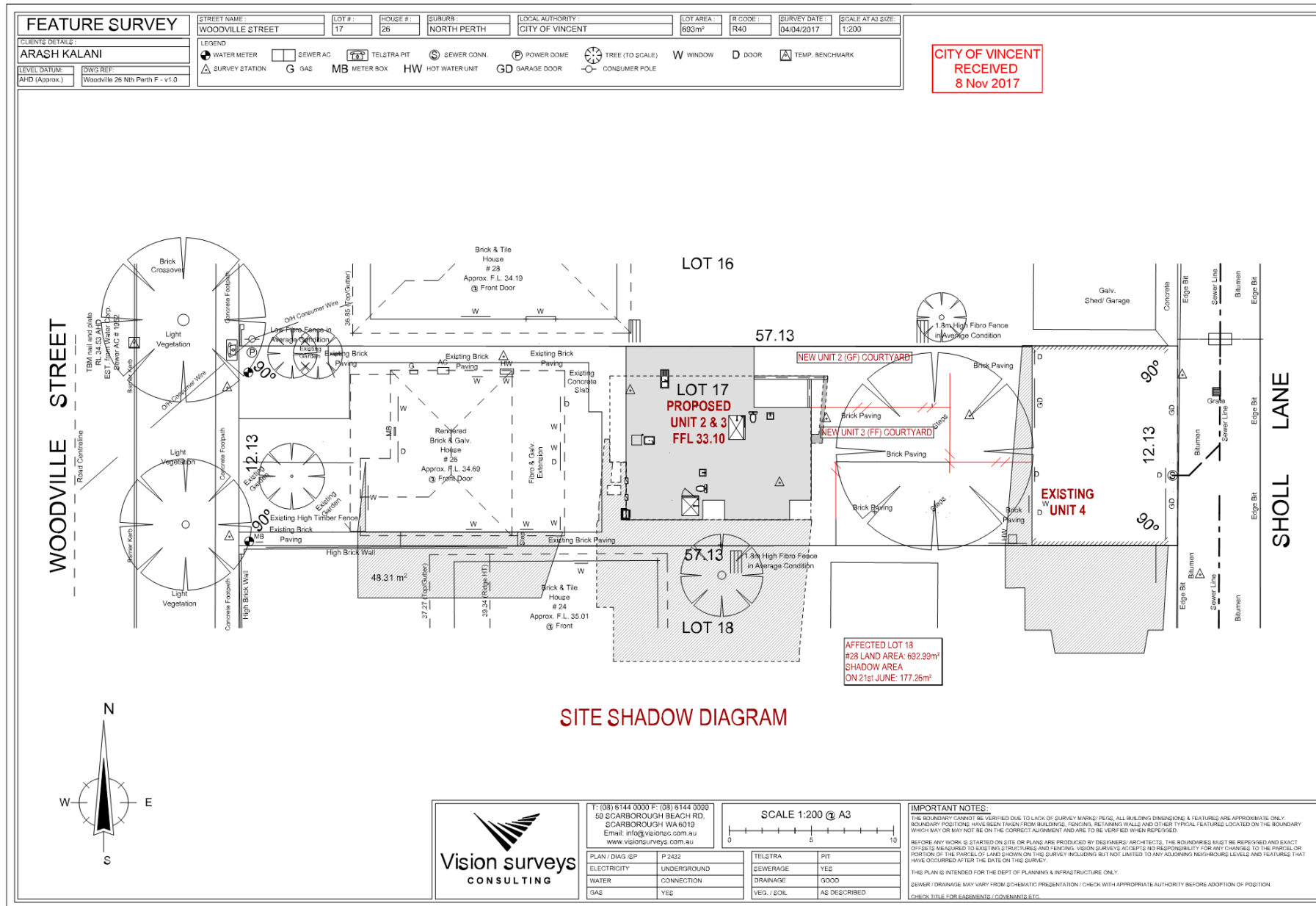
Elevation 3  
1:100

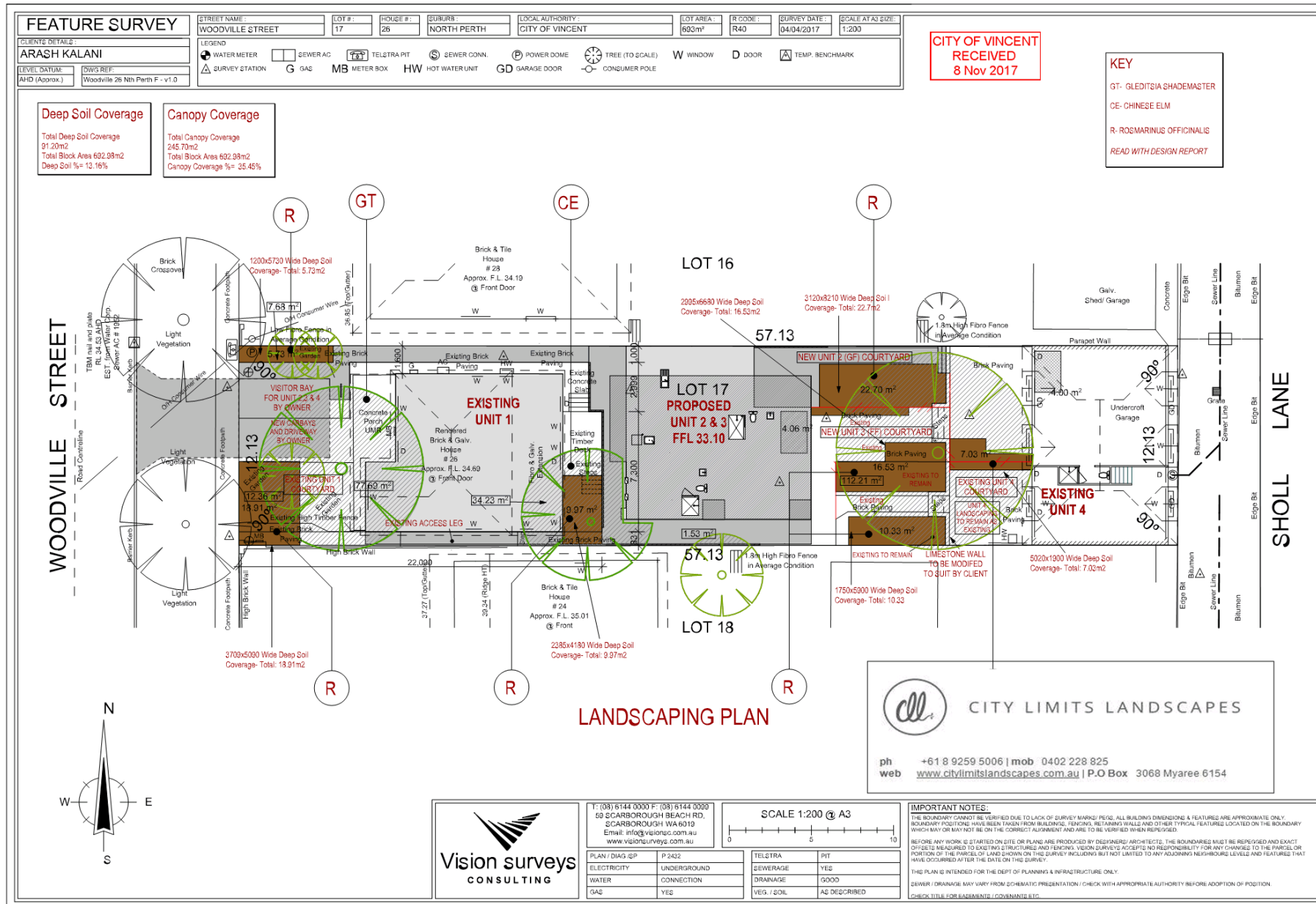


Elevation 4  
1:100

Rev	Date	Notes	This is one of the drawings referred to in the building contract.	Areas	Client Name :	Job number :	Scale :
A	14-06-17	PRELIMINARY		Alfresco Unit 2 8.73	Kalani	000000	1:100
B				Porch Unit 2 1.74			
C				Porch Unit 3 1.58			
D				Unit 2 (GF) 33.30		Drawn By : RA/SS	Date Drawn : 07/11/17
E				Balcony (U3) 12.79		Revision Stage:	Sheet No :
F				Unit 3 (FF) 85.63	Site Address : 26 Woodville street North Perth	Preliminary	12 of 12
				TOTAL 203.77 m²			







## CITY LIMITS LANDSCAPES DESIGN &amp; CONSTRUCTION

## LANDSCAPE DESIGN &amp; REPORT

**Date:** 27/10/2017

**Att:** Ravi Razz  
Da'Vanti Homes Pty Ltd  
Suite 13/41 Catalano Circuit  
CANNINGVALE WA 6155

**Re:** Lot# 17 House # 26 Woodville Street, North Perth, WA, 6006

### **1.0 Planting Report**

Plants specified as per plan:

#### **1.1 Gleditsia Shademaster (GT)**

***Gleditsia Triacanthos Shademaster***

- Has a fern like pinnately arranged foliage. Grows best in full sun, with moist soils. May need protection from colder temperatures in early stages. Leaves are deep green throughout spring and summer. Flowers are insignificant, followed by small seed pods.

**Height:** 8 metres

**Width:** 6 metres

\* Dimensions at maturity.

**Best suited for:**

- Small to medium gardens as a graceful, weeping shade tree.

#### **1.2 Chinese Elm (CE)**

***Ulmus Parvifolia***

- This near-evergreen has a general upright habit with rounded crown, smooth flaking bark and fine branches clothed in leaves. Leaves are 20-50mm long, pointed oval shape with serrated margins.

**Height:** 12 metres

**Width:** 8 metres

\* Dimensions at maturity.

**Best suited for:**

- Classified as medium growth, the Chinese Elm is a hardy tree able to withstand most of the conditions associated with the Perth region.

***(Note: A selection of deciduous trees creating shade during the summer months but also allowing light during the winter months once the foliage has shed in autumn.)***

[www.citylimitslandscapes.com.au](http://www.citylimitslandscapes.com.au)

(08) 9259 5006

[giles@citylimitslandscapes.com.au](mailto:giles@citylimitslandscapes.com.au)

P.O. Box 3068 Myaree  
WA 6154

ABN 56 680 880 510

**1.3 Rosemary (R)***Rosmarinus Officinalis*

- This pine-scented evergreen is cultivated for its aromatic and medicinal properties.
- Rosemary will be planted at the coverage of 1 x plant per square metre to all new deep soil zones.

- **Height:** 1.5 metres

**Best suited for:**

- Thrives in chalky or sandy soil in full sun and will withstand Perth's dryer weather conditions.



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P.O. Box 3068 Myaree  
WA 6154

ABN 56 680 880 510



**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.

<b>Comments Received in Neither Support Nor Object:</b>	<b>Officer Technical Comment:</b>
<u>Construction</u>  During construction the access to Sholl Lane will be blocked and therefore people along Sholl Lane will not be able to access their garages/dwellings.  Noise during construction will impact on the residents in the area.	A condition is recommended requiring the submission of a construction management plan prior to the commended to development which will need to ensure that construction works are managed to minimise the impact on the surrounding area.  The hours within which building works are permitted is governed through the <i>Building Act 2012</i> and will be considered as part of the construction management plan.
<u>Traffic</u>  The increased in the number of cars for this development will impact on the traffic especially garage opposite the site.	Sholl Lane is a dedicated road (Street) and therefore it is not expected that there will be an impact in terms of traffic.
<b>Comments Received in Objection:</b>	<b>Officer Technical Comment:</b>
<u>Density</u>  The increased in density on this site as result of this development is out of character with the area. The development suits a site which is zoned Residential R80 and not this site which is zoned Residential R40.	The proposed density of the development being a mix of grouped and multiple dwellings is consistent with the R40 density coding which applies to the subject site and surrounding residential properties along Woodville Street.
<u>Plot Ratio</u>  The plot ratio is inconsistent with the existing dwellings in the area.	The applicant has amended the plans which results in a plot ration 0.58 which complies with the deemed-to-comply standards of the R-Codes. The proposed development is two storeys in height which is consistent with the existing height of more recent developments within the area.
<u>Boundary Wall</u>  The proposed boundary wall which includes the balcony along the northern boundary will impact on the adjoining property in terms of bulk and privacy.	The applicant has amended the plans to comply with the permitted height as per the R-Codes. The balcony has been re-oriented to the western side and as such the upper floor is now setback 1.79 metres from the northern boundary.
<u>Traffic</u>  The additional cars proposed for the development will impact on the traffic in the area especially along Sholl Lane	Sholl Lane is a dedicated road (street) and is therefore it is not expected that there will be an impact in terms of traffic.

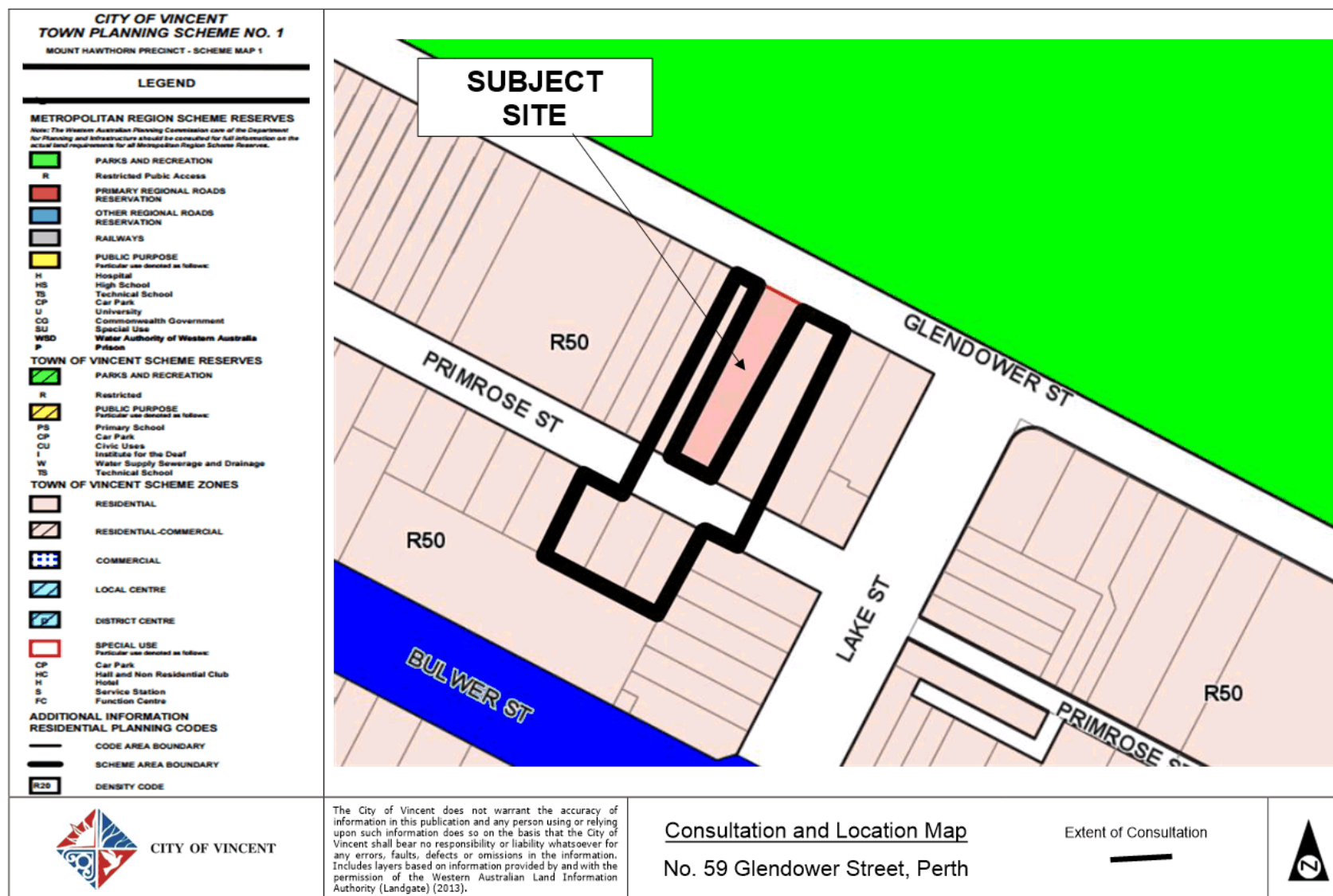
**Summary of Submissions:**

<b>Comments Received in Objection:</b>	<b>Officer Technical Comment:</b>
<u>Car Parking</u>  There are already car parking issues in the area and the lack of visitor car parking will exacerbate the situation.	The applicant has amended the plans to provide a visitor car parking.
<u>Retaining walls</u>  The proposed retaining walls are not supported.	The applicant has amended the plans to propose retaining walls less than 0.5 metre which complies with the deemed-to-comply standards of the R-Codes
<u>Stores</u>  Stores for these units are to be provided	The applicant has amended the plans to comply with the numbers and dimensions of the stores which complies with the deemed-to-comply standards of the R-Codes
<u>Landscaping</u>  There is a lack of landscaping to this development	The applicant has amended the plans to comply with the required landscaping as per the City's Built Form Policy No. 7.1.1. With regard to the landscaping within the front setback of Woodville Street it is considered that the proposed landscaping will contribute to the existing streetscape.
<u>Height</u>  The variation to the height will have a visual impact on the adjoining properties	The applicant has amended the application to comply with the required height which complies with the deemed-to-comply standards of the R-Codes.
<u>R-Codes and Built Form Policy No.7.1.1</u>  The development should comply with the requirements of the R-Codes and the Built Form Policy No. 7.1.1	The R-Codes and the City's Built Form Policy No. 7.1.1 allows for variations subject to the proposal satisfies the Design Principles.

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

Determination Advice Notes:

1. With reference to Condition 1, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls;
2. Any new street/front wall, fence and gate within the Woodville Street and Sholl Lane setback areas, including along the side boundaries within these street setback areas, shall comply with the City's Policy provisions relating to Street Walls and Fences;
3. With reference to Condition 4, the City encourages landscaping methods and species selection which do not rely on reticulation;
4. With reference to Condition 7, no further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided detailed design drainage plans and associated calculation for the proposed stormwater disposal shall be lodged together with the building permit application working drawings;
5. All pedestrian access and vehicle driveway/crossover levels shall match into existing verge, footpath and Road levels to the satisfaction of the City;
6. 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;
7. Standard 'Visual Truncations', in accordance with the City's Policy No. 2.2.6 and/or to the satisfaction of the City are to be provided at the intersection of the road reserve boundary or Right of Way, and all internal vehicle access points to ensure that the safety of pedestrians and other road users is not compromised. Details of all required visual truncations shall be included on the building permit application working drawings;
8. An Infrastructure Protection Bond for the sum of \$2,500 together with a non-refundable inspection fee of \$100 shall be lodged with the City by the applicant, prior to commencement of works, 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 bond shall be made in writing. The bond is non-transferable;
9. 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;
10. The applicant and owner are advised that sufficient parking can be provided on the subject site and as such the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings under Policy No. 3.9.3 – Parking Permits. This information should be provided to all prospective purchasers and it is recommended that a notice be placed on Sales Contracts to advise purchasers of this restriction;
11. 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;
12. 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; and
13. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.









**COTTAGE & ENGINEERING  
SURVEYS**  
———— Licensed Surveyors ———— ©

Telephone: (08) 9446 7361 Facsimile: (08) 9445 2998  
Email: [perth@cottage.com.au](mailto:perth@cottage.com.au) Website: [www.cottage.com.au](http://www.cottage.com.au)

CLIENT : Balestra  
LOT 23 #59 Glendower Street, Perth

AREA	TIME	POWER POINT
	Y	Phone Pits
	W	Water Conn
	TP 10.00	Top Pillar P
	TW 10.00	Top Wall
	TR 10.00	Top Retaini
	TF 10.00	Top Fence

Unlodged Plan527

**DISCLAIMER:**  
Boundaries drawn on survey are  
based on landgate plan only. Survey does not  
include title search and as such may not show  
rights or other interests not shown on plan.  
Should be checked to verify all lot details  
or any easements or other interests which  
affect building on the property.

**DISCLAIMER:**  
This map does not include verification of cadastral  
data. All features and levels shown are  
based on orientation to existing poles and fences  
which may not be on correct cadastral alignment.  
Designs based or dependent on the location of  
features should have those features  
verified in relation to the true boundary.

**DISCLAIMER:**  
It shows visible features only and will not  
show locations of underground pipes or conduits  
for internal or mains services. Verification of  
location of all internal and mains services  
should be confirmed prior to finalisation of any  
work.

**DISCLAIMER:**  
ge & Engineering surveys accept no  
ability for any physical on site changes to  
arcel or portion of the parcel of land shown  
is survey including any adjoining neighbor  
s and features that have occurred after the  
on this survey. All Sewer details plotted  
information supplied by Water Corporation

**DISCLAIMER:**  
 • Lack of survey marks/pags, all building offsets  
 • Dimensions & features are approximate only and  
 • based on existing pegs/fences and walls which  
 • may not be on the correct alignment and are to be  
 • re-set when repegged. Any design that involves  
 • moving any structures shown or portion of structures  
 • requiring after any demolition has taken place requires  
 • drawings to be re-pegeed and exact offsets provided  
 • to designer/architect before any plans are produced  
 • unless any work is started on site

**NOTE:** EARTHWORKS / SET-OUT DIMENSIONS MAY VARY ON SITE AT BUILDERS DISCRETION. SEWER / DRAINAGE MAY VARY FROM SCHEMATIC PRESENTATION / CHECK MINIMUM CLEARANCES. RETAINING NOT INCLUDED IN CONTRACT - REMAINS OWNER'S RESPONSIBILITY. THIS SURVEY DOES NOT GUARANTEE THE LOCATION OF BOUNDARY DEGS OR FENCES. CHECK TITLE FOR EASEMENTS / COVENANTS, ETC.

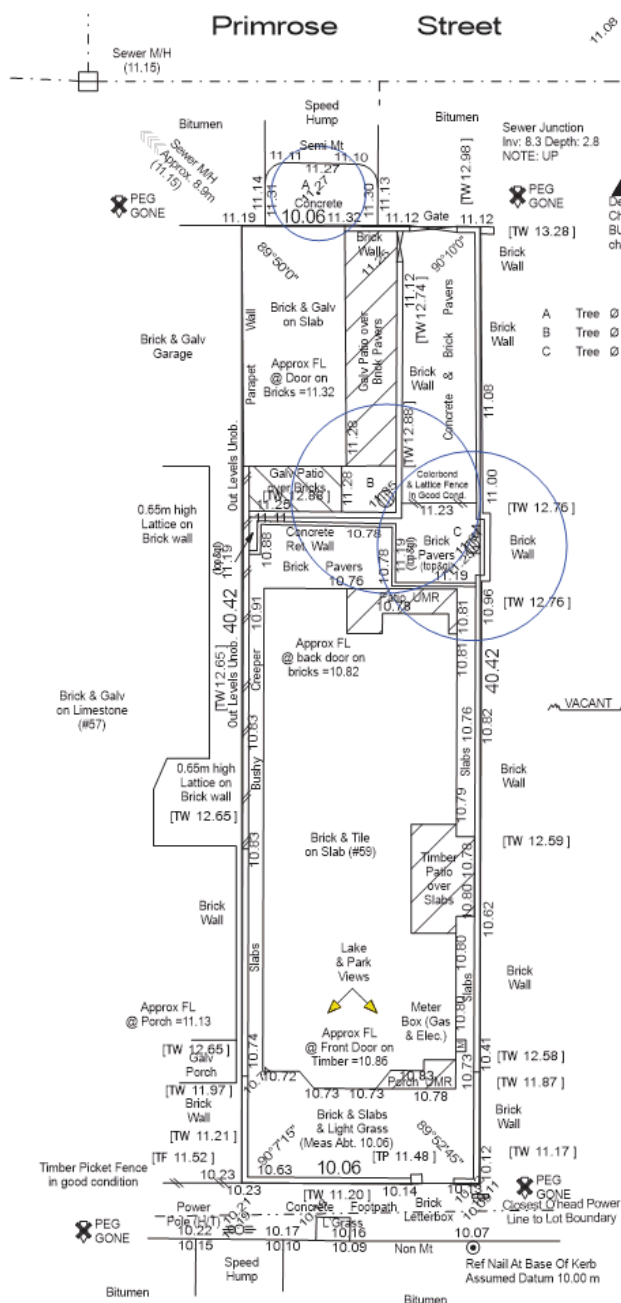
LOT MISCLOSE  
0.008

**SOIL DESCRIPTION**  
Sand  
Refer to Survey

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28 Sept 2017

**BEWARE:**  
Deep sewer junction.  
Check With Water Corp  
BUILDER and PLUMBER  
check GRADE.

A	Tree	Ø 0.1m	Ht 5m
B	Tree	Ø 0.7m	Ht 7m
C	Tree	Ø 0.6m	Ht 9m



 NOTE/BEWARE: ADVISE TRADES  
Of head power lines



scale 1:200

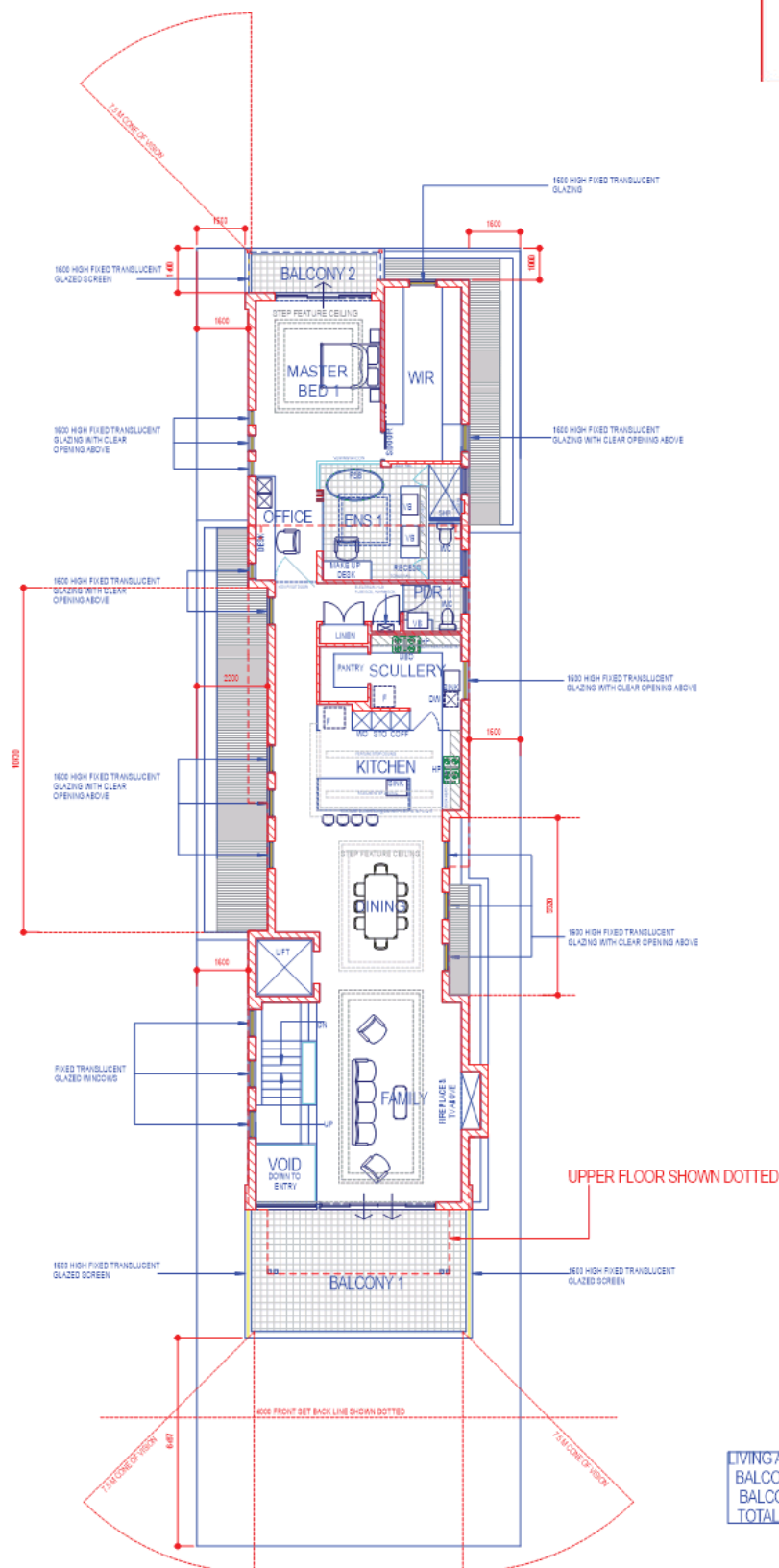
**⚠️ DISCLAIMER:**  
HIGH TENSION POWER LINES. CHECK TITLE FOR  
EASEMENTS AND WEEDEN POWER EDDGET EACH

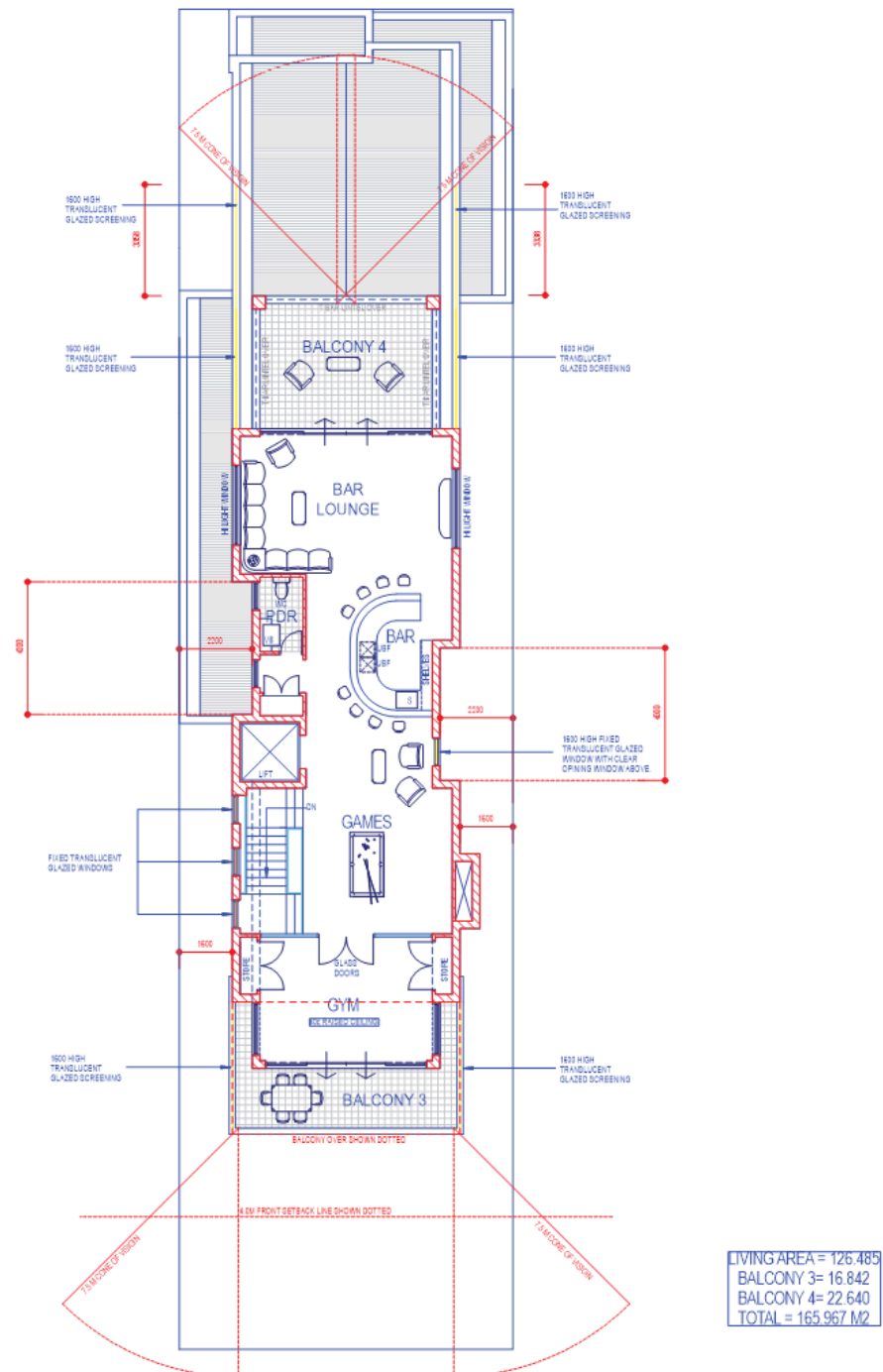


PROPOSED RESIDENCE FOR MR. AND MRS. BALESTRA.  
ON LOT 23 #59 GLENDOWER STREET PERTH.

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28 Sept 2017



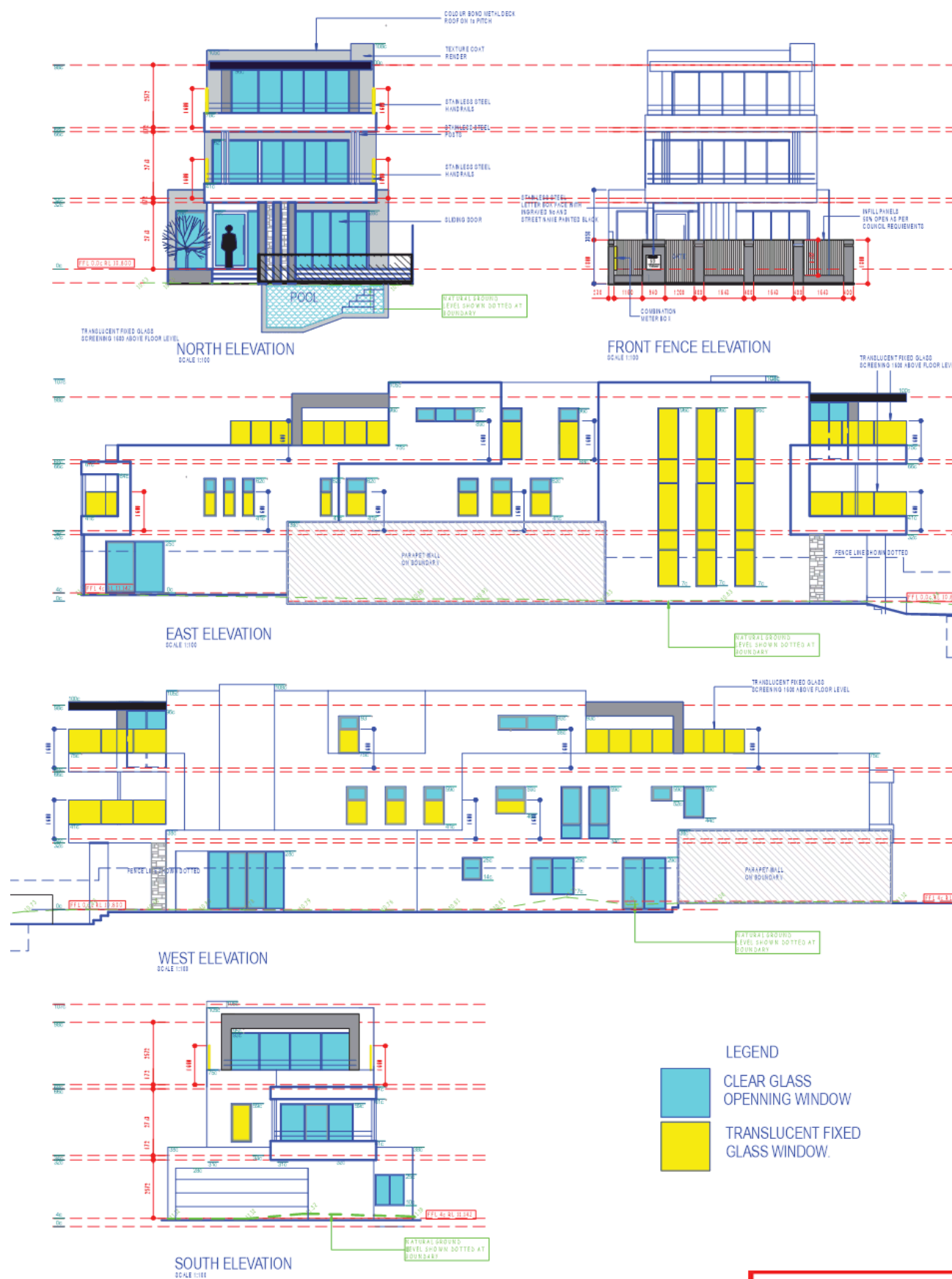
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28 Sept 2017

ROOF TOP FLOOR PLAN  
SCALE 1:100

PROPOSED RESIDENCE FOR MR. AND MRS. BALESTRA.  
ON LOT 23 #59 GLENDOWER STREET PERTH.

PETER MUSURUCA DESIGNS  
8 TECCANTINE STREET DANIELA BUCONE 0422888256





PROPOSED RESIDENCE FOR MR. AND MRS. BALESTRA.  
ON LOT 23 #59 GLENDOWER STREET PERTH.

PETER MUSURUCA DESIGNS  
8 JESSAMINE STREET DIANELLA. PHONE 0422888258

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2017

**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.

<b>Comments Received in Support:</b>	<b>Officer Technical Comment:</b>
<p>Issue: Secondary Street Setback</p> <ol style="list-style-type: none"> <li>1. The nil setback to the garage and the nil setback to the upper floor balcony and walk in robe are acceptable in the street context.</li> </ol>	Noted.
<p>Issue: Miscellanies</p> <ol style="list-style-type: none"> <li>1. The proposal appears to be preserving the street tree in Primrose Street which is welcomed.</li> </ol>	Noted.
<b>Comments Received in Objection:</b>	<b>Officer Technical Comment:</b>
<p>Issue: Building Height:</p> <ol style="list-style-type: none"> <li>1. Proposed building height will result in a loss of natural light entering submitter's property;</li> <li>2. The proposed height is not in keeping with Primrose Street;</li> <li>3. The proposed height is considered to be a significant departure from the Deemed-to-Comply provisions and will have a substantial impact on the adjacent property in terms of bulk and scale;</li> <li>4. The proposed height is a poor outcome for the adjacent public realm as the majority of the height and bulk of the structure is concentrated at the primary street front adjacent to Glendower Street and Hyde Park; and</li> <li>5. The proposed number of floors is not compliant and should be refused.</li> </ol>	<p>The proposed building height does not comply with the Deemed-to-Comply requirements of the City's Built Form Policy No. 7.1.1 and therefore, an assessment against the relevant Design Principles was undertaken. It is considered that the proposed height:</p> <ul style="list-style-type: none"> <li>• Is not in keeping with the vision for the locality set out in the City's Built Form Policy as the area has been designated for a maximum building height of two storeys; and</li> <li>• Will have a significant impact in terms of loss of amenity on the adjoining landowners and the streetscape.</li> </ul> <p>In light of this, it is considered that the proposed height does not satisfy the Design Principles set out in the Built Form Policy and the R-Codes and is therefore, not supported.</p>
<p>Issue: Overshadowing</p> <ol style="list-style-type: none"> <li>1. The overshadowing plan does not factor in the full affect the property has on the residents of Primrose Street and this is required to be addressed;</li> <li>2. The concentration of building mass on the northern portion of the site will result in overshadowing from the development and will fall onto the adjoining landowner's solar panels, which although compliant with the overshadowing provisions, will have a further impact on the adjoining dwelling;</li> <li>3. The overshadowing plans provided differs from that which was submitted with the original application is 2016 and does not indicate the shadow that will be cast to the south at midday in winter;</li> <li>4. The proposal will overshadow the majority of Primrose Street and</li> </ol>	<p>Noted. Although the proposal satisfies the Deemed-to-Comply provisions of Clause 5.4.2 of the R-Codes, the reduced setbacks are considered to have a significant impact on the amenity of the eastern adjoining property as the adjoining property contain a central courtyard and major openings to habitable rooms which will result in greater overshadowing than that of a two storey development.</p>

**Summary of Submissions:**

Comments Received in Objection:	Officer Technical Comment:
<p>half of the landowner's front courtyard. This will substantially impact on the amenity of the landowner and reduce the enjoyment of the property throughout winter;</p> <ol style="list-style-type: none"> <li>The proposal will reduce the amount of natural light available to the adjoining property;</li> <li>The proposal will overshadow the adjoining landowners; and</li> <li>Unacceptable amount or overshadowing onto the neighbouring properties.</li> </ol>	
<p>Issue: Visual Privacy</p> <ol style="list-style-type: none"> <li>Balcony 2 overlooks Primrose Street and the submitter's and into the submitter's property and the neighbouring properties;</li> <li>The southern-facing design of the first floor does not ensure the residents of Primrose Street all reasonable privacy</li> <li>The nil setback of balcony 2 and the walk in robe is a 7.5m variation from Clause 5.3 C5.3.1 and this does not allow for the privacy of surrounding landowners. Furthermore, the walk in robe includes a clear window; and</li> <li>The proposed design of the southern elevation will allow for future occupants to overlook a substantial percentage of the active habitable spaces and northern outdoor areas of the submitter's property.</li> </ol>	<p>Noted. The proposal incorporates sufficient cone of vision setbacks and screening to restrict any potential overlooking into the adjacent properties. Therefore, the proposal complies with the provisions of Clause 5.4.1 of the R-Codes.</p>
<p>Issue: Lot Boundary Setbacks</p> <ol style="list-style-type: none"> <li>The proposed lot boundary setback variations will impact on the adjacent landowners in terms of building bulk and scale as the massing of the structure will not be moderated by being setback a sufficient distance from the common boundary;</li> <li>The bulk and scale of the development is further exacerbated by the unbroken lengths of the walls and resulting lack of articulation, particularly on level 1 and 2 which only septs 0.6m along its length;</li> <li>The setback variations proposed will restrict access to daylight, direct sun and ventilation to the adjacent property and associated areas of open space such as the central courtyard which will inhibit the use and enjoyment of these spaces and diminish the amenity enjoyed by the landowners;</li> <li>Lot boundary variations are unacceptable, contrary to planning standards and will impact on the neighbouring properties;</li> <li>Upper floor ensuite, roof top balcony 3, roof top linen cupboard and western boundary ground floor setback variations are unacceptable and will impact on the neighbouring properties; and</li> <li>The rear of the development is proposed to be at nil which is not</li> </ol>	<p>Agree. As detailed in the body of the report the application incorporates a number of lot boundary setback variations. It is considered that the proposal does not satisfy the Design Principles of Clause 5.1.3 of the R-Codes for the following reasons:</p> <ul style="list-style-type: none"> <li>The proposal incorporates three boundary walls and reduced lot boundary setbacks. This is considered to be an overdevelopment of the subject site which increases the perception of building bulk and will result in a negative outcome on the streetscape and the locality;</li> <li>The first and second floors are in-line with one another and have not been stepped in, which further contributes to building bulk; and</li> <li>There is minimal articulation throughout the elevations of the development. This is considered to further contribute to the negative visual impact which will result from the proposal.</li> </ul> <p>In light of the above, the proposed setback variations are not supported.</p>

**Summary of Submissions:**

Comments Received in Objection:	Officer Technical Comment:
<p>compliant with the secondary street setbacks for two storey development. This will result in a concentrated amount of building bulk and scale throughout the entire site, with no significant stepping of the development into single store portions to effectively moderate the visual prominence of the building.</p>	
<p>Issue: Miscellanies</p> <ol style="list-style-type: none"> <li>1. Objection raised to the street being treated as an alleyway;</li> <li>2. Consideration of the impact the rear of a property has on residents needs to be accounted for as the proposal is treating the street as if it were an alleyway;</li> <li>3. Smaller back streets are given less consideration;</li> <li>4. It is noted that the subject site and proposed development site are to remain zoned 'Residential' with a density coding of R50 under the Draft City of Vincent Local Planning Scheme No. 2. As such, the applicable planning framework from where development standards are derived will remain unaffected, and therefore the extent of the variations and subsequent concessions required to be granted in order to obtain approval will remain relevant under the proposed planning framework; and</li> <li>5. The proposal incorporates too many non-compliant elements.</li> </ol>	<p>Noted. The assessment of the proposed development has been undertaken in accordance with the R-Codes and the City's Built Form Policy. Where departures from the Deemed-to-Comply provisions have been proposed, an assessment against the corresponding Design Principles was undertaken. Consideration was given to the locality and the streetscape as well as the surrounding landowners. For the reasons outlined in the report departure from the Deemed-to-Comply tot boundary setbacks and building height provisions are not supported, as it is considered that these will have an adverse impact on the locality.</p> <p>It is noted that the subject site is currently zoned residential R50 under the City's Town Planning Scheme No. 1 and will remain zoned Residential with a density code of R50 under the City's Local Planning Scheme No. 2. The proposal was assessed in accordance with the Built Form Policy and the R-Codes.</p>

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

**Response to Submissions Received by the City of Vincent**  
Proposed single dwelling on Lot 23 (No.59) Glendower Street, Perth

Comments Received in Support:	Applicant Response
<p>Issue: Secondary Street Setback</p> <ol style="list-style-type: none"> <li>1. The nil setback to the garage and the nil setback to the upper floor balcony and walk in robe are acceptable in the street context.</li> </ol>	Point Noted
<p>Issue: Miscellanies</p> <ol style="list-style-type: none"> <li>1. The proposal appears to be preserving the street tree in Primrose Street which is welcomed.</li> </ol>	Point Noted
Comments Received in Objection:	Applicant Response
<p>Issue: Building Height:</p> <ol style="list-style-type: none"> <li>1. Proposed building height will result in a loss of natural light entering submitter's property;</li> <li>2. The proposed height is not in keeping with Primrose Street;</li> <li>3. The proposed height is considered to be a significant departure from the Deemed-to-Comply provisions and will have a substantial impact on the adjacent property in terms of bulk and scale;</li> <li>4. The proposed height is a poor outcome for the adjacent public realm as the majority of the height and bulk of the structure is concentrated at the primary street front adjacent to Glendower Street and Hyde Park; and</li> <li>5. The proposed number of floors is not compliant and should be refused.</li> </ol>	<ul style="list-style-type: none"> <li>• The proposed new dwelling meets the 'deemed to comply requirements' of Element 5.4.2 of the R-Codes (i.e. 'Solar access for adjoining sites')</li> <li>• This point is incorrect, there are a number of three (3) storey dwellings along both Primrose &amp; Glendower Streets. This was demonstrated in the written submission provided to the City for assessment.</li> <li>• The proposed dwelling has been designed to set the third storey well away from the Primrose Street boundary (i.e. approx 8.5 metres). Therefore the third floor will not have an impact on the Primrose Street streetscape in terms of bulk and scale.</li> <li>• See above points.</li> <li>• As mentioned above, there are a number of three (3) storey dwellings along Glendower Street. The proposed dwelling is consistent with the current built form along Glendower Street. Furthermore, the dwelling will provide improved passive surveillance over both Glendower Street and Hyde Park.</li> <li>• This is point is unsubstantiated and misleading.</li> </ul> <p>In light of the above, it is contended that the comments made as part of this submission are unsubstantiated, misleading and should be dismissed.</p>



Comments Received in Objection:	Applicant Response
<p>Issue: Overshadowing</p> <ol style="list-style-type: none"> <li>1. The overshadowing plan does not factor in the full affect the property has on the residents of Primrose Street and this is required to be addressed;</li> <li>2. The concentration of building mass on the northern portion of the site will result in overshadowing from the development and will fall onto the adjoining landowner's solar panels, which although compliant with the overshadowing provisions, will have a further impact on the adjoining dwelling;</li> <li>3. The overshadowing plans provided differs from that which was submitted with the original application is 2016 and does not indicate the shadow that will be cast to the south at midday in winter;</li> <li>4. The proposal will overshadow the majority of Primrose Street and half of the landowner's front courtyard. This will substantially impact on the amenity of the landowner and reduce the enjoyment of the property throughout winter; and</li> <li>5. Unacceptable amount of overshadowing onto the neighbouring properties.</li> </ol>	<ul style="list-style-type: none"> <li>• The proposed new dwelling meets the 'deemed to comply requirements' of Element 5.4.2 of the R-Codes (i.e. 'Solar access for adjoining sites').</li> <li>• The 'deemed to comply requirements' of the R-Codes do not require that a residential development should have due regard for solar panels on the adjoining lot. Given the narrow nature of the site, a dwelling with a compliant building height will overshadow the adjoining property regardless.</li> <li>• The dwelling has been designed to locate the over height portion with a larger setback from the Primrose Street boundary to limit the overshadowing of the adjoining property.</li> <li>• This comment is misleading. The overshadow plan has been changed to reflect the amended design from that originally advertised.</li> <li>• The R-Codes do not take into account overshadowing of a public street. Furthermore, the proposed new dwelling meets the 'deemed to comply requirements' of Element 5.4.2 of the R-Codes (i.e. 'Solar access for adjoining sites').</li> <li>• See above points.</li> </ul> <p>In light of the above, it is contended that the comments made as part of this submission are unsubstantiated, misleading and should be dismissed.</p>
<p>Issue: Visual Privacy</p> <ol style="list-style-type: none"> <li>1. Balcony 2 overlooks Primrose Street and the submitter's and into the submitter's property and the neighbouring properties;</li> <li>2. The southern-facing design of the first floor does not ensure the residents of Primrose Street all reasonable privacy.</li> <li>3. The nil setback of balcony 2 and the walk in robe is a 7.5m variation from</li> </ol>	<ul style="list-style-type: none"> <li>• Balcony 2 meets the 'deemed to comply requirements' of Element 5.4.1 C1.1 ('Visual privacy') of the R-Codes. Furthermore, balcony 2 overlooks Primrose Street, which is 10.5 metres wide and will provide improved passive surveillance of the Street, which is a preferred outcome of the R-Codes.</li> <li>• It should be noted that a number of dwellings along Primrose Street comprise balconies overlooking the street.</li> <li>• See points above. It should be noted that there are a number of existing dwellings along Primrose Street that overlook the street.</li> <li>• According to the R-Codes, the robe is not a habitable room and is not subject to assessment under Element 5.4.1 C1.1 ('Visual privacy'). Therefore this comment is</li> </ul>

## CF Town Planning &amp; Development

Planning &amp; Development Consultants

Comments Received in Objection:	Applicant Response
<p>Clause 5.3 C5.3.1 and this does not allow for the privacy of surrounding landowners. Furthermore, the walk in robe includes a clear window; and</p> <p>4. The proposed design of the southern elevation will allow for future occupants to overlook a substantial percentage of the active habitable spaces and northern outdoor areas of the submitter's property.</p>	<p>misleading.</p> <ul style="list-style-type: none"> <li>The nil setback to Primrose Street is not a variation under Clause C5.3.1 and that the City has made an error in its assessment. The variation being sought is under Clause 5.2 ('Street setback'). Furthermore, the nil setback is consistent with other developments along Primrose Street that comprise a nil setback.</li> <li>This comment is unsubstantiated, as there is only one (1) opening and one (1) balcony along the southern elevation that overlooks Primrose Street. Furthermore, this aspect of the dwelling complies with the 'deemed to comply requirements' of Element 5.4.1 C1.1 ('Visual privacy') of the R-Codes.</li> </ul> <p>In light of the above, it is contended that the comments made as part of this submission are unsubstantiated, misleading and should be dismissed.</p>
<p>Issue: Lot Boundary Setbacks</p> <ol style="list-style-type: none"> <li>The proposed lot boundary setback variations will impact on the adjacent landowners in terms of building bulk and scale as the massing of the structure will not be moderated by being setback a sufficient distance from the common boundary;</li> <li>The bulk and scale of the development is further exacerbated by the unbroken lengths of the walls and resulting lack of articulation, particularly on level 1 and 2 which only septs 0.6m along its length;</li> <li>The setback variations proposed will restrict access to daylight, direct sun and ventilation to the adjacent property and associated areas of open space such as the central courtyard which will inhibit the use and enjoyment of these spaces and diminish the amenity enjoyed by the landowners; and</li> <li>Lot boundary variations are unacceptable, contrary to planning standards and will impact on the neighbouring properties.</li> </ol>	<ul style="list-style-type: none"> <li>It should be noted that the City has made a number of errors in its assessment of the side setbacks. Unfortunately, a number of the variations advertised to the adjoining owners actually meet the 'deemed to comply requirements' of Element 5.1.3 C3.1 ('Lot boundary setbacks') of the R-Codes. Those variations being sought are not substantial and satisfy the 'design principles criteria' of Element 5.1.3 of the R-Codes.</li> <li>This comment is misleading, as the overall wall lengths have been provided with recessed areas to provide articulation. Justification regarding these setbacks has been provided to the City, addressing the 'design principles criteria' of the R-Codes.</li> <li>The proposed new dwelling meets the 'deemed to comply requirements' of Element 5.4.2 of the R-Codes (i.e. 'Solar access for adjoining sites').</li> <li>This point is misleading and unsubstantiated. The setbacks provided for the dwelling generally comply with Element 5.1.3 C3.1 of the R-Codes and the proposed variations satisfy the 'design principles criteria' of Element 5.1.3 of the R-Codes.</li> </ul>
<p>Issue: Secondary Street setback</p> <ol style="list-style-type: none"> <li>Upper floor ensuite, roof top balcony 3, roof top linen cupboard and western boundary ground floor setback variations are unacceptable and will impact on the neighbouring properties; and</li> <li>The rear of the development is proposed to be at nil which is not compliant</li> </ol>	<ul style="list-style-type: none"> <li>The comment is confusing and misleading as the upper floor ensuite, balcony 3 and linen cupboard are well clear from the street (i.e. the setbacks comply).</li> <li>The nil setback to Primrose Street is consistent with other existing developments</li> </ul>

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## CF Town Planning &amp; Development

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Comments Received in Objection:	Applicant Response
<p>with the secondary street setbacks for two storey development. This will result in a concentrated amount of building bulk and scale throughout the entire site, with no significant stepping of the development into single store portions to effectively moderate the visual prominence of the building.</p>	<p>along the street which comprise a nil setback.</p> <ul style="list-style-type: none"> <li>Furthermore, the balcony will overlook Primrose Street providing improved passive surveillance of the Street, which is a preferred outcome of the R-Codes.</li> </ul> <p>In light of the above, it is contended that the comments made as part of this submission are unsubstantiated, misleading and should be dismissed.</p>
<p>Issue: Solar Access</p> <ol style="list-style-type: none"> <li>The proposal will reduce the amount of natural light available to the adjoining property; and</li> <li>The proposal will overshadow the adjoining landowners.</li> </ol>	<ul style="list-style-type: none"> <li>The proposed new dwelling meets the 'deemed to comply requirements' of Element 5.4.2 of the R-Codes (i.e. 'Solar access for adjoining sites'). Therefore both comments should be dismissed.</li> </ul>
<p>Issue: Miscellanies</p> <ol style="list-style-type: none"> <li>Objection raised to the street being treated as an alleyway;</li> <li>Consideration of the impact the rear of a property has on residents needs to be accounted for as the proposal is treating the street as if it were an alleyway;</li> <li>Smaller back streets are given less consideration;</li> <li>It is noted that the subject site and proposed development site are to remain zoned 'Residential' with a density coding of R50 under the Draft City of Vincent Local Planning Scheme No. 2. As such, the applicable planning framework from where development standards are derived will remain unaffected, and therefore the extent of the variations and subsequent concessions required to be granted in order to obtain approval will remain relevant under the proposed planning framework; and</li> <li>The proposal incorporates too many non-compliant elements.</li> </ol>	<ul style="list-style-type: none"> <li>This comment is misleading and should be dismissed.</li> <li>This comment is misleading and should be dismissed. It should be noted that Primrose Street is a secondary street frontage to No.59 Glendower Street.</li> <li>This comment is unsubstantiated and misleading.</li> <li>Point noted. Notwithstanding this the planning frame work does allow the City discretion to grant variations to development standards under the relevant 'design principles criteria' of the R-Codes and the City's Local Planning Policy (LPP).</li> <li>The proposed development has addressed the relevant 'design principles criteria' and it is consistent with other developments along Glendower Street.</li> <li>This comment is misleading. As previously mentioned, the City has made a number of errors it is assessment of the application and that the extent of variations being sought are less than that advertised. Furthermore, the R-Codes and the City's LPP 7.1.1 do not limit the number of variations that can be considered for a particular application. Therefore the City can consider such applications on merit.</li> </ul> <p>In light of the above, it is contended that the comments made as part of this submission are unsubstantiated, misleading and should be dismissed.</p>



CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL  
POLICY NO: 7.5.15  
CHARACTER RETENTION AND HERITAGE AREAS

Local Housing Objectives		Deemed to Comply	
O1.8.2	A high standard of architectural and sustainable design is required for all proposed developments.	C1.8.2	The orientation of new buildings must match the traditional orientation of original dwellings along the street.
		C1.8.3	New dwellings should set internal floor levels to match, or mediate between properties on either side of the proposed dwelling. <i>Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
		C1.8.4	Street facing windows proportions should have a vertical emphasis.
		C1.8.5	Additions to existing buildings will not be supported in the front setback area.
		C1.8.6	Additions to the building will only be supported where they are located behind the original facade and set back so that the original front building and roof form remains the dominant feature to the street.
		C1.8.7	Additions visible from the street must be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.
<b>1.9</b>	<b>Demolition</b>		
1.9.1	Applications for development approval should maintain the front façade of a contributing dwelling.	C1.9.1	Applications for development approval that retain the original dwelling are considered acceptable. <sup>1</sup>

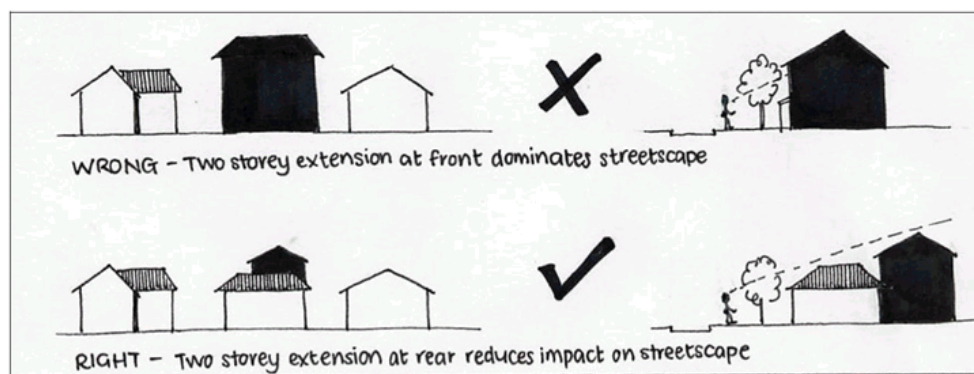


Figure 2 – Line of Sight

<sup>1</sup> Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C1.9.1 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.



CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL  
POLICY NO: 7.5.15  
CHARACTER RETENTION AND HERITAGE AREAS

**POLICY NO: 7.5.15**

**CHARACTER RETENTION AND HERITAGE AREAS**

**PART 1 – PRELIMINARY**

**POLICY DEVELOPMENT**

This Policy has been prepared under the provisions of Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**PURPOSE & APPLICATION**

The purpose of this Policy is to:

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

This Policy applies to:

1. The process used to identify and formally recognise Character Retention Areas and Heritage Areas; and
2. The identification and listing of development standards which will be used in assessing all development applications for properties within those Character Retention Areas and Heritage Areas.

**POLICY OBJECTIVES**

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

**RELATIONSHIP TO OTHER DOCUMENTS**

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

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL  
POLICY NO: 7.5.15  
CHARACTER RETENTION AND HERITAGE AREAS

Where this Policy is permitted to augment the provisions of the Residential Design Codes, the provisions of this Policy shall prevail.

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

### APPLICATION OF POLICY & DEVELOPMENT STANDARDS

#### 1. Application

- 1.1. Part 2 Policy Provisions apply to the preparation and/or amendment of local planning policies for the purpose of Character Retention Areas pursuant Schedule 2, Part 2, Clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 1.2. Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Retention Area identified on Figure 1 and in Table 1 in Appendix 1.
- 1.3. Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 2 in Appendix 2.

#### 2. Development Standards

- 2.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions are considered to be acceptable and will therefore be approved.
- 2.2. Applications for development that seek departure from the 'Deemed To Comply' policy provisions may be deemed to be acceptable where the following occurs:
  - 2.2.1 The applicant applies for assessment against the relevant Design Objectives, Character Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme;
  - 2.2.3 The applicant provides adequate justification against those Design Objectives, Character Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and
  - 2.2.4 The applicant obtains the support of the City's Design Advisory Committee.
- 2.3. The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.
- 2.4. Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) *Planning and Development (Local Planning Schemes) Regulations 2015*.

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## PART 2 – POLICY PROVISIONS

### 1. Character Retention Area Nomination

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

### 2. Consultation and Preparation of Guidelines

- 2.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.
- 2.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:
  - 2.2.1 Discuss what the prevailing character of the area is and how it can best be protected;
  - 2.2.2 Agree which buildings contribute to the character of the area and which do not; and
  - 2.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.
- 2.3 This workshop will be held at a mutually agreed time between the City and the owners of the affected properties. This group is not a decision making authority but acts only in an advisory capacity.
- 2.4 The City may abandon the nomination at any time during this process if there is a prevailing view from the community that it no longer wishes to proceed.

### 3. Approval of the Guidelines

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

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**4. Amendments to the Guidelines**

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

**5. Rescission of a Character Retention Area**

- 5.1 The City will only consider initiating the removal of a Character Retention Area where it can be demonstrated that owners of at least 60% of the affected properties support their removal.
- 5.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Retention Area in accordance with the City's community consultation policy.
- 5.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

**6. Heritage Areas**

- 6.1 The City may consider designating a Heritage Area in accordance with Clause 9 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in the following instances:
  - 6.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;
  - 6.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.
- 6.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Clause 9 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

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## APPENDIX 1: ST ALBANS AVENUE GUIDELINES

*Table 1: Properties included in St Albans Avenue Character Retention Area*

	Character Retention Areas Name	Street Number of Contributing Buildings	Street Number of Non-Contributing Buildings
1.	St Albans	6, 8, 10, 12, 14, 16, 18 7, 11, 15	9, 11A, 17

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort Street. Many of the residences located within the area were part of the 1890 Chatsworth Estate development, which was a residential development resulting from the Gold Boom. Buildings constructed during this time contribute to the highly intact and visually cohesive area.

### KEY CHARACTERISTICS

- The area is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest, single storey dwellings constructed in the Federation period of architecture;
- The overall form, style, height, setback and selection of materials of the character dwellings contribute to the uniformity of the streetscape, providing a coherent character with a high level of retained original detail including street facing verandahs and decorative gables;
- Generally consistent lot widths (where semi-detached residences are considered as one);
- A low number of carports or garages to street fronts; and
- Generally consistent setback of dwellings from the street.

### DESIRED DEVELOPMENT OUTCOMES

- Retention and conservation of the Federation style dwellings;
- Retention of the visual dominance of late nineteenth to early twentieth century residential development within the Area.

#### 1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives	
<b>1.1</b>	<b>Demolition</b>
<b>1.1.1</b>	Applications for the full demolition of the façade of dwellings will not be supported.
<b>1.1.2</b>	The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.



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Design Objectives	
<b>1.2</b>	<b>Building Setbacks</b>
1.2.1	Additions to the building, will only be supported where they are located behind the building.
1.2.2	Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.
1.2.3	Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
<b>1.3</b>	<b>Building Walls</b>
1.3.1	Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
<b>1.4</b>	<b>Building Height</b>
1.4.1	Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling.
1.4.2	Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
<b>1.5</b>	<b>Car Parking, Garages and Car Ports</b>
1.5.1	Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape.
1.5.2	Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
<b>1.6</b>	<b>Street Walls and Fences</b>
1.6.1	Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported.

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<b>Design Objectives</b>	
<b>1.6.2</b>	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
<b>1.6.3</b>	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
<b>1.7 External Features and Decorative Treatments</b>	
<b>1.7.1</b>	Original and intact unpainted surfaces are not permitted to be rendered or painted.
<b>1.7.2</b>	Removal of paint/render from originally unpainted/non-rendered masonry is supported.
<b>1.7.3</b>	Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.
<b>1.8 Roof Works</b>	
<b>1.8.1</b>	New roofing additions must be sympathetic to the existing roof form.

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## 2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

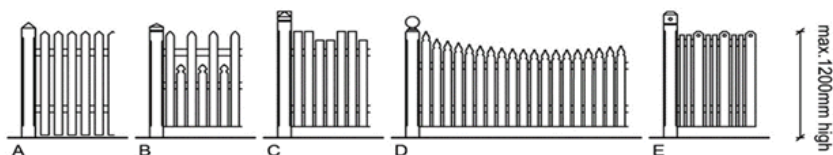
Design Objectives	
<b>2.1</b>	<b>Demolition</b>
2.1.1	Applications for full demolition of dwellings may be supported.
<b>2.2</b>	<b>Building Setbacks</b>
2.2.1	Setback variations may be supported where they are in line with existing dwellings on the street and is in keeping with the rhythm of the existing streetscape.
<b>2.3</b>	<b>Appearance of Additions &amp; New Dwellings</b>
2.3.1	New dwellings must address the street and be consistent with the bulk and scale of adjacent dwellings.
<b>2.4</b>	<b>Building Height</b>
2.4.1	The height of any new development shall not exceed 2 storeys.
<b>2.5</b>	<b>Street Walls and Fences</b>
2.5.1	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
2.5.2	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
2.5.3	The use of contemporary style fences that complement the existing streetscape will be supported.

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### 3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

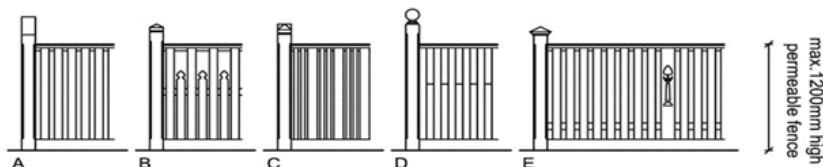
#### Open Picket Fencing Examples

- A Simple pointed picket
- B Alternating picket shape and height
- C Castellated
- D Shaped tops
- E Alternating picket width (particular example more typical of California Bungalow)



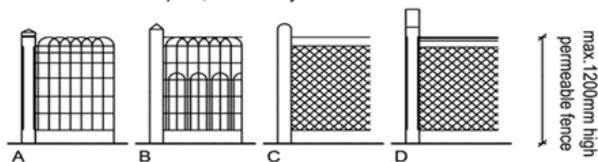
#### Closed Picket Fencing Examples

- A Simple
- B Alternating picket shape and height
- C Alternating picket width
- D Closed picket lower, open picket upper.
- E Wider picket with decorative cut out (particular example more typical of California Bungalow)

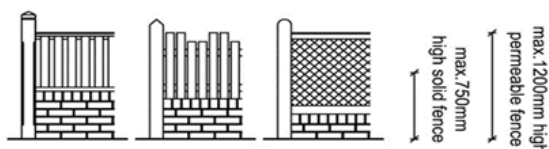


#### Wire Fencing Examples

- A&B Woven wire with timber posts and rails
- C&D Timber post, rail and cyclone wire



#### Masonry and Timber Fencing Examples



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## APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention and Heritage Areas.

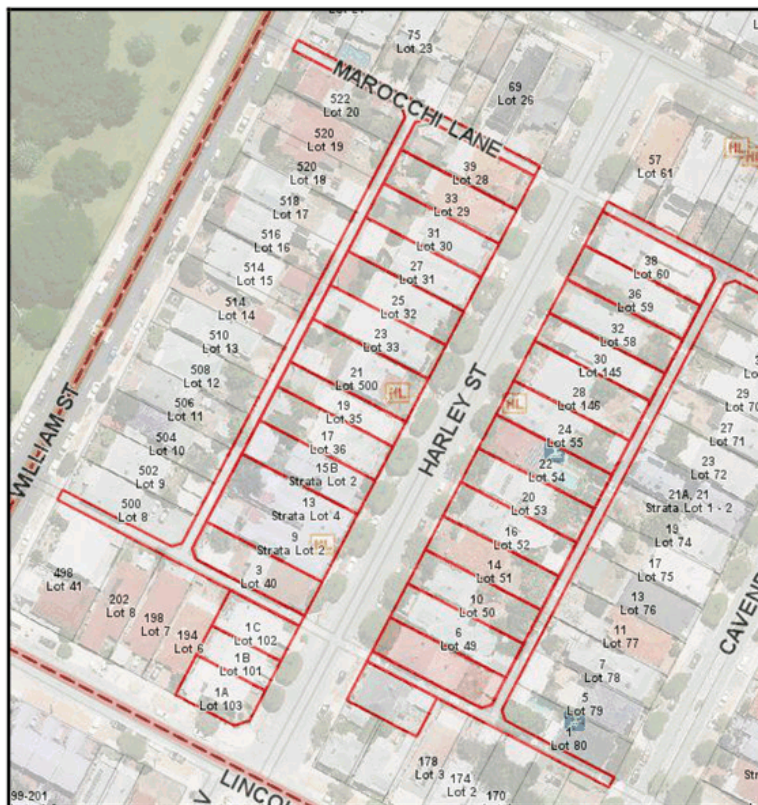


Figure 1: Harley Street Character Retention Area

### 1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a comprehensive basis for the control of all development within Harley Street including new builds and additions/alterations to existing buildings;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R Codes.

### 2. HARLEY STREET CHARACTER OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of existing streetscape character;



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- Retention of the visual dominance of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Additions to existing buildings and new dwellings are appropriately set back so as to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;
- New development is to respond appropriately to the surrounding street context through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
  - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandah, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;
- Maintain the absence of and promote the removal of visually intrusive car storage and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

#### 4. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

Local Housing Objectives		Deemed to Comply	
<b>1.1</b>	<b>Street Setbacks</b>		
<i>Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.2.</i>		<i>Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.2.</i>	
O1.1.1	Development is to be appropriately located on site to maintain the existing streetscape character.	C1.1.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.
O1.1.2	Upper storey additions are to be adequately setback to as to maintain the predominant single storey scale of the streetscape.	C1.1.2	Upper floor setbacks are not to be located within 10 meters of the front boundary in the case of new dwellings; or set back behind the main ridgeline of the original dwelling so that they cannot be viewed in the line of sight from Harley Street.  Refer Figure 2.
<b>1.2</b>	<b>Lot Boundary Setbacks</b>		
<i>Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.3.</i>		<i>Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.3 C3.2 - C3.3 of the R Codes.</i>	
		C1.2.1	Rear setbacks are sufficient to accommodate car storage where a property has access to a right of way.
		O1.2.2	The design of additions and new development on boundaries should be responsive to the orientation and built form of the existing neighbouring dwellings, maintaining adequate direct sun and

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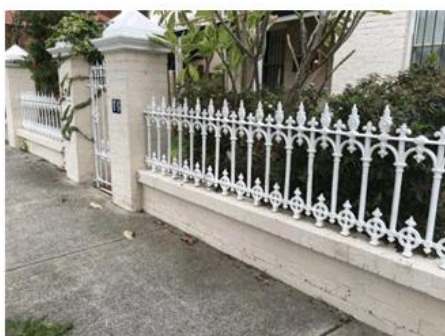
Local Housing Objectives		Deemed to Comply									
			ventilation to the building and open space on the site and adjoining properties.								
1.3	Building Height										
Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.6		Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.6									
O1.3.1	New development shall be appropriate in terms of scale and proportions and in keeping with the original street pattern.	C1.3.1	<p>The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance</p> <p><i>The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</i></p>								
O1.3.2	<p>Building height is to be considered to:</p> <p>a) Limit the height of dwellings so that no individual dwelling dominates the streetscape;</p> <p>b) Limit the extent of overshadowing and visual intrusion on the private space of neighbouring properties; and</p> <p>c) Maintain the character and integrity of the existing streetscape.</p>	C1.3.2	<p>The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:</p> <table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 meters</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 meters	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings										
Top of external wall (roof above)	7 metres										
Top of external wall (concealed roof)	8 meters										
Top of pitched roof	10 metres										
		C1.3.3	<p>Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.</p> <p><i>The addition of front facing dormer windows and gables to lofts are not permitted.</i></p>								
1.4	Setback of Garages and Carports										
Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.1, 6.3.3		Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Section 5.2.1 of the R Codes.									
P1.4.1	Maintain the absence of visually intrusive car storage facilities within the streetscape.	C1.4.1	Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.								
1.5	Street Surveillance										
Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.3		Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.2.3									
O1.5.1	Development to be designed to enhance the safety and security of the surrounding area.	C1.5.1	Ensure a habitable front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable								

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Local Housing Objectives		Deemed to Comply	
			minimum depth of 1.8 metres.
	Development to be designed to enhance usability and habitability of the building façade to promote interaction at street level.	C1.5.2	For new dwellings, incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.
<b>1.6</b>	<b>Street Walls and Fences</b>		
<i>Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.4</i>		<i>Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.2.4</i>	
O1.6.1	Ensure front boundary fences compliment the predominant style in the street and retain views to dwellings and front gardens.	C1.6.1	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; and c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level. d) Maximum width of piers to be 470mm or e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level; f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level.
		C1.6.2	Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.
<b>1.7</b>	<b>Roof Pitch</b>		
O1.7.1	The roof of a building is to be designed so that it complements the existing streetscape character.	C1.7.1	Roof pitch of ground and upper storey of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.
<b>1.8</b>	<b>Building design</b>		
O1.8.1	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	C1.8.1	New building design must respond to and interpret the built form envelope and articulation and types of materials of original buildings within the street in a sympathetic way.

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## 5. RECOMMENDED FENCING STYLES FOR HARLEY STREET



**Date Adopted:** 22 September 2015  
**Date Amended:** NA  
**Date Reviewed:** NA  
**Date of Next Review:** September 2020

Submitter No.	Issue	Administration Response	Recommended Modification
<b>1</b> <b>(Harley St, Highgate)</b>	Support.	Noted.	No modification proposed.
	<p>Concerned that the Policy may not be upheld in SAT.</p> <p>Concerned that the Policy implies all minor development that doesn't satisfy deemed-to-comply in the Harley Street area requires referral to the Design Advisory Committee.</p>	<p>The City has fully reviewed recent relevant SAT decisions and is proposing to modify the operation of the 'Local Housing Objectives' to align with the intent of the R-Codes. The City is confident that this level of clarity will be sufficient to defend any appeals related to provisions of the policy.</p> <p>Noted, minor correction proposed to allow any development to be referred to DAC but not to require it.</p>	<p>Modify wording in table and ancillary provisions to clarify how the Policy relates to the R-Codes and which specific clauses are replaced or augmented by provisions in the Policy. All recommended modifications are shown in the tracked changes version of the Policy at Attachment 3.</p> <p>Replace Clause 2.2 with the following:</p> <p>"2.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.</p> <p>2.2 Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:</p> <p>2.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and</p> <p>2.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.</p>



<b>2 (Harley St, Highgate)</b>	Supports a higher value being placed on the heritage significance of Harley Street and supports the City's Heritage Assistance Fund.	Noted.	No modification proposed.
<b>3 (Petition)</b>	Supports the inclusion of Heritage Areas and the identification of Harley Street as a Heritage Area.	Noted.	No modification proposed.

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## CHARACTER RETENTION AND HERITAGE AREAS

### PART 1 – PRELIMINARY

#### POLICY DEVELOPMENT

This Policy has been prepared under the provisions of Schedule 2, Part 2, ~~Clause 4~~ and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

#### PURPOSE & APPLICATION

The purpose of this Policy is to:

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

This Policy applies to:

1. The process used to identify and formally recognise Character Retention Areas and Heritage Areas; and
2. The identification and listing of development standards which will be used in assessing all development applications for properties within those Character Retention Areas and Heritage Areas.

#### POLICY OBJECTIVES

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

#### RELATIONSHIP TO OTHER DOCUMENTS

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

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

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

### APPLICATION OF POLICY & DEVELOPMENT STANDARDS

#### 1. Application

- 1.1. Part 2 Policy Provisions apply to the preparation and/or amendment of local planning policies for the purpose of Character Retention and Heritage Areas pursuant to Schedule 2, Part 2 and, ~~Clause~~ 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 1.2. Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Retention Area identified ~~on Figure 1 and~~ in Table 1 in Appendix 1.
- 1.3. Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 2 in Appendix 2.

#### 2. Development Standards

- 2.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered ~~to be acceptable and will therefore be approved~~meet the Policy Objectives.
- 2.2. Applications for development that seek departure from the 'Deemed ~~To~~ to Comply' policy provisions may be deemed to be acceptable where:
  - 2.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, ~~Character Objectives,~~ Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and
  - ~~2.2.3 The applicant provides adequate justification against those Design Objectives, Character Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and~~
  - 2.2.~~2~~4 The applicant ion obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.
- 2.3 The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.

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- 2.4 Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) [of the Planning and Development \(Local Planning Schemes\) Regulations 2015](#).

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## PART 2 – POLICY PROVISIONS

### 1. Character Retention Area Nomination

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

### 2. Consultation and Preparation of Guidelines

- 2.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.
- 2.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:
  - 2.2.1 Discuss what the prevailing character of the area is and how it can best be protected;
  - 2.2.2 Agree which buildings contribute to the character of the area and which do not; and
  - 2.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.
- 2.3 This workshop will be held at a mutually agreed time between the City and the owners of the affected properties. This group is not a decision making authority but acts only in an advisory capacity.
- 2.4 The City may abandon the nomination at any time during this process if there is a prevailing view from the community that it no longer wishes to proceed.

### 3. Approval of the Guidelines

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

### 4. Amendments to the Guidelines



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

**5. Rescission of a Character Retention Area**

- 5.1 The City will only consider initiating the removal of a Character Retention Area where it can be demonstrated that owners of at least 60% of the affected properties support their removal.
- 5.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Retention Area in accordance with the City's community consultation policy.
- 5.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

**6. Heritage Areas**

- 6.1 The City may consider designating a Heritage Area in accordance with ~~Clause 9 (1) Part 3~~ of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 in the following instances:
  - 6.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;
  - 6.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.
- 6.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with ~~Clause 9 (1) Part 3~~ of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

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## APPENDIX 1: ST ALBANS AVENUE GUIDELINES

*Table 1: Properties included in St Albans Avenue Character Retention Area*

	Character Retention Areas Name	Street Number of Contributing Buildings	Street Number of Non-Contributing Buildings
1.	St Albans	6, 8, 10, 12, 14, 16, 18 7, 11, 15	9, 11A, 17

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort Street. Many of the residences located within the area were part of the 1890 Chatsworth Estate development, which was a residential development resulting from the Gold Boom. Buildings constructed during this time contribute to the highly intact and visually cohesive area.

### KEY CHARACTERISTICS

- The area is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest, single storey dwellings constructed in the Federation period of architecture;
- The overall form, style, height, setback and selection of materials of the character dwellings contribute to the uniformity of the streetscape, providing a coherent character with a high level of retained original detail including street facing verandahs and decorative gables;
- Generally consistent lot widths (where semi-detached residences are considered as one);
- A low number of carports or garages to street fronts; and
- Generally consistent setback of dwellings from the street.

### DESIRED DEVELOPMENT OUTCOMES

- Retention and conservation of the Federation style dwellings;
- Retention of the visual dominance of late nineteenth to early twentieth century residential development within the Area.

#### 1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives	
<b>1.1 Demolition</b>	
<b>1.1.1</b>	Applications for the full demolition of the façade of dwellings will not be supported.
<b>1.1.2</b>	The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.
<b>1.2 Building Setbacks</b>	

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<b>Design Objectives</b>	
<b>1.2.1</b>	Additions to the building, will only be supported where they are located behind the building.
<b>1.2.2</b>	Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.
<b>1.2.3</b>	Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
<b>1.3 Building Walls</b>	
<b>1.3.1</b>	Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
<b>1.4 Building Height</b>	
<b>1.4.1</b>	Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling.
<b>1.4.2</b>	Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
<b>1.5 Car Parking, Garages and Car Ports</b>	
<b>1.5.1</b>	Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape.
<b>1.5.2</b>	Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
<b>1.6 Street Walls and Fences</b>	
<b>1.6.1</b>	Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported.
<b>1.6.2</b>	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.

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Design Objectives	
1.6.3	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7	<b>External Features and Decorative Treatments</b>
1.7.1	Original and intact unpainted surfaces are not permitted to be rendered or painted.
1.7.2	Removal of paint/render from originally unpainted/non-rendered masonry is supported.
1.7.3	Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.
1.8	<b>Roof Works</b>
1.8.1	New roofing additions must be sympathetic to the existing roof form.

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## 2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

Design Objectives	
<b>2.1</b>	<b>Demolition</b>
2.1.1	Applications for full demolition of dwellings may be supported.
<b>2.2</b>	<b>Building Setbacks</b>
2.2.1	Setback variations may be supported where they are in line with existing dwellings on the street and is in keeping with the rhythm of the existing streetscape.
<b>2.3</b>	<b>Appearance of Additions &amp; New Dwellings</b>
2.3.1	New dwellings must address the street and be consistent with the bulk and scale of adjacent dwellings.
<b>2.4</b>	<b>Building Height</b>
2.4.1	The height of any new development shall not exceed 2 storeys.
<b>2.5</b>	<b>Street Walls and Fences</b>
2.5.1	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
2.5.2	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
2.5.3	The use of contemporary style fences that complement the existing streetscape will be supported.

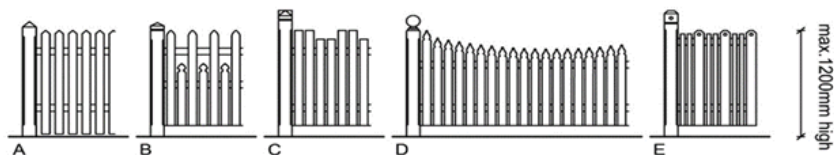


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### 3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

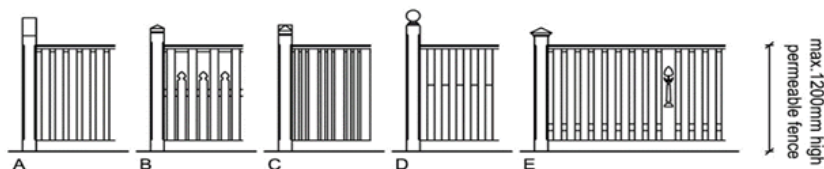
#### Open Picket Fencing Examples

- A Simple pointed picket
- B Alternating picket shape and height
- C Castellated
- D Shaped tops
- E Alternating picket width (particular example more typical of California Bungalow)



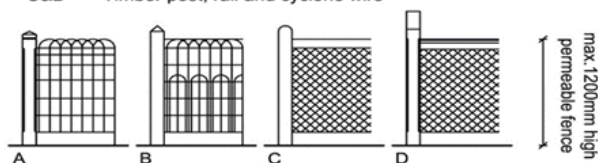
#### Closed Picket Fencing Examples

- A Simple
- B Alternating picket shape and height
- C Alternating picket width
- D Closed picket lower, open picket upper.
- E Wider picket with decorative cut out (particular example more typical of California Bungalow)

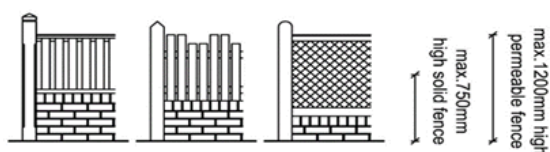


#### Wire Fencing Examples

- A&B Woven wire with timber posts and rails
- C&D Timber post, rail and cyclone wire



#### Masonry and Timber Fencing Examples



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## APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention and Heritage Areas.

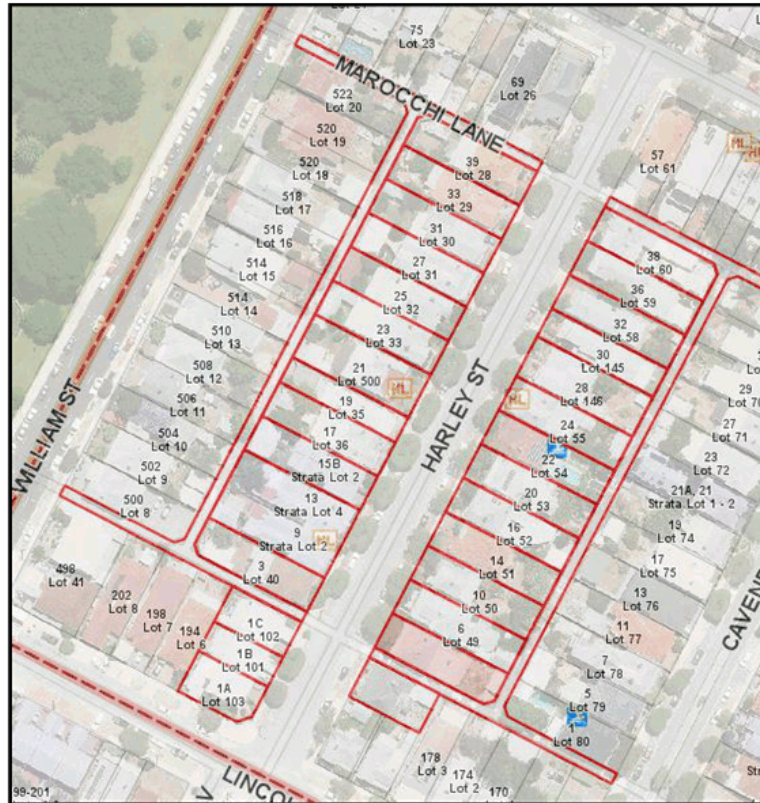


Figure 1: Harley Street Character Retention Heritage Area

### 1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a comprehensive basis for the control of all development within Harley Street including new ~~builds~~ development and additions/alterations to existing ~~buildings~~ development;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R Codes.

### 2. STATEMENT OF HERITAGE SIGNIFICANCE

Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation style of architecture.

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Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late 1890s-1910s. It provides a good and rare historic record of the accommodation of people in this period.

Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character.

Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi-detached and terraced dwellings. All these styles are represented in Harley Street, and although alterations have been undertaken to some of the dwellings, and some new replacement development has occurred in the 1980s, the streetscape is largely consistent with the styles of the Gold Rush period and construction applied during this time.

Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.

### 3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style <sup>[1]</sup>	Level of Significance
1A-1C Harley	c.1988	Post-war Conventional Suburban Style	No contribution
2 Harley	c.2017	Contemporary	No contribution
3 Harley	c.1898	Federation Bungalow	Moderate contribution
4 Harley	c.1914	Federation Bungalow	Moderate contribution
6 Harley	c.1900	Federation Queen Anne	Moderate contribution
7, 9, 11 & 13 Harley	c.1898	Federation Italianate	Moderate contribution
10 Harley	c.1905	Federation Queen Anne	Moderate contribution
14 Harley	c.2017	Contemporary	No contribution
15A & 15B Harley	c.1982	Reproduction of Federation Terrace	No contribution
16 Harley	c.1908	Federation Queen Anne	Moderate contribution
17 Harley	c.1900	Federation Bungalow	Moderate contribution
19 Harley	c.1900	Federation Bungalow	Moderate contribution
20 Harley	c.1898	Federation Bungalow	Moderate contribution

<sup>[1]</sup> The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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Property Address	Constructed (circa)	Architectural style <sup>(1)</sup>	Level of Significance
<a href="#">21 Harley</a>	<a href="#">c.1898</a>	<a href="#">Federation Queen Anne</a>	<a href="#">Moderate contribution</a>
<a href="#">22 Harley</a>	<a href="#">c.1899</a>	<a href="#">Federation Bungalow</a>	<a href="#">Moderate contribution</a>
<a href="#">23 Harley</a>	<a href="#">c.1910</a>	<a href="#">Federation Queen Anne</a>	<a href="#">Moderate contribution</a>
<a href="#">24 Harley</a>	<a href="#">c.1898</a>	<a href="#">Federation Bungalow</a>	<a href="#">Moderate contribution</a>
<a href="#">25 Harley</a>	<a href="#">c.1903</a>	<a href="#">Federation Queen Anne</a>	<a href="#">Moderate contribution</a>
<a href="#">27 Harley</a>	<a href="#">c.1905</a>	<a href="#">Federation Bungalow</a>	<a href="#">Moderate contribution</a>
<a href="#">28 Harley</a>	<a href="#">c.1898</a>	<a href="#">Federation Queen Anne</a>	<a href="#">Moderate contribution</a>
<a href="#">30 Harley</a>	<a href="#">c.1988</a>	<a href="#">Post-war Conventional Suburban Style</a>	<a href="#">No contribution</a>
<a href="#">31 Harley</a>	<a href="#">c.1908</a>	<a href="#">Federation Bungalow</a>	<a href="#">Moderate contribution</a>
<a href="#">32 Harley</a>	<a href="#">c.1900</a>	<a href="#">Federation Bungalow</a>	<a href="#">Moderate contribution</a>
<a href="#">33 Harley</a>	<a href="#">c.1920</a>	<a href="#">Federation Bungalow with Inter War California Bungalow elements</a>	<a href="#">Moderate contribution</a>
<a href="#">36 Harley</a>	<a href="#">c.1905</a>	<a href="#">Federation Bungalow</a>	<a href="#">Moderate contribution</a>
<a href="#">38 Harley</a>	<a href="#">c.1905</a>	<a href="#">Federation Bungalow</a>	<a href="#">Moderate contribution</a>
<a href="#">39 Harley</a>	<a href="#">c.1898</a>	<a href="#">Federation Bungalow</a>	<a href="#">Moderate contribution</a>

#### 2.4. HARLEY STREET CHARACTER-LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual ~~dominance-character~~ of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing ~~buildings-development~~ and ~~new~~ the development-of-new buildings;
- Additions to existing ~~buildings-development~~ and new ~~dwellings-development~~ is are appropriately set back ~~so as~~ to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;
- New development is to respond appropriately to the surrounding street context through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
  - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as ~~as~~ timber verandahs, decorative timber gables and the removal of render from original brickwork; ~~and~~ site features such as landscaping and front fences;



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- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

### 3.5.3. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

<b>Local Housing Objectives</b> <u>Local Housing Objectives</u>			<b>Deemed to Comply</b> <u>Deemed to Comply</u>		
<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
<b>Street Setbacks</b> <u>1.1</u>					
<b>Street Setbacks</b>					
<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.2.</i>			<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.2.</i>		
<u>Q1.1.1A</u> <u>Augment</u> <u>5.1.2</u> <u>P2.1</u>	<u>Augment</u> <u>6.1.3</u> <u>P3</u>	<u>Dwellings should</u> <u>Development is to be</u> <u>appropriately located</u> <u>on-site to maintain the</u> <u>existing streetscape</u> <u>character, not detract</u> <u>from the streetscape by</u> <u>being set back too</u> <u>close or too far from</u> <u>the front boundary</u> <u>when compared with</u> <u>adjacent properties and</u> <u>the predominant</u> <u>streetscape character.</u>	<u>BC1.1.1</u> <u>Replace</u> <u>5.1.2</u> <u>C2.1</u> <u>BC1.1.2</u>	<u>Replace</u> <u>6.1.3</u> <u>C3.1</u>	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.  Upper floor setbacks are not to be located within 10 meters of the front boundary in the case of new <u>dwellings</u> <u>development</u> ;  or  <u>Upper floors should be</u> set back behind the main ridgeline of the original dwelling so that they cannot be viewed in the line of sight from Harley Street.  Refer Figure 2.
<u>Q1.1.2N</u> <u>ew 5.1.2</u> <u>P2.3</u>	<u>New</u> <u>6.1.3</u> <u>P3.1</u>	Upper storey additions are to be adequately setback <u>to as to</u> maintain the predominant single storey <u>scale</u> <u>appearance</u> of the streetscape.			
<b>1.2</b> <b>Lot Boundary Setbacks</b>					
<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.3.</i>			<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.3 C3.2 – C3.3 of the R Codes.</i>		



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<b>Local Housing Objectives</b> <b>Housing Objectives</b> <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			<b>Deemed-to-Comply</b> <b>Deemed to Comply</b> <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
<a href="#">Augment 5.1.3</a> <a href="#">P3.1Q4.2.1</a>	<a href="#">Augment 6.1.4</a> <a href="#">P4.1</a>	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements. <del>Lot boundary setbacks are to be consistent with the curtilage of the Federation style dwellings within the street.</del>	<del>BC4.2.1</del> <a href="#">Replace 5.1.3</a> <a href="#">C3.2</a> <del>BO4.2.2</del>	<a href="#">Replace 6.1.4</a> <a href="#">C4.1</a>	Rear setbacks are sufficient to accommodate car storage where a property has access to a right of way.  <del>The design of additions and new development on boundaries should be responsive to the orientation and built form of the existing neighbouring dwellings, maintaining adequate direct sun and ventilation to the building and open space on the site and adjoining properties.</del>
<b>1.3</b> <b>Building Height</b>					
<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.6</i>			<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.6</i>		

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Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.										
Q1.3.4A Augment 5.1.6 P6 Q1.3.2	Augment 6.1.2 P2	<p>Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions</p> <p>New development shall be appropriate in terms of scale and proportions and in keeping with the original street pattern.</p> <p>The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.</p> <p><i>Note: The plate heights on Harley Street are</i></p>	Replace 5.1.6 BC1.3.1 C6	Replace 6.1.2 C2	<p>The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance</p> <p><i>The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level. The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:</i></p> <table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 metres</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 metres	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings												
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 metres												
Top of pitched roof	10 metres												

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Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.										
		<p>typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</p> <p>Building height is to be considered to:</p> <p>a) Limit the height of dwellings so that no individual dwelling dominates the streetscape;</p> <p>b) Limit the extent of overshadowing and visual intrusion on the private space of neighbouring properties; and</p> <p>c) Maintain the character and integrity of the existing streetscape.</p>	<p>BC1.3.2</p> <p>New</p> <p>5.1.6</p> <p>C6.1</p>	<p>New</p> <p>6.1.2</p> <p>C2.1</p>	<p>The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:</p> <table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 metres</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table> <p>Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street.</p> <p>The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.</p>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 metres	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings												
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 metres												
Top of pitched roof	10 metres												
			<p>BC1.3.3</p>		<p>Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.</p> <p>The addition of front facing dormer windows and gables to lofts are not permitted.</p>								
1.4													
Setback of Garages and Carports													
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.1, 6.3.3			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in Section 5.2.1 of the R-Codes.										
<p>P1.4.1</p> <p>Augment</p> <p>5.3.5</p> <p>P5.1</p>	<p>Augment</p> <p>6.3.5</p> <p>P5</p>	<p>Maintain the absence of visually intrusive car storage facilities within the streetscape. No crossovers to Harley Street unless the property has no other vehicular access opportunities.</p>	<p>BC1.4.1</p>		<p>Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.</p>								
1.5													
Street Surveillance													

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<b>Local Housing Objectives</b> <b>Local Housing Objectives</b> <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			<b>Deemed to Comply</b> <b>Deemed to Comply</b> <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.3</i>			<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.2.3</i>		
<b>Q1.5.1A</b> <b>Augment</b> <b>5.2.3 P3</b>	<b>Augment</b> <b>6.2.1</b> <b>P1.1</b>	<b>Development to be designed to enhance the safety and security of the surrounding area. Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.</b> <b>Development to be designed to enhance usability and habitability of the building façade to promote interaction at street level.</b>	<b>Replace</b> <b>5.2.3</b> <b>BC1.5.1</b> <b>C3.1</b>	<b>Replace</b> <b>6.2.1</b> <b>C1.1</b>	<b>Ensure a habitable front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.</b>
			<b>BC1.5.2</b> <b>Replace</b> <b>5.2.3</b> <b>C3.2</b>	<b>Replace</b> <b>6.2.1</b> <b>C1.2</b>	<b>For new dwellings, incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.</b>
<b>1.6</b> <b>Street Walls and Fences</b>					
<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.4</i>			<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.2.4</i>		

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<b>Local Housing Objectives</b> <b>Local Housing Objectives</b> <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			<b>Deemed-to-Comply</b> <b>Deemed to Comply</b> <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
<b>Q1-6.4A</b> <u>Augment</u> <u>5.2.4 P4</u>	<u>Augment</u> <u>6.2.2 P2</u>	Ensure front boundary fences <u>enhance the streetscape by being designed in</u> <del>compliment</del> the predominant style <u>in-of</u> the street and <u>are low enough to</u> retain views to dwellings and front gardens.	<del>BC1-6.1</del> <u>Replace</u> <u>5.2.4 C4</u>	<u>Replace</u> <u>6.2.2 C2</u>	<p>a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level;</p> <p>b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; <del>and</del></p> <p>c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; <del>and</del> <u>and</u>;</p> <p>d) Maximum width of piers to be 470mm;</p> <p>or</p> <p>e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;</p> <p>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and</p> <p><u>g)</u> The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level; <del>and</del></p> <p><u>or</u></p> <p><del>g)h)</del> <u>Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.</u></p>
			<del>BC1-6.2</del>		<del>Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.</del>



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Local Housing Objectives			Deemed-to-Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed-to-Comply requirements in the listed sections of the R-Codes.		
1.7			Roof Pitch		
General Building design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it complements-is similar to the existing streetscape character.	New 5.4.6 C6.1	Replace 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.
			BC1-8.1		New building design must respond to and interpret the built form envelope and articulation and types of materials of original buildings within the street in a sympathetic way.
O1-8.2		A high standard of architectural and sustainable design is required for all proposed developments.	BC1-8.2		The orientation of new buildings must match the traditional orientation of original dwellings along the street.
New 5.4.6 O1-8.1P 6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 BC1-8.3 C6.2	Replace 6.2.4 C4	New dwellings' should set internal floor levels s-to match, or mediate between, properties on either both sides of the proposed dwelling. Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	BC1-8.4 New 5.4.6 C6.3	Replace 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width. Street facing windows proportions should have a vertical emphasis.
			BC1-8.5		Additions to existing buildings will not be supported in the front setback area.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	BC1-8.6 New 5.4.6 C6.4	Replace 6.2.4 C4	Additions to the existing buildings will only be supported where they are located behind the original facade and set back so that the original front building and roof form remains the dominant feature to the street.

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<b>Local Housing Objectives</b> <b>Housing Objectives</b> <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			<b>Deemed-to-Comply</b> <b>Deemed to Comply</b> <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
			<u>BC1-8-7</u>		<del>Additions visible from the street must be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.</del>
<b>1.9</b> <b>Site Works (Demolition)</b>					
<u>1-9-1</u> <u>New</u> <u>5.3.7</u> <u>P7.3</u>	<u>New</u> <u>6.3.6</u> <u>P6.3</u>	Applications for development approval should maintain the front façade of a contributing dwelling.	<u>BC1-9-1</u> <u>New</u> <u>5.3.7</u> <u>C7.4</u>	<u>New</u> <u>6.3.6</u> <u>C6.4</u>	Applications for development approval that retain the original dwelling are considered acceptable. <sup>1</sup>

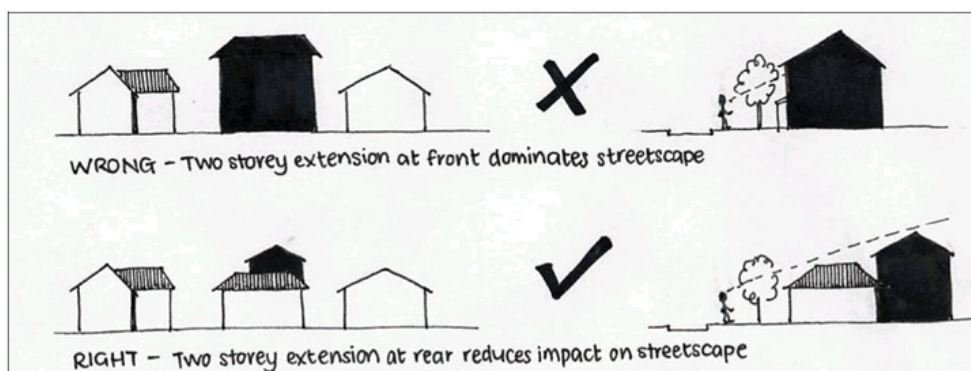


Figure 2 – Line of Sight

<sup>1</sup> Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C1.9.1 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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**4.6. 5. RECOMMENDED FENCING STYLES FOR HARLEY STREET**



**Date Adopted:** 22 September 2015  
**Date Amended:** NA  
**Date Reviewed:** NA  
**Date of Next Review:** September 2020

**POLICY NO: 7.5.15****CHARACTER RETENTION AND HERITAGE AREAS****PART 1 – PRELIMINARY****POLICY DEVELOPMENT**

This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**PURPOSE & APPLICATION**

The purpose of this Policy is to:

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

This Policy applies to:

1. The process used to identify and formally recognise Character Retention Areas and Heritage Areas; and
2. The identification and listing of development standards which will be used in assessing all development applications for properties within those Character Retention Areas and Heritage Areas.

**POLICY OBJECTIVES**

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

**RELATIONSHIP TO OTHER DOCUMENTS**

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

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

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

### APPLICATION OF POLICY & DEVELOPMENT STANDARDS

#### 1. Application

- 1.1. Part 2 Policy Provisions apply to the preparation and/or amendment of local planning policies for the purpose of Character Retention and Heritage Areas pursuant to Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 1.2. Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Retention Area identified in Table 1 in Appendix 1.
- 1.3. Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 2 in Appendix 2.

#### 2. Development Standards

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



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## PART 2 – POLICY PROVISIONS

### 1. Character Retention Area Nomination

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

### 2. Consultation and Preparation of Guidelines

- 2.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.
- 2.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:
  - 2.2.1 Discuss what the prevailing character of the area is and how it can best be protected;
  - 2.2.2 Agree which buildings contribute to the character of the area and which do not; and
  - 2.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.
- 2.3 This workshop will be held at a mutually agreed time between the City and the owners of the affected properties. This group is not a decision making authority but acts only in an advisory capacity.
- 2.4 The City may abandon the nomination at any time during this process if there is a prevailing view from the community that it no longer wishes to proceed.

### 3. Approval of the Guidelines

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

### 4. Amendments to the Guidelines

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

**5. Rescission of a Character Retention Area**

- 5.1 The City will only consider initiating the removal of a Character Retention Area where it can be demonstrated that owners of at least 60% of the affected properties support their removal.
- 5.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Retention Area in accordance with the City's community consultation policy.
- 5.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

**6. Heritage Areas**

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

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## APPENDIX 1: ST ALBANS AVENUE GUIDELINES

*Table 1: Properties included in St Albans Avenue Character Retention Area*

	Character Retention Areas Name	Street Number of Contributing Buildings	Street Number of Non-Contributing Buildings
1.	St Albans	6, 8, 10, 12, 14, 16, 18 7, 11, 15	9, 11A, 17

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort Street. Many of the residences located within the area were part of the 1890 Chatsworth Estate development, which was a residential development resulting from the Gold Boom. Buildings constructed during this time contribute to the highly intact and visually cohesive area.

### KEY CHARACTERISTICS

- The area is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest, single storey dwellings constructed in the Federation period of architecture;
- The overall form, style, height, setback and selection of materials of the character dwellings contribute to the uniformity of the streetscape, providing a coherent character with a high level of retained original detail including street facing verandahs and decorative gables;
- Generally consistent lot widths (where semi-detached residences are considered as one);
- A low number of carports or garages to street fronts; and
- Generally consistent setback of dwellings from the street.

### DESIRED DEVELOPMENT OUTCOMES

- Retention and conservation of the Federation style dwellings;
- Retention of the visual dominance of late nineteenth to early twentieth century residential development within the Area.

#### 1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives	
<b>1.1 Demolition</b>	
<b>1.1.1</b>	Applications for the full demolition of the façade of dwellings will not be supported.
<b>1.1.2</b>	The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.
<b>1.2 Building Setbacks</b>	

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<b>Design Objectives</b>	
<b>1.2.1</b>	Additions to the building, will only be supported where they are located behind the building.
<b>1.2.2</b>	Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.
<b>1.2.3</b>	Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
<b>1.3 Building Walls</b>	
<b>1.3.1</b>	Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
<b>1.4 Building Height</b>	
<b>1.4.1</b>	Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling.
<b>1.4.2</b>	Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
<b>1.5 Car Parking, Garages and Car Ports</b>	
<b>1.5.1</b>	Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape.
<b>1.5.2</b>	Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
<b>1.6 Street Walls and Fences</b>	
<b>1.6.1</b>	Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported.
<b>1.6.2</b>	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.

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Design Objectives	
1.6.3	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7	<b>External Features and Decorative Treatments</b>
1.7.1	Original and intact unpainted surfaces are not permitted to be rendered or painted.
1.7.2	Removal of paint/render from originally unpainted/non-rendered masonry is supported.
1.7.3	Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.
1.8	<b>Roof Works</b>
1.8.1	New roofing additions must be sympathetic to the existing roof form.



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## 2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

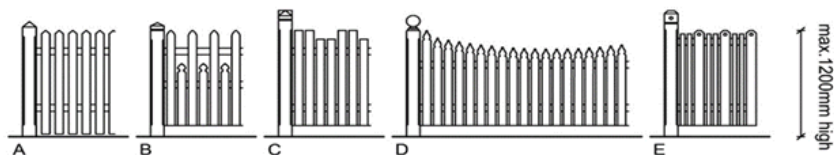
Design Objectives	
<b>2.1</b>	<b>Demolition</b>
2.1.1	Applications for full demolition of dwellings may be supported.
<b>2.2</b>	<b>Building Setbacks</b>
2.2.1	Setback variations may be supported where they are in line with existing dwellings on the street and is in keeping with the rhythm of the existing streetscape.
<b>2.3</b>	<b>Appearance of Additions &amp; New Dwellings</b>
2.3.1	New dwellings must address the street and be consistent with the bulk and scale of adjacent dwellings.
<b>2.4</b>	<b>Building Height</b>
2.4.1	The height of any new development shall not exceed 2 storeys.
<b>2.5</b>	<b>Street Walls and Fences</b>
2.5.1	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
2.5.2	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
2.5.3	The use of contemporary style fences that complement the existing streetscape will be supported.

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### 3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

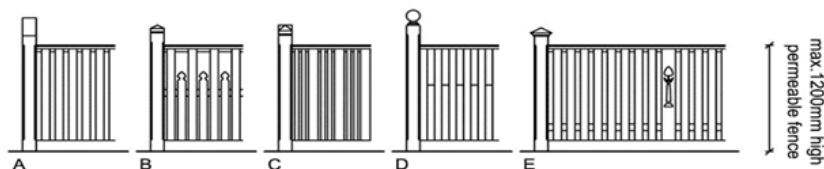
#### Open Picket Fencing Examples

- A Simple pointed picket
- B Alternating picket shape and height
- C Castellated
- D Shaped tops
- E Alternating picket width (particular example more typical of California Bungalow)



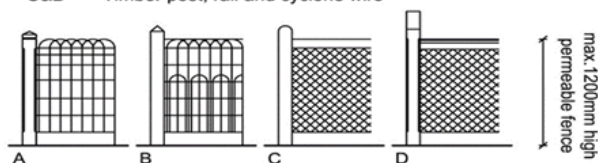
#### Closed Picket Fencing Examples

- A Simple
- B Alternating picket shape and height
- C Alternating picket width
- D Closed picket lower, open picket upper.
- E Wider picket with decorative cut out (particular example more typical of California Bungalow)

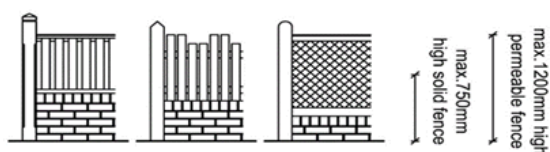


#### Wire Fencing Examples

- A&B Woven wire with timber posts and rails
- C&D Timber post, rail and cyclone wire



#### Masonry and Timber Fencing Examples



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## APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention and Heritage Areas.



Figure 1: Harley Street Heritage Area

### 1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a comprehensive basis for the control of all development within Harley Street including new development and additions/alterations to existing development;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R Codes.

### 2. STATEMENT OF HERITAGE SIGNIFICANCE

Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation style of architecture.

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Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late 1890s-1910s. It provides a good and rare historic record of the accommodation of people in this period.

Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character.

Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi-detached and terraced dwellings. All these styles are represented in Harley Street, and although alterations have been undertaken to some of the dwellings, and some new replacement development has occurred in the 1980s, the streetscape is largely consistent with the styles of the Gold Rush period and construction applied during this time.

Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.

### 3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style <sup>[1]</sup>	Level of Significance
1A-1C Harley	c.1988	Post-war Conventional Suburban Style	No contribution
2 Harley	c.2017	Contemporary	No contribution
3 Harley	c.1898	Federation Bungalow	Moderate contribution
4 Harley	c.1914	Federation Bungalow	Moderate contribution
6 Harley	c.1900	Federation Queen Anne	Moderate contribution
7, 9, 11 & 13 Harley	c.1898	Federation Italianate	Moderate contribution
10 Harley	c.1905	Federation Queen Anne	Moderate contribution
14 Harley	c.2017	Contemporary	No contribution
15A & 15B Harley	c.1982	Reproduction of Federation Terrace	No contribution
16 Harley	c.1908	Federation Queen Anne	Moderate contribution
17 Harley	c.1900	Federation Bungalow	Moderate contribution
19 Harley	c.1900	Federation Bungalow	Moderate contribution
20 Harley	c.1898	Federation Bungalow	Moderate contribution

<sup>[1]</sup> The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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Property Address	Constructed (circa)	Architectural style <sup>[1]</sup>	Level of Significance
21 Harley	c.1898	Federation Queen Anne	Moderate contribution
22 Harley	c.1899	Federation Bungalow	Moderate contribution
23 Harley	c.1910	Federation Queen Anne	Moderate contribution
24 Harley	c.1898	Federation Bungalow	Moderate contribution
25 Harley	c.1903	Federation Queen Anne	Moderate contribution
27 Harley	c.1905	Federation Bungalow	Moderate contribution
28 Harley	c.1898	Federation Queen Anne	Moderate contribution
30 Harley	c.1988	Post-war Conventional Suburban Style	No contribution
31 Harley	c.1908	Federation Bungalow	Moderate contribution
32 Harley	c.1900	Federation Bungalow	Moderate contribution
33 Harley	c.1920	Federation Bungalow with Inter War California Bungalow elements	Moderate contribution
36 Harley	c.1905	Federation Bungalow	Moderate contribution
38 Harley	c.1905	Federation Bungalow	Moderate contribution
39 Harley	c.1898	Federation Bungalow	Moderate contribution

#### 4. HARLEY STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing development and new development;
- Additions to existing development and new development is appropriately set back to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;
- New development is to respond appropriately to the surrounding street context through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
  - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as timber verandahs, decorative timber gables and the removal of render from original brickwork, and site features such as landscaping and front fences;



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- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

## 5. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

Local Housing Objectives			Deemed to Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties and the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.
New 5.1.2 P2.3	New 6.1.3 P3.1	Upper storey additions are to be adequately setback to maintain the predominant single storey appearance of the streetscape.			Upper floor setbacks are not to be located within 10 meters of the front boundary in the case of new development;  or  Upper floors should be set back behind the main ridgeline of the original dwelling so that they cannot be viewed in the line of sight from Harley Street.
Refer Figure 2.					
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.	Replace 5.1.3 C3.2	Replace 6.1.4 C4.1	Rear setbacks are sufficient to accommodate car storage where a property has access to a right of way.
Building Height					

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>										
Augment 5.1.6 P6	Augment 6.1.2 P2	<p>Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.</p> <p>The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.</p> <p><i>Note: The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</i></p>	Replace 5.1.6 C6	Replace 6.1.2 C2	<p>The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:</p> <table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 meters</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 meters	Top of pitched roof	10 metres
			Element	Max allowable Heights for Two Storey Dwellings									
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 meters												
Top of pitched roof	10 metres												
New 5.1.6 C6.1	New 6.1.2 C2.1	<p>Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street.</p> <p>The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.</p>											
Vehicular Access													
Augment 5.3.5 P5.1	Augment 6.3.5 P5	No crossovers to Harley Street unless the property has no other vehicular access opportunities.											
Street Surveillance													
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.								
			Replace 5.2.3 C3.2	Replace 6.2.1 C1.2	Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.								

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	<p>a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level;</p> <p>b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable;</p> <p>c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and</p> <p>d) Maximum width of piers to be 470mm;</p> <p>or</p> <p>e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;</p> <p>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and</p> <p>g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level;</p> <p>or</p> <p>h) Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.</p>
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Replace 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 C6.2	Replace 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Replace 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	New 5.4.6 C6.4	Replace 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the original front building and roof form remains the dominant feature to the street.
Site Works (Demolition)					
New 5.3.7 P7.3	New 6.3.6 P6.3	Applications for development approval should maintain the front façade of a contributing dwelling.	New 5.3.7 C7.4	New 6.3.6 C6.4	Applications for development approval that retain the original dwelling are considered acceptable. <sup>1</sup>

<sup>1</sup> Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C1.9.1 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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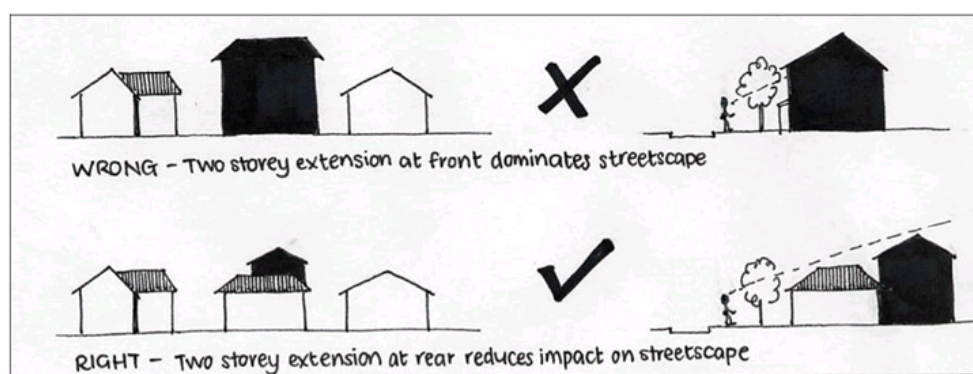


Figure 2 – Line of Sight



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6. RECOMMENDED FENCING STYLES FOR HARLEY STREET



**Date Adopted:** 22 September 2015  
**Date Amended:** NA  
**Date Reviewed:** NA  
**Date of Next Review:** September 2020

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PART 1 – PRELIMINARY

POLICY DEVELOPMENT

This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PURPOSE & APPLICATION

The purpose of this Policy is to:

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

This Policy applies to:

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

POLICY OBJECTIVES

1. To identify areas within the City that contain characteristics valued by the community to be known as Character Retention Areas and/or Heritage Areas;
2. To establish a planning and design framework to protect the streetscapes located within Character Retention Areas and/or Heritage Areas;
3. To ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape; and

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4. To distinguish between buildings within each Character Retention Area and/or Heritage Areas that contribute to the integrity of the streetscape and those which do not.

### RELATIONSHIP TO OTHER DOCUMENTS

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

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

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

### APPLICATION OF POLICY & DEVELOPMENT STANDARDS

#### 1. ~~Application~~

- ~~1.1. Part 2 Policy Provisions apply to the preparation and/or amendment of local planning policies for the purpose of Character Retention and Heritage Areas pursuant to Schedule 2, Part 2 and 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.~~

~~Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Retention Area identified in Table 1 in Appendix 1.~~

~~Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 2 in Appendix 2.~~

#### 2. ~~Development Standards~~

- ~~2.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.~~
- ~~2.2. Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:~~
  - ~~2.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and~~
  - ~~2.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.~~

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- ~~2.3 The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.~~
- ~~2.4 Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) Planning and Development (Local Planning Schemes) Regulations 2015.~~



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## PART 2 – POLICY PROVISIONS

### 1. Development Standards

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

### 12. Character Retention Area Nomination

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

### 32. Consultation and Preparation of Guidelines

- 32.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.
- 32.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:
  - 32.2.1 Discuss what the prevailing character of the area is and how it can best be protected;



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32.2.2 Agree which buildings contribute to the character of the area and which do not; and

32.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.

32.3 This workshop will be held at a mutually agreed time between the City and the owners of the affected properties. This group is not a decision making authority but acts only in an advisory capacity.

32.4 The City may abandon the nomination at any time during this process if there is a prevailing view from the community that it no longer wishes to proceed.

#### 43. Approval of the Guidelines

43.1 Once the draft Guidelines have been prepared, Administration will request that Council initiate formal consultation in accordance with the City's community consultation policy.

43.2 Following advertising, Council will be asked to approve, refuse or approve with modifications the Guidelines to be included as an appendix to this policy based on the submissions received.

#### 54. Amendments to the Guidelines

54.1 The City may consider amending the Character Retention Area Guidelines where it can be demonstrated that owners of at least 40% of the affected properties support the amendment(s).

54.2 Council must initiate formal consultation to advertise any amendment(s) in accordance with the City's community consultation policy.

54.3 Following advertising, Council will be asked to determine the amendment(s) on the basis of the submissions received.

#### 65. Rescission of a Character Retention Area

65.1 The City will only consider initiating the removal of a Character Retention Area where it can be demonstrated that owners of at least 60% of the affected properties support their removal.

65.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Retention Area in accordance with the City's community consultation policy.

65.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

#### 76. Heritage Areas

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- 7.6.1 The City may consider designating a Heritage Area in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in the following instances:
- 7.6.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;
- 7.6.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.
- 7.6.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
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**APPENDIX 1: ST ALBANS AVENUE GUIDELINES***Table 1: Properties included in St Albans Avenue Character Retention Area*

	Character Retention Areas Name	Street Number of Contributing Buildings	Street Number of Non-Contributing Buildings
1.	St Albans	6, 8, 10, 12, 14, 16, 18 7, 11, 15	9, 11A, 17

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort Street. Many of the residences located within the area were part of the 1890 Chatsworth Estate development, which was a residential development resulting from the Gold Boom. Buildings constructed during this time contribute to the highly intact and visually cohesive area.

**KEY CHARACTERISTICS**

- The area is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest, single storey dwellings constructed in the Federation period of architecture;
- The overall form, style, height, setback and selection of materials of the character dwellings contribute to the uniformity of the streetscape, providing a coherent character with a high level of retained original detail including street facing verandahs and decorative gables;
- Generally consistent lot widths (where semi-detached residences are considered as one);
- A low number of carports or garages to street fronts; and
- Generally consistent setback of dwellings from the street.

**DESIRED DEVELOPMENT OUTCOMES**

- Retention and conservation of the Federation style dwellings;
- Retention of the visual dominance of late nineteenth to early twentieth century residential development within the Area.

**1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS**

Design Objectives	
<b>1.1</b>	<b>Demolition</b>
1.1.1	Applications for the full demolition of the façade of dwellings will not be supported.
1.1.2	The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.
<b>1.2</b>	<b>Building Setbacks</b>

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Design Objectives	
1.2.1	Additions to the building, will only be supported where they are located behind the building.
1.2.2	Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.
1.2.3	Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
1.3 Building Walls	
1.3.1	Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
1.4 Building Height	
1.4.1	Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling.
1.4.2	Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
1.5 Car Parking, Garages and Car Ports	
1.5.1	Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape.
1.5.2	Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
1.6 Street Walls and Fences	
1.6.1	Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported.
1.6.2	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.

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Design Objectives	
1.6.3	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7	<b>External Features and Decorative Treatments</b>
1.7.1	Original and intact unpainted surfaces are not permitted to be rendered or painted.
1.7.2	Removal of paint/render from originally unpainted/non-rendered masonry is supported.
1.7.3	Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.
1.8	<b>Roof Works</b>
1.8.1	New roofing additions must be sympathetic to the existing roof form.



## 2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

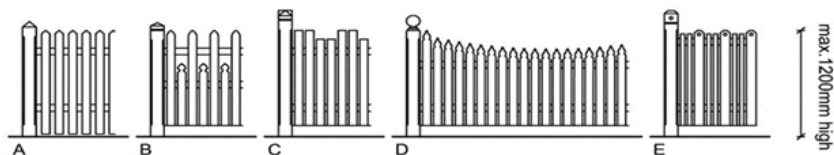
Design Objectives	
<b>2.1</b>	<b>Demolition</b>
2.1.1	Applications for full demolition of dwellings may be supported.
<b>2.2</b>	<b>Building Setbacks</b>
2.2.1	Setback variations may be supported where they are in line with existing dwellings on the street and is in keeping with the rhythm of the existing streetscape.
<b>2.3</b>	<b>Appearance of Additions &amp; New Dwellings</b>
2.3.1	New dwellings must address the street and be consistent with the bulk and scale of adjacent dwellings.
<b>2.4</b>	<b>Building Height</b>
2.4.1	The height of any new development shall not exceed 2 storeys.
<b>2.5</b>	<b>Street Walls and Fences</b>
2.5.1	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
2.5.2	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
2.5.3	The use of contemporary style fences that complement the existing streetscape will be supported.

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### 3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

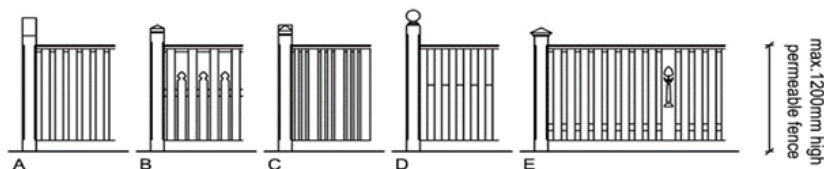
#### Open Picket Fencing Examples

- A Simple pointed picket
- B Alternating picket shape and height
- C Castellated
- D Shaped tops
- E Alternating picket width (particular example more typical of California Bungalow)



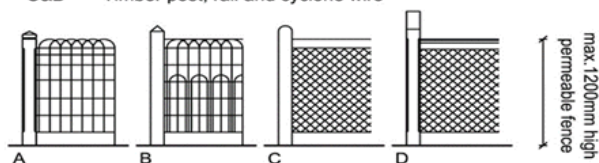
#### Closed Picket Fencing Examples

- A Simple
- B Alternating picket shape and height
- C Alternating picket width
- D Closed picket lower, open picket upper.
- E Wider picket with decorative cut out (particular example more typical of California Bungalow)

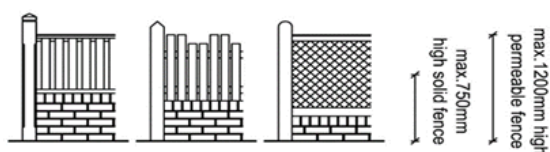


#### Wire Fencing Examples

- A&B Woven wire with timber posts and rails
- C&D Timber post, rail and cyclone wire



#### Masonry and Timber Fencing Examples



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## APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.

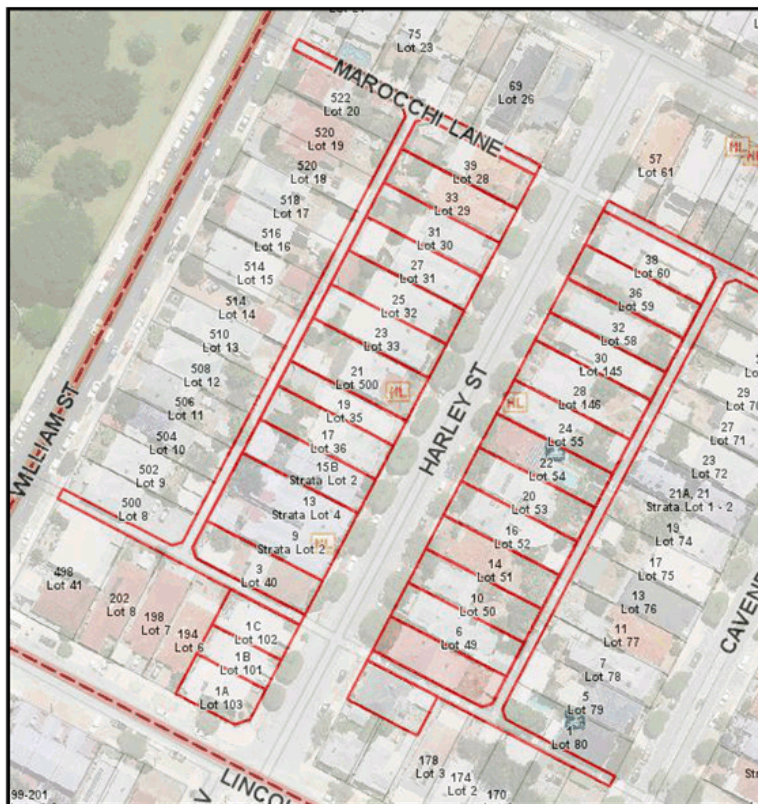


Figure 1: Harley Street Heritage Area

### 1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a comprehensive basis for the control of all development within Harley Street including new development and additions/alterations to existing development;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

### 2. STATEMENT OF HERITAGE SIGNIFICANCE

Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation style of architecture.

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Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late 1890s - 1910s. It provides a good and rare historic record of the accommodation of people in this period.

Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness.

Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi-detached and terraced dwellings. All these styles are represented in Harley Street, and although alterations have been undertaken to some of the dwellings, and some new replacement development has occurred in the 1980s, the streetscape is largely consistent with the styles of the Gold Boom period and construction applied during this time.

Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.

### 3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style <sup>1</sup>	Level of Significance
1A-1C Harley	c.1988	Post-war Conventional Suburban Style	No contribution
2 Harley	c.2017	Contemporary	No contribution
3 Harley	c.1898	Federation Bungalow	Moderate contribution
4 Harley	c.1914	Federation Bungalow	Moderate contribution
6 Harley	c.1900	Federation Queen Anne	Moderate contribution
7, 9, 11 & 13 Harley	c.1898	Federation Italianate	Moderate contribution
10 Harley	c.1905	Federation Queen Anne	Moderate contribution
14 Harley	c.2017	Contemporary	No contribution
15A & 15B Harley	c.1982	Reproduction of Federation Terrace	No contribution
16 Harley	c.1908	Federation Queen Anne	Moderate contribution
17 Harley	c.1900	Federation Bungalow	Moderate contribution
19 Harley	c.1900	Federation Bungalow	Moderate contribution
20 Harley	c.1898	Federation Bungalow	Moderate contribution

<sup>1</sup> The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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Property Address	Constructed (circa)	Architectural style <sup>1</sup>	Level of Significance
21 Harley	c.1898	Federation Queen Anne	Moderate contribution
22 Harley	c.1899	Federation Bungalow	Moderate contribution
23 Harley	c.1910	Federation Queen Anne	Moderate contribution
24 Harley	c.1898	Federation Bungalow	Moderate contribution
25 Harley	c.1903	Federation Queen Anne	Moderate contribution
27 Harley	c.1905	Federation Bungalow	Moderate contribution
28 Harley	c.1898	Federation Queen Anne	Moderate contribution
30 Harley	c.1988	Post-war Conventional Suburban Style	No contribution
31 Harley	c.1908	Federation Bungalow	Moderate contribution
32 Harley	c.1900	Federation Bungalow	Moderate contribution
33 Harley	c.1920	Federation Bungalow with Inter War California Bungalow elements	Moderate contribution
36 Harley	c.1905	Federation Bungalow	Moderate contribution
38 Harley	c.1905	Federation Bungalow	Moderate contribution
39 Harley	c.1898	Federation Bungalow	Moderate contribution

#### 4. HARLEY STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing development and new development;
- Additions to existing development and new development is appropriately set back so as to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;
- New development is to respond appropriately to the surrounding street context through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
  - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandahs, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;



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- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

## 5. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

Local Housing Objectives			Deemed to Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties and the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.  Upper floor setbacks are not to be located within 10 meters of the front boundary in the case of new development;  or  Upper floors should be set back behind the main ridgeline of the original dwelling so that they cannot be viewed in the line of sight from Harley Street.  Refer Figure 2.
New 5.1.2 P2.3	New 6.1.3 P3.1	Upper storey additions are to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.	Replace 5.1.3 C3.2	Replace 6.1.4 C4.1	Rear setbacks are sufficient to accommodate car storage where a property has access to a right of way.
Building Height					

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>										
Augment 5.1.6 P6	Augment 6.1.2 P2	<p>Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.</p> <p>The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.</p> <p><i>Note: The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</i></p>	Replace 5.1.6 C6	Replace 6.1.2 C2	<p>The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:</p> <table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 meters</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 meters	Top of pitched roof	10 metres
			Element	Max allowable Heights for Two Storey Dwellings									
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 meters												
Top of pitched roof	10 metres												
New 5.1.6 C6.1	New 6.1.2 C2.1	<p>Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street.</p> <p>The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.</p>											
Vehicular Access													
Augment 5.3.5 P5.1	Augment 6.3.5 P5	No crossovers to Harley Street unless the property has no other vehicular access opportunities.											
Street Surveillance													
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.								
			Replace 5.2.3 C3.2	Replace 6.2.1 C1.2	Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.								

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	<p>a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level;</p> <p>b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable;</p> <p>c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and</p> <p>d) Maximum width of piers to be 470mm;</p> <p>or</p> <p>e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;</p> <p>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and</p> <p>g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level;</p> <p>or</p> <p>h) Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.</p>
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Replace 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 C6.2	Replace 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Replace 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	New 5.4.6 C6.4	Replace 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the original front building and roof form remains the dominant feature to the street.
Site Works (Demolition)					
New 5.3.7 P7.3	New 6.3.6 P6.3	Applications for development approval should maintain the front façade of a contributing dwelling.	New 5.3.7 C7.4	New 6.3.6 C6.4	Applications for development approval that retain the original dwelling are considered acceptable. <sup>2</sup>

<sup>2</sup> Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C1.9.1 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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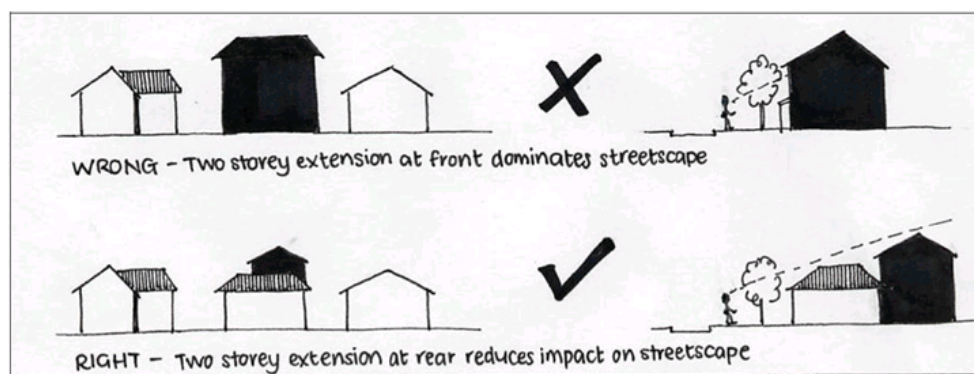


Figure 2 – Line of Sight



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6. RECOMMENDED FENCING STYLES FOR HARLEY STREET



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### APPENDIX 3: CARR STREET GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.



*Figure 1 – Carr Street Character Retention Area*

#### 1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Carr Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a basis for the control of all development within Carr Street including new dwellings and additions/alterations to existing buildings;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

#### 2. CARR STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation the original Federation and Interwar Bungalow style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Carr Street;



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- New development is to respond appropriately to the surrounding street context through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
  - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such a timber verandah, decorative timber gables and the removal of paint and render from original brickwork;
- Maintain the absence of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open street frontage by ensuring front boundary fences are low and/or visually permeable.

### 3. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

<u>Local Housing Objectives</u>			<u>Deemed to Comply</u>		
<u>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</u>			<u>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</u>		
<u>Street Setbacks</u>					
<u>Augment</u> <u>5.1.2</u> <u>P2.1</u>	<u>Augment</u> <u>6.1.3 P3</u>	<u>Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.</u>	<u>Replace</u> <u>5.1.2</u> <u>C2.1</u>	<u>Replace</u> <u>6.1.3</u> <u>C3.1</u>	<u>Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.</u>  <u>Upper floor setback a minimum of 4 metres from the setback of the ground floor of the dwelling in the case of new dwellings, or setback behind the main ridgeline of the original dwelling such that the upper floor cannot be viewed in the line of site from Carr Street.</u>
<u>New</u> <u>5.1.2</u> <u>P2.3</u>	<u>New</u> <u>6.1.3</u> <u>P3.1</u>	<u>Upper storey additions are to be adequately setback to maintain the predominant single storey appearance of the streetscape.</u>			<u>Refer Figure 2</u>
<u>Lot Boundary Setbacks</u>					
<u>Augment</u> <u>5.1.3</u> <u>P3.1</u>	<u>Augment</u> <u>6.1.4</u> <u>P4.1</u>	<u>Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.</u>	<u>Replace</u> <u>5.1.3</u> <u>C3.2</u>	<u>Replace</u> <u>6.1.4</u> <u>C4.1</u>	<u>Rear setbacks are sufficient to accommodate car storage where a property has access to a right of way.</u>
<u>Building Height</u>					

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<u>Local Housing Objectives</u> <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			<u>Deemed to Comply</u> <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>										
<u>Augment 5.1.6 P6</u>	<u>Augment 6.1.2 P2</u>	<u>Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.</u>  <u>The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.</u>	<u>Replace 5.1.6 C6</u>	<u>Replace 6.1.2 C2</u>	<u>Minimum building height fronting primary street: 3m</u>  <u>Maximum building height:</u> <table><tr><th><u>Element</u></th><th><u>Max allowable Heights for Two Storey Dwellings</u></th></tr><tr><td><u>Top of external wall (roof above)</u></td><td><u>7 metres</u></td></tr><tr><td><u>Top of external wall (concealed roof)</u></td><td><u>8 metres</u></td></tr><tr><td><u>Top of pitched roof</u></td><td><u>10 metres</u></td></tr></table>	<u>Element</u>	<u>Max allowable Heights for Two Storey Dwellings</u>	<u>Top of external wall (roof above)</u>	<u>7 metres</u>	<u>Top of external wall (concealed roof)</u>	<u>8 metres</u>	<u>Top of pitched roof</u>	<u>10 metres</u>
<u>Element</u>	<u>Max allowable Heights for Two Storey Dwellings</u>												
<u>Top of external wall (roof above)</u>	<u>7 metres</u>												
<u>Top of external wall (concealed roof)</u>	<u>8 metres</u>												
<u>Top of pitched roof</u>	<u>10 metres</u>												
<u>New 5.1.6 P6.1</u>		<u>Windows and gables are consistent with the existing dwellings in the street.</u>	<u>New 5.1.6 C6.1</u>	<u>New 6.1.2 C2.1</u>	<u>Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.</u>								
<u>Setback of Garages and Carports</u>													
<u>Augment 5.2.1 P5.1</u>		<u>Maintaining an absence of car parking facilities within the streetscape.</u>	<u>Replace 5.2.1 C1.2</u>		<u>Carports setback 500mm behind the front setback line.</u>								
<u>Street Surveillance</u>													
<u>Augment 5.2.3 P3</u>	<u>Augment 6.2.1 P1.1</u>	<u>Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.</u>	<u>Replace 5.2.3 C3.1</u>	<u>Replace 6.2.1 C1.1</u>	<u>A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.</u>								
<u>Street Walls and Fences</u>													

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<a href="#">Augment 5.2.4 P4</a>	<a href="#">Augment 6.2.2 P2</a>	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	<a href="#">Replace 5.2.4 C4</a>	<a href="#">Replace 6.2.2 C2</a>	<p>a) The maximum height of new fences facing the street is to be 1.8 metres above natural ground level;</p> <p>b) The maximum height of any solid portion of a new fence is to be 750mm above natural ground level. The remaining portion is to be a minimum of 80% visually permeable; and</p> <p>c) The maximum height of fence piers with decorative capping to be 2.0 metres above natural ground level.</p>
General Building Design					
<a href="#">New 5.4.6 P6.1</a>	<a href="#">New 6.2.4 P4.3</a>	The roof of a building is to be designed so that it is similar to the existing streetscape character.	<a href="#">New 5.4.6 C6.1</a>	<a href="#">Replace 6.2.4 C4</a>	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
<a href="#">New 5.4.6 P6.2</a>	<a href="#">New 6.2.4 P4.4</a>	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	<a href="#">New 5.4.6 C6.2</a>	<a href="#">Replace 6.2.4 C4</a>	<p>New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling.</p> <p><i>Note: Floor levels of the original dwellings in Carr Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i></p>
<a href="#">New 5.4.6 P6.3</a>	<a href="#">New 6.2.4 P4.5</a>	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	<a href="#">New 5.4.6 C6.3</a>	<a href="#">Replace 6.2.4 C4</a>	Street facing windows have a height of at least 1.6 times their width.
<a href="#">New 5.4.6 P6.4</a>	<a href="#">New 6.2.4 P4.6</a>	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	<a href="#">New 5.4.6 C6.4</a>	<a href="#">Replace 6.2.4 C4</a>	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.



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<u>Site Works (Demolition)</u>					
<u>New 5.3.7 P7.3</u>	<u>New 6.3.6 P6.3</u>	<u>Application for development approval should maintain the front façade of the original dwelling.</u>	<u>New 5.3.7 C7.4</u>	<u>New 6.3.6 C6.4</u>	<u>Applications for development approval retain the original dwelling.<sup>3</sup></u>

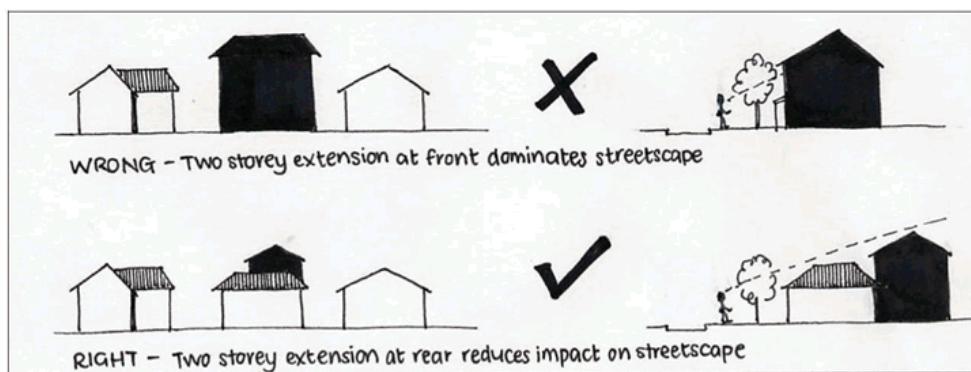


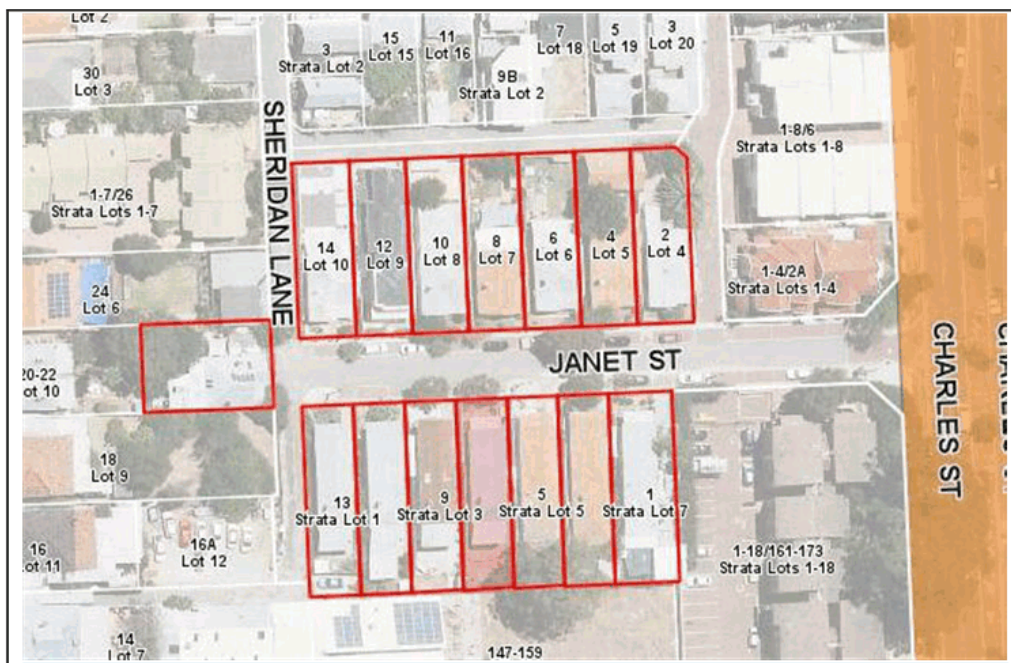
Figure 2 – Line of sight

<sup>3</sup> Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C7.4 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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#### APPENDIX 4: JANET STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.



*Figure 1 – Janet Street Character Retention Area*

#### 1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Janet Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a basis for the control of all development within the Janet Street Heritage Area including new buildings and additions/alterations to existing buildings;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

#### 2. STATEMENT OF HERITAGE SIGNIFICANCE

Janet Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation and Interwar style of architecture.

Janet Street has moderate historic value as an almost intact and cohesive example of a 20th century streetscape, with the residences that were predominantly built in the 1920's. It provides a good and rare historic record of the accommodation of people in this period.

Janet Street demonstrates a cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute

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to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness.

### 3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

<u>Property Address</u>	<u>Constructed (circa)</u>	<u>Architectural style<sup>4</sup></u>	<u>Level of Significance</u>
1 Janet St	c1922	Interwar bungalow	Moderate Contribution
2 Janet St	c1924	Federation bungalow	Moderate Contribution
3 Janet St	c1922	Interwar bungalow	Moderate Contribution
4 Janet St	c1923	Federation bungalow	Moderate Contribution
5 Janet St	c1922	Interwar bungalow	Moderate Contribution
6 Janet St	c1923	Federation bungalow	Moderate Contribution
7 Janet St	c1922	Interwar bungalow	Moderate Contribution
8 Janet St	c1923	Interwar bungalow	Moderate Contribution
9 Janet St	c1921	Interwar bungalow	Moderate Contribution
10 Janet St	c1923	Federation bungalow	Moderate Contribution
11 Janet St	c1921	Interwar bungalow	Moderate Contribution
12 Janet St	c2009	Contemporary dwelling	No contribution
13 Janet St	c1921	Interwar bungalow	Moderate Contribution
14 Janet St	c1923	Federation bungalow	Moderate Contribution
15 Janet St	C1923	Interwar bungalow	Moderate Contribution

### 4. JANET STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of the existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encouragement of a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Ensuring additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Janet Street;
- New development is appropriate in scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandah, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;
- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces, and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

<sup>4</sup> The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.





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New <a href="#">5.1.6</a> <a href="#">P6.1</a>		Windows and gables are consistent with the existing dwellings in the street.	New <a href="#">C6.1</a>	New <a href="#">6.1.2</a> <a href="#">C2.1</a>	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.
<u>Setback of Garages and Carports</u>					
<a href="#">Augment</a> <a href="#">5.2.1</a> <a href="#">P5.1</a>		Maintaining an absence of car parking facilities within the streetscape.	<a href="#">Replace</a> <a href="#">5.2.1</a> <a href="#">C1.2</a>		Carports setback 500mm behind the front setback line.
<u>Street Surveillance</u>					
<a href="#">Augment</a> <a href="#">5.2.3</a> <a href="#">P3</a>	<a href="#">Augment</a> <a href="#">6.2.1</a> <a href="#">P1.1</a>	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	<a href="#">Replace</a> <a href="#">5.2.3</a> <a href="#">C3.1</a>	<a href="#">Replace</a> <a href="#">6.2.1</a> <a href="#">C1.1</a>	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.
<u>Street Walls and Fences</u>					
<a href="#">Augment</a> <a href="#">5.2.4</a> <a href="#">P4</a>	<a href="#">Augment</a> <a href="#">6.2.2</a> <a href="#">P2</a>	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	<a href="#">Replace</a> <a href="#">5.2.4</a> <a href="#">C4</a>	<a href="#">Replace</a> <a href="#">6.2.2</a> <a href="#">C2</a>	<p>a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level;</p> <p>b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable;</p> <p>c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and</p> <p>d) Maximum width of piers to be 470mm</p> <p>or</p> <p>e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;</p> <p>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level.</p>

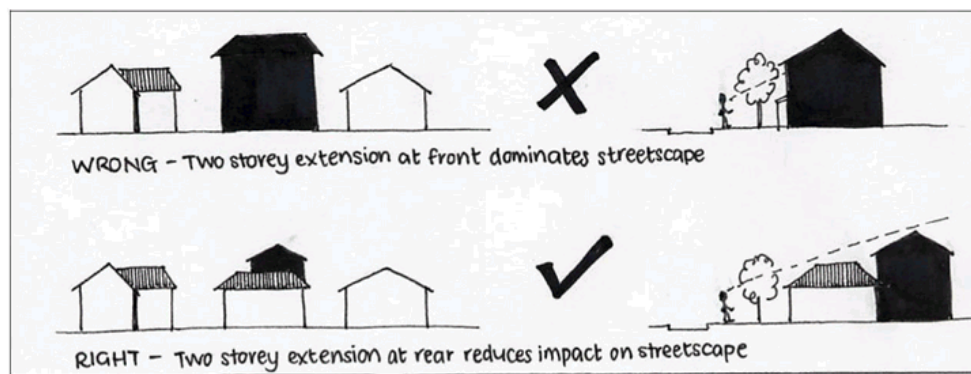


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<u>Local Housing Objectives</u> <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			<u>Deemed to Comply</u> <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
					The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level.
<u>General Building Design</u>					
<a href="#">New 5.4.6 P6.1</a>	<a href="#">New 6.2.4 P4.3</a>	The roof of a building is to be designed so that it is similar to the existing streetscape character.	<a href="#">New 5.4.6 C6.1</a>	<a href="#">Replace 6.2.4 C4</a>	Roof pitch between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
<a href="#">New 5.4.6 P6.2</a>	<a href="#">New 6.2.4 P4.4</a>	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	<a href="#">New 5.4.6 C6.2</a>	<a href="#">Replace 6.2.4 C4</a>	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Note: Floor levels of the original dwellings in Janet Street are raised approximately 300mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
<a href="#">New 5.4.6 P6.3</a>	<a href="#">New 6.2.4 P4.5</a>	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	<a href="#">New 5.4.6 C6.3</a>	<a href="#">Replace 6.2.4 C4</a>	Street facing windows have a height of at least 1.6 times their width.
<a href="#">New 5.4.6 P6.4</a>	<a href="#">New 6.2.4 P4.6</a>	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	<a href="#">New 5.4.6 C6.4</a>	<a href="#">Replace 6.2.4 C4</a>	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.
<u>Site Works (Demolition)</u>					
<a href="#">New 5.3.7 P7.3</a>	<a href="#">New 6.3.6 P6.3</a>	Applications for development approval should maintain the front façade of a contributing dwelling.	<a href="#">New 5.3.7 C7.4</a>	<a href="#">New 6.3.6 C6.4</a>	Applications for development approval that retain the original dwelling are considered acceptable. <sup>5</sup>

<sup>5</sup> Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C7.4 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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[Figure 2 – Line of sight](#)

**Date Adopted:** 22 September 2015  
**Date Amended:** ~~NA~~ [12 December 2017](#)  
**Date Reviewed:** NA  
**Date of Next Review:** September 2020

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**PART 1 – PRELIMINARY**

**POLICY DEVELOPMENT**

This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**PURPOSE & APPLICATION**

The purpose of this Policy is to:

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

This Policy applies to:

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

**POLICY OBJECTIVES**

1. To identify areas within the City that contain characteristics valued by the community to be known as Character Retention Areas and/or Heritage Areas;
2. To establish a planning and design framework to protect the streetscapes located within Character Retention Areas and/or Heritage Areas;
3. To ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape; and

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4. To distinguish between buildings within each Character Retention Area and/or Heritage Areas that contribute to the integrity of the streetscape and those which do not.

#### **RELATIONSHIP TO OTHER DOCUMENTS**

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

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

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

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## PART 2 – POLICY PROVISIONS

### 1. Development Standards

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

### 2. Character Retention Area Nomination

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

### 3. Consultation and Preparation of Guidelines

- 3.1. Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.
- 3.2. The City will invite all owners of the affected properties to attend a facilitated workshop to:
  - 3.2.1 Discuss what the prevailing character of the area is and how it can best be protected;



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- 3.2.2 Agree which buildings contribute to the character of the area and which do not; and
- 3.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.
- 3.3 This workshop will be held at a mutually agreed time between the City and the owners of the affected properties. This group is not a decision making authority but acts only in an advisory capacity.
- 3.4 The City may abandon the nomination at any time during this process if there is a prevailing view from the community that it no longer wishes to proceed.

**4. Approval of the Guidelines**

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

**5. Amendments to the Guidelines**

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

**6. Rescission of a Character Retention Area**

- 6.1 The City will only consider initiating the removal of a Character Retention Area where it can be demonstrated that owners of at least 60% of the affected properties support their removal.
- 6.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Retention Area in accordance with the City's community consultation policy.
- 6.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

**7. Heritage Areas**

- 7.1 The City may consider designating a Heritage Area in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in the following instances:
-

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

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## APPENDIX 1: ST ALBANS AVENUE GUIDELINES

*Table 1: Properties included in St Albans Avenue Character Retention Area*

	Character Retention Areas Name	Street Number of Contributing Buildings	Street Number of Non-Contributing Buildings
1.	St Albans	6, 8, 10, 12, 14, 16, 18 7, 11, 15	9, 11A, 17

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort Street. Many of the residences located within the area were part of the 1890 Chatsworth Estate development, which was a residential development resulting from the Gold Boom. Buildings constructed during this time contribute to the highly intact and visually cohesive area.

### KEY CHARACTERISTICS

- The area is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest, single storey dwellings constructed in the Federation period of architecture;
- The overall form, style, height, setback and selection of materials of the character dwellings contribute to the uniformity of the streetscape, providing a coherent character with a high level of retained original detail including street facing verandahs and decorative gables;
- Generally consistent lot widths (where semi-detached residences are considered as one);
- A low number of carports or garages to street fronts; and
- Generally consistent setback of dwellings from the street.

### DESIRED DEVELOPMENT OUTCOMES

- Retention and conservation of the Federation style dwellings;
- Retention of the visual dominance of late nineteenth to early twentieth century residential development within the Area.

#### 1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives	
<b>1.1</b>	<b>Demolition</b>
1.1.1	Applications for the full demolition of the façade of dwellings will not be supported.
1.1.2	The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.
<b>1.2</b>	<b>Building Setbacks</b>

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<b>Design Objectives</b>	
<b>1.2.1</b>	Additions to the building, will only be supported where they are located behind the building.
<b>1.2.2</b>	Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.
<b>1.2.3</b>	Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
<b>1.3 Building Walls</b>	
<b>1.3.1</b>	Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
<b>1.4 Building Height</b>	
<b>1.4.1</b>	Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling.
<b>1.4.2</b>	Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
<b>1.5 Car Parking, Garages and Car Ports</b>	
<b>1.5.1</b>	Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape.
<b>1.5.2</b>	Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
<b>1.6 Street Walls and Fences</b>	
<b>1.6.1</b>	Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported.
<b>1.6.2</b>	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.

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Design Objectives	
1.6.3	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7	<b>External Features and Decorative Treatments</b>
1.7.1	Original and intact unpainted surfaces are not permitted to be rendered or painted.
1.7.2	Removal of paint/render from originally unpainted/non-rendered masonry is supported.
1.7.3	Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.
1.8	<b>Roof Works</b>
1.8.1	New roofing additions must be sympathetic to the existing roof form.



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## 2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

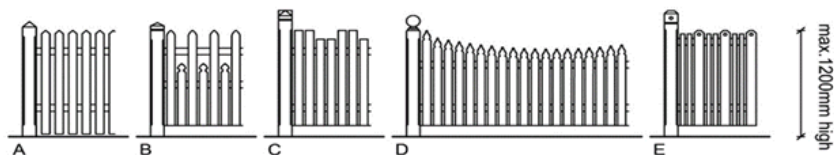
Design Objectives	
<b>2.1</b>	<b>Demolition</b>
2.1.1	Applications for full demolition of dwellings may be supported.
<b>2.2</b>	<b>Building Setbacks</b>
2.2.1	Setback variations may be supported where they are in line with existing dwellings on the street and is in keeping with the rhythm of the existing streetscape.
<b>2.3</b>	<b>Appearance of Additions &amp; New Dwellings</b>
2.3.1	New dwellings must address the street and be consistent with the bulk and scale of adjacent dwellings.
<b>2.4</b>	<b>Building Height</b>
2.4.1	The height of any new development shall not exceed 2 storeys.
<b>2.5</b>	<b>Street Walls and Fences</b>
2.5.1	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
2.5.2	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
2.5.3	The use of contemporary style fences that complement the existing streetscape will be supported.

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### 3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

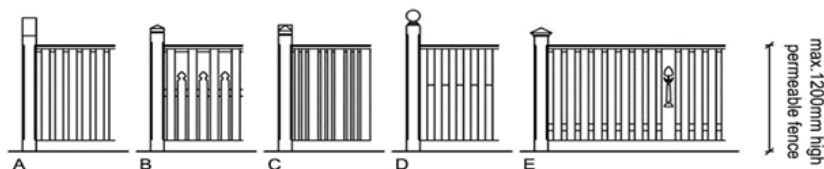
#### Open Picket Fencing Examples

- A Simple pointed picket
- B Alternating picket shape and height
- C Castellated
- D Shaped tops
- E Alternating picket width (particular example more typical of California Bungalow)



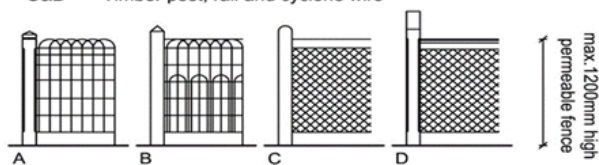
#### Closed Picket Fencing Examples

- A Simple
- B Alternating picket shape and height
- C Alternating picket width
- D Closed picket lower, open picket upper.
- E Wider picket with decorative cut out (particular example more typical of California Bungalow)

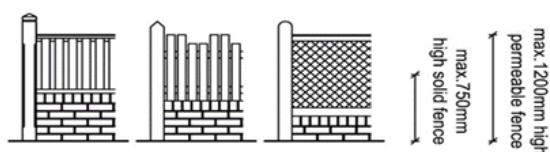


#### Wire Fencing Examples

- A&B Woven wire with timber posts and rails
- C&D Timber post, rail and cyclone wire



#### Masonry and Timber Fencing Examples



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## APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.

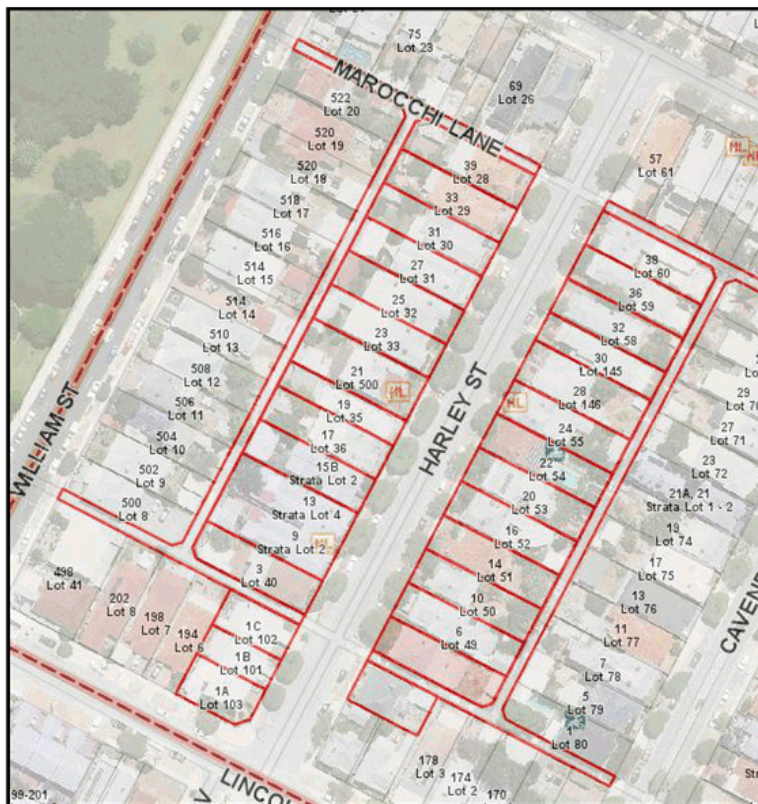


Figure 1: Harley Street Heritage Area

### 1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a comprehensive basis for the control of all development within Harley Street including new development and additions/alterations to existing development;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

### 2. STATEMENT OF HERITAGE SIGNIFICANCE

Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation style of architecture.

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Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late 1890s - 1910s. It provides a good and rare historic record of the accommodation of people in this period.

Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness.

Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi-detached and terraced dwellings. All these styles are represented in Harley Street, and although alterations have been undertaken to some of the dwellings, and some new replacement development has occurred in the 1980s, the streetscape is largely consistent with the styles of the Gold Boom period and construction applied during this time.

Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.

### 3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style <sup>1</sup>	Level of Significance
1A-1C Harley	c.1988	Post-war Conventional Suburban Style	No contribution
2 Harley	c.2017	Contemporary	No contribution
3 Harley	c.1898	Federation Bungalow	Moderate contribution
4 Harley	c.1914	Federation Bungalow	Moderate contribution
6 Harley	c.1900	Federation Queen Anne	Moderate contribution
7, 9, 11 & 13 Harley	c.1898	Federation Italianate	Moderate contribution
10 Harley	c.1905	Federation Queen Anne	Moderate contribution
14 Harley	c.2017	Contemporary	No contribution
15A & 15B Harley	c.1982	Reproduction of Federation Terrace	No contribution
16 Harley	c.1908	Federation Queen Anne	Moderate contribution
17 Harley	c.1900	Federation Bungalow	Moderate contribution
19 Harley	c.1900	Federation Bungalow	Moderate contribution
20 Harley	c.1898	Federation Bungalow	Moderate contribution

<sup>1</sup> The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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Property Address	Constructed (circa)	Architectural style <sup>1</sup>	Level of Significance
21 Harley	c.1898	Federation Queen Anne	Moderate contribution
22 Harley	c.1899	Federation Bungalow	Moderate contribution
23 Harley	c.1910	Federation Queen Anne	Moderate contribution
24 Harley	c.1898	Federation Bungalow	Moderate contribution
25 Harley	c.1903	Federation Queen Anne	Moderate contribution
27 Harley	c.1905	Federation Bungalow	Moderate contribution
28 Harley	c.1898	Federation Queen Anne	Moderate contribution
30 Harley	c.1988	Post-war Conventional Suburban Style	No contribution
31 Harley	c.1908	Federation Bungalow	Moderate contribution
32 Harley	c.1900	Federation Bungalow	Moderate contribution
33 Harley	c.1920	Federation Bungalow with Inter War California Bungalow elements	Moderate contribution
36 Harley	c.1905	Federation Bungalow	Moderate contribution
38 Harley	c.1905	Federation Bungalow	Moderate contribution
39 Harley	c.1898	Federation Bungalow	Moderate contribution

#### 4. HARLEY STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing development and new development;
- Additions to existing development and new development is appropriately set back so as to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;
- New development is to respond appropriately to the surrounding street context through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
  - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandahs, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;



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- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

## 5. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

Local Housing Objectives			Deemed to Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties and the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.  Upper floor setbacks are not to be located within 10 meters of the front boundary in the case of new development;  or  Upper floors should be set back behind the main ridgeline of the original dwelling so that they cannot be viewed in the line of sight from Harley Street.  Refer Figure 2.
New 5.1.2 P2.3	New 6.1.3 P3.1	Upper storey additions are to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.	Replace 5.1.3 C3.2	Replace 6.1.4 C4.1	Rear setbacks are sufficient to accommodate car storage where a property has access to a right of way.
Building Height					

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Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.										
Augment 5.1.6 P6	Augment 6.1.2 P2	<p>Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.</p> <p>The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.</p> <p><i>Note: The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</i></p>	Replace 5.1.6 C6	Replace 6.1.2 C2	<p>The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:</p> <table><tr><td>Element</td><td>Max allowable Heights for Two Storey Dwellings</td></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 meters</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 meters	Top of pitched roof	10 metres
			Element	Max allowable Heights for Two Storey Dwellings									
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 meters												
Top of pitched roof	10 metres												
New 5.1.6 C6.1	New 6.1.2 C2.1	<p>Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street.</p> <p>The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.</p>											
Vehicular Access													
Augment 5.3.5 P5.1	Augment 6.3.5 P5	No crossovers to Harley Street unless the property has no other vehicular access opportunities.											
Street Surveillance													
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.								
			Replace 5.2.3 C3.2	Replace 6.2.1 C1.2	Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.								

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	<p>a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level;</p> <p>b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable;</p> <p>c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and</p> <p>d) Maximum width of piers to be 470mm;</p> <p>or</p> <p>e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;</p> <p>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and</p> <p>g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level;</p> <p>or</p> <p>h) Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.</p>
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Replace 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 C6.2	Replace 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Replace 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	New 5.4.6 C6.4	Replace 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the original front building and roof form remains the dominant feature to the street.
Site Works (Demolition)					
New 5.3.7 P7.3	New 6.3.6 P6.3	Applications for development approval should maintain the front façade of a contributing dwelling.	New 5.3.7 C7.4	New 6.3.6 C6.4	Applications for development approval that retain the original dwelling are considered acceptable. <sup>2</sup>

<sup>2</sup> Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C1.9.1 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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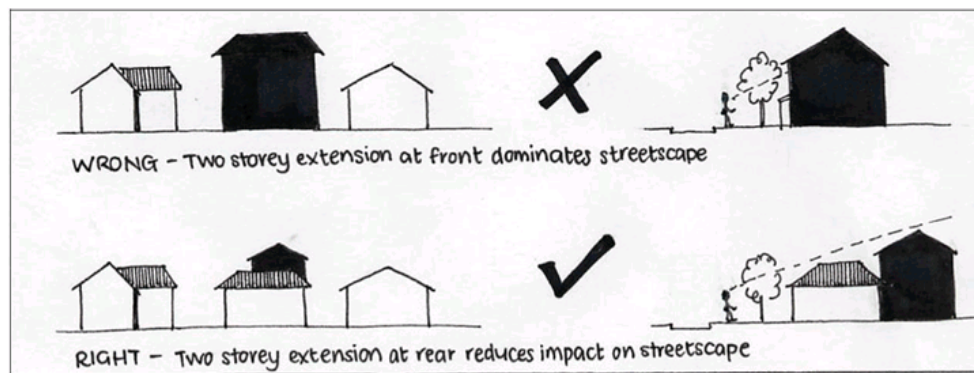


Figure 2 – Line of Sight



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**6. RECOMMENDED FENCING STYLES FOR HARLEY STREET**



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### APPENDIX 3: CARR STREET GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.



Figure 1 – Carr Street Character Retention Area

#### 1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Carr Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a basis for the control of all development within Carr Street including new dwellings and additions/alterations to existing buildings;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

#### 2. CARR STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation the original Federation and Interwar Bungalow style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Carr Street;

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- New development is to respond appropriately to the surrounding street context through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
  - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandah, decorative timber gables and the removal of paint and render from original brickwork;
- Maintain the absence of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open street frontage by ensuring front boundary fences are low and/or visually permeable.

### 3. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives			Deemed to Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.  Upper floor setback a minimum of 4 metres from the setback of the ground floor of the dwelling in the case of new dwellings, or setback behind the main ridgeline of the original dwelling such that the upper floor cannot be viewed in the line of site from Carr Street.  Refer Figure 2
New 5.1.2 P2.3	New 6.1.3 P3.1	Upper storey additions are to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.	Replace 5.1.3 C3.2	Replace 6.1.4 C4.1	Rear setbacks are sufficient to accommodate car storage where a property has access to a right of way.
Building Height					

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Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.										
Augment 5.1.6 P6	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.  The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	Minimum building height fronting primary street: 3m  Maximum building height: <table><tr><td>Element</td><td>Max allowable Heights for Two Storey Dwellings</td></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 metres</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 metres	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings												
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 metres												
Top of pitched roof	10 metres												
New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New 5.1.6 C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.								
Setback of Garages and Carports													
Augment 5.2.1 P5.1		Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.2		Carports setback 500mm behind the front setback line.								
Street Surveillance													
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.								
Street Walls and Fences													



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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.8 metres above natural ground level; b) The maximum height of any solid portion of a new fence is to be 750mm above natural ground level. The remaining portion is to be a minimum of 80% visually permeable; and c) The maximum height of fence piers with decorative capping to be 2.0 metres above natural ground level.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Replace 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Replace 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling.  <i>Note: Floor levels of the original dwellings in Carr Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Replace 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Replace 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.



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Local Housing Objectives			Deemed to Comply		
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Site Works (Demolition)					
New 5.3.7 P7.3	New 6.3.6 P6.3	Application for development approval should maintain the front façade of the original dwelling.	New 5.3.7 C7.4	New 6.3.6 C6.4	Applications for development approval retain the original dwelling. <sup>3</sup>

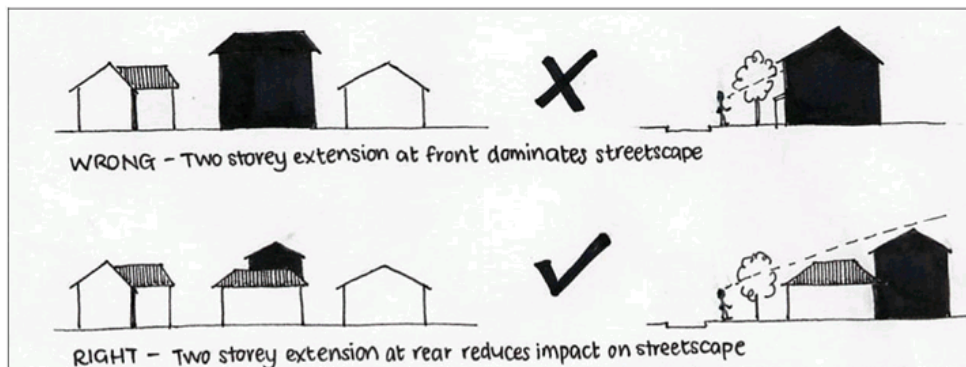


Figure 2 – Line of sight

<sup>3</sup> Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C7.4 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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### APPENDIX 4: JANET STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.



Figure 1 – Janet Street Character Retention Area

#### 1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Janet Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a basis for the control of all development within the Janet Street Heritage Area including new buildings and additions/alterations to existing buildings;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

#### 2. STATEMENT OF HERITAGE SIGNIFICANCE

Janet Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation and Interwar style of architecture.

Janet Street has moderate historic value as an almost intact and cohesive example of a 20th century streetscape, with the residences that were predominantly built in the 1920's. It provides a good and rare historic record of the accommodation of people in this period.

Janet Street demonstrates a cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute

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to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness.

### 3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style <sup>4</sup>	Level of Significance
1 Janet St	c1922	Interwar bungalow	Moderate Contribution
2 Janet St	c1924	Federation bungalow	Moderate Contribution
3 Janet St	c1922	Interwar bungalow	Moderate Contribution
4 Janet St	c1923	Federation bungalow	Moderate Contribution
5 Janet St	c1922	Interwar bungalow	Moderate Contribution
6 Janet St	c1923	Federation bungalow	Moderate Contribution
7 Janet St	c1922	Interwar bungalow	Moderate Contribution
8 Janet St	c1923	Interwar bungalow	Moderate Contribution
9 Janet St	c1921	Interwar bungalow	Moderate Contribution
10 Janet St	c1923	Federation bungalow	Moderate Contribution
11 Janet St	c1921	Interwar bungalow	Moderate Contribution
12 Janet St	c2009	Contemporary dwelling	No contribution
13 Janet St	c1921	Interwar bungalow	Moderate Contribution
14 Janet St	c1923	Federation bungalow	Moderate Contribution
15 Janet St	C1923	Interwar bungalow	Moderate Contribution

### 4. JANET STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of the existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encouragement of a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Ensuring additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Janet Street;
- New development is appropriate in scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandah, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;
- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces, and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

<sup>4</sup> The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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## 5. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>										
Street Setbacks													
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.  Upper floor setback a minimum of 4 metres from the setback of the ground floor of the dwelling in the case of new dwellings, or setback behind the main ridgeline of the original dwelling such that the upper floor cannot be viewed in the line of site from Janet Street.  Refer Figure 2								
New 5.1.2 P2.3	New 6.1.3 P3.1	Upper storey additions are to be adequately setback to maintain the predominant single storey appearance of the streetscape.											
Lot Boundary Setbacks													
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.	Replace 5.1.3 C3.2	Replace 6.1.4 C4.1	Rear setbacks are sufficient to accommodate car storage where a property has access to a right of way.								
Building Height													
Augment 5.1.6 P6.1	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.  The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	Minimum building height fronting primary street: 3m  Maximum building height: <table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 metres</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 metres	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings												
Top of external wall (roof above)	7 metres												
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New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.
<b>Setback of Garages and Carports</b>					
Augment 5.2.1 P5.1		Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.2		Carports setback 500mm behind the front setback line.
<b>Street Surveillance</b>					
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.
<b>Street Walls and Fences</b>					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	<p>a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level;</p> <p>b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable;</p> <p>c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and</p> <p>d) Maximum width of piers to be 470mm</p> <p>or</p> <p>e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;</p> <p>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level.</p>



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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes.</i>		
					The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Replace 6.2.4 C4	Roof pitch between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Replace 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Note: Floor levels of the original dwellings in Janet Street are raised approximately 300mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Replace 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Replace 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.
Site Works (Demolition)					
New 5.3.7 P7.3	New 6.3.6 P6.3	Applications for development approval should maintain the front façade of a contributing dwelling.	New 5.3.7 C7.4	New 6.3.6 C6.4	Applications for development approval that retain the original dwelling are considered acceptable. <sup>5</sup>

<sup>5</sup> Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C7.4 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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Figure 2 – Line of sight

**Date Adopted:** 22 September 2015  
**Date Amended:** 12 December 2017  
**Date Reviewed:** NA  
**Date of Next Review:** September 2020

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Code of Conduct 2017  
Adopted xx/xx/2017

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## 1. Introduction

The Council of the City of Vincent is the elected body responsible for the administration of the City in the best interests of its residents. The Council is committed to providing open, responsive and accountable government.

The *Local Government Act 1995* requires every Western Australian local government to prepare and adopt a code of conduct to be observed by Council Members, Committee Members, and employees.

The Code of Conduct provides Council Members, Committee Members, employees and contractors in the City of Vincent with the minimum standard of professional conduct and behaviour in carrying out their functions and responsibilities. The Code addresses ethical responsibility and encourages greater transparency and accountability. It encourages a commitment to ethical and professional behaviour and outlines principles upon which individual and collective local government behaviours are to be based.

The Code should be read in conjunction with the *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007* and other legislation that affect Council Members, Committee Members and employees and the Code does not override or affect those provisions or requirements.

The Code is complementary to the principles adopted in the *Local Government Act 1995* which incorporate four fundamental aims:

- (a) Better decision making by local governments
- (b) Greater community participation in the decisions and affairs of local governments
- (c) Greater accountability of local governments to their communities
- (d) More efficient and effective local government

In order to ensure that the Code remains current and relevant, it will be reviewed and presented to Council for re-adoption no more than three months after each Ordinary Council Election.

## 2. Values, Principles and Behaviour

### Organisational Values

The organisational values and culture are an important part of working at the City of Vincent. Council Members, Committee Members, employees and contractors are expected to work within City of Vincent values and display the following behaviours:

<b>Honesty and Integrity</b>	<ul style="list-style-type: none"> <li>•Treating others with respect, fairness, consistency, courtesy and honesty.</li> </ul>
<b>Excellence &amp; Service</b>	<ul style="list-style-type: none"> <li>•Providing a high level of customer service. Striving to learn. Actively seeking and evaluating new ways of doing things. Leading by example.</li> </ul>
<b>Teamwork &amp; Commitment</b>	<ul style="list-style-type: none"> <li>•Work as a team and assist each other for the betterment of the City, its residents and visitors.</li> </ul>
<b>Caring and Empathy</b>	<ul style="list-style-type: none"> <li>•Being considerate of others and believing in their ability. Encouraging and acknowledging effort and initiative.</li> </ul>
<b>Innovation &amp; Diversity</b>	<ul style="list-style-type: none"> <li>•Encouraging creativity, innovation and initiative to realise the vibrancy and diversity of our vision.</li> </ul>

### Principles

As a general principle, a person in his or her capacity as a Council Member, Committee Member, employee or contractor should:

- (a) Act with reasonable care and diligence
- (b) Act with honesty and integrity
- (c) Act lawfully
- (d) Avoid damage to the reputation of the local government
- (e) Be open and accountable to the public
- (f) Base decisions on relevant and factually correct information
- (g) Treat others with respect and fairness
- (h) Not be impaired by mind affecting substances

Council Members, Committee Members, employees and contractors must avoid behaviour and conduct that:

- (a) Contravenes the *Local Government Act 1995* and the City's relevant administrative requirements
- (b) Is improper or unethical
- (c) Is an abuse of power or otherwise amounts to misconduct
- (d) Causes, comprises or involves intimidation, harassment or verbal abuse
- (e) Causes, comprises or involves discrimination or adverse treatment in relation to employment
- (f) Causes, comprises or involves prejudice in the provision of a service to the community

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### Fraudulent and Corrupt Conduct

Fraud is a dishonest activity that causes actual or potential financial loss to a person or the City. Corrupt conduct is behaviour that lacks virtue or integrity, including when a Council Member, Committee Member, employee or contractor uses or attempts to use their position for personal advantage. The *Criminal Code* makes it illegal for a public officer (including a Council Member, Committee Member or employee) to engage in fraud and/or corruption.

### Performance of Duties

Council Members, Committee Members and employees have a legal duty of fidelity to act in the best interests of the City. While on duty, employees and contractors must give their time and attention to the City's business and ensure that their work is carried out efficiently and effectively, so that their standard of work reflects favourably both on them and on the City.

Council Members, Committee Members, employees and contractors must exercise reasonable care and diligence in the performance of their duties, being consistent in their decision-making and treating all matters on individual merits. Council Members and Committee Members will be as informed as possible to enable them to perform their role.

### Role of the Council, Mayor, Council Members and CEO

The role of the Council, Mayor, Council Members and CEO is set out in the *Local Government Act 1995*, sections 2.7 – 2.10. In fulfilling the various roles, Council Members' activities will focus on:

- (a) Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community
- (b) Achieving sound financial management and accountability in relation to the City's finances
- (c) Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns
- (d) Working with other governments and organisations to achieve benefits for the community at both a local and regional level
- (e) Being aware of the statutory obligations imposed on Council Members and on local governments

### Relationships between Council Members, Committee Members and Employees

Council Members, Committee Members and employees must have mutual respect for the role that each party plays to achieve the City's corporate goals and implement the City's strategies. All parties should understand each other's role as specified in the *Local Government Act 1995* and other legislation. To achieve this, Council Members and Committee Members must:

- (a) Accept that their role is one of leadership, and not a management or administrative role
- (b) Acknowledge that they have no capacity to individually direct employees and contractors to carry out particular functions
- (c) Refrain from publicly criticising employees in a way that casts aspersions on their professional competence or credibility
- (d) Ensure that no restriction or undue influence is placed on the ability of employees to give professional advice to Council

Employees ought to recognise that a Council Member's views and opinions often reflect valid community viewpoints that should be considered in conjunction with professional opinion. Employees are to make every effort to assist Council Members in the performance of their role and to achieve the satisfactory resolution of issues that may arise in the performance of that role.

Regulations 9 and 10 of the *Local Government (Rules of Conduct) Regulations 2007* apply to Elected Members in respect of involvement in the City's administration and relationships with employees:

**9. Prohibition against involvement in administration**

- (1) A person who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the council or by the CEO to undertake that task.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**10. Relations with local government employees**

- (1) A person who is a council member must not –
  - (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means –
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use offensive or objectionable expressions in reference to a local government employee.
- (4) Subregulation (3)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

### Compliance with Local Laws and Policies

Council Members, Committee Members and employees and contractors must comply with local laws and Council policies. Employees and contractors must also comply with all administrative policies and procedures of the City. Council Members and Committee Members are to consider the administrative policies and procedures of the City to guide them in their decision-making responsibilities.

### Appointments to External Boards, Committees and Working Groups

Council Members, Committee Members employees and contractors representing the City on external organisations, boards, committees and working groups are to ensure that they clearly understand the basis of their appointment; provide regular reports on the activities of the organisation in accordance with the confidentiality requirements of that organization; and represent the City's interests on all matters relating to that organisation while maintaining the confidentiality requirements of the City.

### Decision-making

Council Members, Committee Members and employees have a duty to ensure that decisions are properly made and that parties involved in are dealt with fairly. Care must be taken to avoid impropriety and also to avoid any occasion for suspicion and any appearance of improper conduct.

When making decisions, it is essential that Council Members, Committee Members and employees are highly conscious of the potential for even the slightest impropriety to lead to suspicion of misconduct. This means Council Members, Committee Members and employees must ensure that no action, statement or communication between themselves and a third party conveys any suggestion of willingness to provide concessions or preferential treatment.

### Lobbying

"Lobbying" is used to cover those types of communication between local government Council Members and the community and include representations to Council Members by special interest groups, by individuals with a direct interest in a council decision and by advocates acting on behalf of others.

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Lobbying is common in local government. The most common form occurs when a group or individual makes direct contact with a Council Member in an attempt to influence a council decision.

Appropriate lobbying of Council Members is considered normal. In many cases lobbying is part of the democratic process and is an acceptable feature of the relationship between citizens and their elected representatives.

### Inappropriate Lobbying

It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. Lobbying is a two-way process between Council Members and lobbyists.

Council Members should take care that their duty to consider issues fairly and properly is not compromised by participating in lobbying practices that are outside the bounds of appropriate or lawful behaviour.

Generally, inappropriate or unlawful conduct on the part of someone lobbying a Council Member usually involves an attempt to obtain preferential consideration or treatment based on factors other than the merits of the matter. Examples include:

- (a) Accepting undisclosed payments or benefits while making a decision that affects the gift giver's interests
- (b) Accepting a political donation in return for the favourable exercise of discretion during decision-making
- (c) granting access to a particular individual or group while unreasonably denying similar access requested by another party
- (d) Fettering discretion by giving undertakings to an interested party prior to considering all the information relevant to a decision
- (e) Acting in a manner that exceeds the role of a Council Member as defined in section 2.8, 2.9 or 2.10 of the Local Government Act
- (f) Disclosing confidential information while being lobbied
- (g) Being unduly influenced by factors that are irrelevant to the merits of the matter under consideration
- (h) Lobbying of by tenderers about the outcome of a tender process

### Transparency

Council Members should exercise judgement when deciding whether to be involved in private meetings with people seeking to influence a council decision. Suspicions of inappropriate lobbying can occur when lobbying is not open to public scrutiny. Regardless of whether such suspicions are justified, they still have the potential to undermine public confidence in council decision-making and adversely affect a Council Member's reputation.

Transparency is a useful means of governing accountability and perceptions of fairness in lobbying processes. There are a number of ways Council Members can help ensure transparency whilst being lobbied. These include:

- (a) Documenting meetings with proponents
- (b) Generally conducting meetings in official locations, such as Council premises
- (c) Having other people present during meetings
- (d) Inviting applicants who have approached them for a meeting to discuss significant developments, to write to the City seeking a meeting with all Council Members and relevant employees
- (e) Providing copies of information presented during lobbying meetings to City employees for consideration and assessment (if required), distribution to other Council Members and filing as part of Council's records
- (f) Asking people who have requested a meeting to put their arguments in writing
- (g) Making a declaration at a Council meeting about lobbying activities they have been engaged in that are not part of Council's formal processes

### Contact with Developers Register

Contact with developers is a normal and necessary function of the role of a Council Member. However, the nature and frequency of that contact can sometimes lead to allegations or perceptions of bias, influence or even

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corruption being made towards Council Members. Ensuring that decision-making processes are open and transparent reduces the opportunities for such allegations or perceptions to be raised.

Council Members are to record any Prescribed Contact they have with developers on the City's "Contact with Developers Register" in accordance with the City's Contact with Developers Policy. The register is maintained by the CEO and published on the City's website.

#### Reimbursement of Expenses

Council Members, Committee Members, employees and contractors may claim reimbursement of expenses only in accordance with the relevant legislative provision, policy or administration procedures. Claimants shall be diligent in ensuring that the expenses claimed in accordance with Council policy relate to their function and are appropriately acquitted.

Section 5.98(2) of the *Local Government Act 1995* states an Elected Member who incurs an expense of a kind prescribed as being an expense:

- (a) to be reimbursed by all local governments or
- (b) which may be approved by any local government for reimbursement and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with section 5.98(3) of the *Local Government Act 1995*.

#### Council Member Accessibility

Council Members shall ensure that they make themselves accessible to the City of Vincent community through publication of at least one of the following on the City's website. Selection of the following will be at the discretion of the Council Member:

- (a) Private and/or City address or PO Box
- (b) Business telephone number
- (c) Mobile telephone number
- (d) Email address



### 3. Health and Safety

Every person within the City of Vincent must take responsibility for preventing workplace related injuries and illnesses and adhering to all relevant regulations, policies and procedures. Leaders are accountable for the implementation of these requirements within the span of their control and for ensuring that supporting systems are in place. All employees and contractors must understand and follow the health and safety requirements in each City of Vincent workplace, and promptly report any circumstances that represent a threat to the safety of themselves or others.

#### Alcohol and Drug Use

Council Members, Committee Members, employees, contractors and visitors must refrain from carrying out their official duties or responsibilities while affected by alcohol or drugs. The possession or use of illegal substances at City of Vincent workplaces, functions or in conjunction with City of Vincent business is strictly prohibited. All employees and contractors must adhere to the requirements of the City's Work Health and Safety Policy.

#### Equality in Employment

Equal Employment Opportunity ensures that all employment and management practices operate in a way that gives everyone the same opportunities in the workplace. This includes decisions relating to recruitment, remuneration, conditions of employment, development, promotion, and termination of employment.

The City will maintain, identify and resolve issues relating to equity, and recognise opportunities for improvement. It will also require that all employees and contractors and potential employees and contractors are reviewed according to job related skills, qualifications, abilities and attitude and not with regard to non-work-related factors.

#### Harassment and bullying

The City of Vincent does not tolerate any form of harassment or bullying. Our values support a culture where people are treated fairly, respectfully and with dignity.

"Harassment" is an action, conduct or behaviour that is viewed as unwelcome, humiliating, intimidating or offensive by the recipient. Sexual harassment is any deliberate verbal or physical sexual conduct that is unwelcome and uninvited and that a reasonable person having regard to all the circumstances would regard the behaviour as offensive, humiliating or intimidating.

"Bullying" is repeated verbal, physical, social or psychological abuse by a person or group of people at work. Council Members, Committee Members, employees and contractors are expected to be inclusive, collaborative and supportive and are not to engage in any activity that could be considered to be harassment or bullying. It is important that everyone considers the implications of their behaviours and supports colleagues to raise concerns.

#### Discrimination

"Discrimination" means treating someone unfairly due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status.

Council Members, Committee Members, employees and contractors must not engage in actions or behaviours that discriminate against, or support others who discriminate against, any person. This includes, but is not limited to discrimination, on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), political affiliation, marital status, disability, sexual orientation or transgender.

The City will ensure compliance with the principles and provisions of the *Equal Opportunity Act 1984* (WA). This commitment extends to recruitment and selection, promotion and advancement activities which will be solely on the basis of equity and fairness. Appointments will be based solely on merit.

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All people have a right to work in an environment that is free from sexual harassment. Sexual harassment will not be tolerated in the City of Vincent.

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## 4. Information and Communication

### Access to Information – Council Members

Council Members are to be given access to all information for them to properly perform their civic functions, and to make reasonable and informed decisions on matters before the Council. Council Members have an obligation to properly examine all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter.

Employees and contractors have an obligation to provide full and timely information to Council Members about matters that they are dealing with, in accordance with council procedures.

Council Members who have a personal (as distinct from civic) interest in a document of the City have the same rights of access as any member of the public.

### Access to Information – Personal Interest

Any Council Member, Committee Member, employee or contractor must not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or for any other person. When making an enquiry on a matter being considered by the City in which they have a personal/financial interest, they shall seek the information only from the CEO or relevant Director, in writing.

### Improper use of Information

Council Members, Committee Members, employees and contractors must not make improper use of any information acquired by the person in the performance of his or her functions under the *Local Government Act 1995* or any other written law. Due discretion must be exercised by all those who have access to confidential or sensitive information. This applies not only to the proper disclosure of that information, but also to the appropriate measures to be taken to ensure that the security of the information is not compromised.

Section 5.93 of the *Local Government Act 1995* prohibits an Elected Member, Committee Member or employee from making improper use of any information acquired in the performance by the person of his or her functions under the *Local Government Act 1995* or any other written law:

- (a) to gain directly or indirectly an advantage for themselves or for any other person; or
- (b) to cause detriment to the City or any other person. The penalty, on conviction, is a fine of \$10,000 or imprisonment for 2 years.

### Confidential Information

Council Members, Committee Members, employees and contractors must only access information needed for official business and use confidential information only for the purpose it is intended to be used. They have a duty to protect confidential information and must only release confidential information if they have authority to do so.

Regulation 6 of the *Local Government (Rules of Conduct) Regulations 2007* prohibits an Elected Member from disclosing confidential information, or information acquired at a closed meeting:

#### 6. Use of information

(1) In this regulation — closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act; confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed; non-confidential document means a document that is not a confidential document.

(2) A person who is a council member must not disclose —

- (a) information that the council member derived from a confidential document; or
- (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subregulation (2) does not prevent a person who is a council member from disclosing information —

- (a) at a closed meeting; or
- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

### Communication and Public Relations

All aspects of communication by employees and contractors (including verbal, written, electronic or personal), involving the City's activities must be accurate, polite and professional.

As a representative of the community, Council Members need to be responsive to community views, and shall communicate decisions of Council or a committee adequately, with good faith and not adversely reflect on those decisions externally.

Council Members, Committee Members, employees and contractors must:

- (a) Respect the decision-making processes of the City which is based on decisions of the majority of the Council or a committee
- (b) Not communicate confidential information
- (c) Convey information concerning adopted policies, procedures and decisions of the City accurately.
- (d) Recognise that the spokespersons for the Council are the Mayor and, with the Mayor's authorisation, the Chief Executive Officer, either of whom may make a statement on behalf of the Council.

Section 2.8(1)(d) of the *Local Government Act 1995* states the Mayor is to speak on behalf of the local government.

Section 5.41(f) of the *Local Government Act 1995* states the CEO can speak on behalf of the local government if the Mayor agrees.

### Expression of Personal Views

Council Members are free to make their own personal position known about any matter which is pertinent to the business of the City, including Council decisions provided that it cannot be construed to be a statement on behalf of the Council.

Council Members, Committee Members, employees and contractors will refrain from making personal statements to the media without clearly prefacing such remarks that they are personal views and not those of the Council and in any case will not adversely reflect on a Council decision.

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### Social Media

Council Members, Committee Members and employees are free to state their position / role with the City publicly on social media (e.g. on Facebook, LinkedIn), however, as with any other form of communication, they must ensure their behaviour on social media adheres to the City of Vincent's values, policies and the other provisions of this Code.

While using social media Council Members, Committee Members and employees must:

- Take care that their online behaviour does not reflect adversely on the City
- Be polite and respectful of the opinions of others at all times, especially if publicly identifying themselves as a staff member of the City
- Ensure that any comments made about the City, Council, Council Members, its staff or stakeholders are factually correct and not confidential, divisive or negative in nature

Employees must not:

- Use social media to complain about their employment or to criticise the City or other City employees.
- Use their work email address to register social media accounts or post their work email address on social media outside of a work capacity
- Create a social media account or page that appears to "represent" the City, in relation to the City or any of its initiatives, unless approved to do so.

Council Members and Committee Members are encouraged to use social media channels throughout their term to help communicate the City's programs and initiatives and create an open channel with residents and community members. Such communication should always be conducted in a positive manner, should not discredit or reflect adversely on the City, its staff or its initiatives.

Council Members, Committee Members and employees should take care to ensure that work-related communication with each other occurs through official channels, not through social media.

### Defamation

Comments by Council Members are covered only by qualified privilege against defamation. A Council Member can only rely on the defence of qualified privilege whilst exercising the proper discharge of their duties, and doing so in the public interest. In order to maintain qualified privilege, a Council Member should ensure that comments made are pertinent to the business of local government and they are not made maliciously or without due regard to whether they represent the truth.

## 5. Use of Local Government resources

Council Members, Committee Members, employees and contractors will be scrupulously honest in their use of the local government's resources and shall not misuse them or permit their misuse by any other person or body. Local government resources should be used effectively and economically and are not to be used for private purposes unless properly authorised to do so.

The interests of a Council Member in their re-election is considered to be a personal interest and as such the reimbursement of travel expenses incurred on election matters is not appropriate. In addition, Council letterhead, the City's logo and other information that could give the impression it is official council material must not be used for these purposes.

Council Members, Committee Members, employees and contractors must not use the City's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

Regulation 8 of the *Local Government (Rules of Conduct) Regulations 2007* states the following in respect of Elected Members using City resources:

### **8. Misuse of local government resources**

A person who is a council member must not either directly or indirectly use the resources of a local government —

- (a) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*, or
- (b) for any other purpose, unless authorised under the Act, or authorised by the council or the CEO, to use the resources for that purpose.



## 6. Conflict of Interest

A conflict of interest occurs when an employee's position within the City of Vincent, or their financial or other personal interests affect, have the potential to affect, or could have the appearance of affecting, their judgement, objectivity or independence.

No activities of Council Members, Committee Members and employees should conflict with work responsibilities or compromise the quality of work performance, commitment to work, or the ability to make impartial business decisions.

Council Members, Committee Members and employees must declare any actual, or perceived conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Employees must excuse themselves from any decision-making process where there is an interest that influences, or may be perceived as influencing, their ability to make objective decisions and to fulfil the responsibilities to the City.

Employees will not engage in private work with or for any person or body with an interest in a proposed or current business dealing with the local government, without first making disclosure to the CEO, or in the case of the CEO, to the Mayor. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

Employees who exercise a recruitment, regulatory, inspectorial or other discretionary function must make a disclosure before dealing with closely associated persons, close relatives or close friends and, whenever possible, or in doubt, should disqualify themselves from dealing with those persons. This disclosure must be made in writing to their Director and/or CEO. In the case of the CEO, disclosure to the Mayor is required.

### Financial Interests

Council Members, Committee Members, employees and contractors must comply with the laws governing financial interests, including the disclosure of financial interests, set out in the *Local Government Act 1995*. Sections 5.59-5.90 of the *Local Government Act 1995* establish the requirements for disclosure by Council Members, Committee Members, employees and contractors of financial interests (including proximity interests). The onus is on Council Members, Committee Members, employees and contractors to identify possible financial interests (including proximity interests and non-financial interests), to determine whether an interest exists and whether any statutory exemption applies.

### Impartiality Interests

For the purposes of the Code, an impartiality interest means: "an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association" (see regulation 34(C)(1) of the Local Government (Administration) Regulations 1996 and regulation 11(1) of the Local Government (Rules of Conduct) Regulations 2007). An 'impartiality interest' does not include a 'financial interest' that is subject to the requirements of the *Local Government Act 1995*.

An employee who has an impartiality interest in any matter to be discussed at a Council or committee meeting attended by that person must disclose the nature of the impartiality interest in a written notice given to the CEO before the meeting, or at the meeting immediately before the matter is discussed.

In addition, an employee who has given, or will give, advice in respect of any matter to be discussed at a Council or committee meeting not attended by the employee must disclose the nature of any impartiality interest he or she has in the matter in a written notice given to the CEO before the meeting, or at the time the advice is given.

An employee is excused from the requirement to disclose an impartiality interest if the failure to disclose occurs because the person did not know he or she had an impartiality interest in the matter, or did not know the matter would be discussed at the meeting and the person discloses the interest as soon as possible after becoming aware of the discussion.

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Regulation II of the *Local Government (Rules of Conduct) Regulations 2007* contain the provisions relating to Elected Members disclosing impartiality interests:

#### II. Disclosure of interest

- (1) In this regulation - interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.
- (2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest -
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subregulation (2) does not apply if –
  - (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
  - (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.

#### Disclosure of Information in Returns

Council Members and 'designated employees' must provide primary and annual returns in accordance with the requirements of Division 6 of Part 5 of the *Local Government Act 1995*. For these purposes, a designated employee is defined in section 5.74 of the *Local Government Act 1995* to mean:

- (a) The CEO
- (b) An employee, other than the CEO, to whom any power or duty has been delegated under Division 4 of the *Local Government Act 1995*
- (c) An employee who is a member of a committee comprising Council Members and employees
- (d) An employee nominated by the City to be a designated employee

## 7. Gifts and benefits

### General Provisions

It is the City's position that Council Members, Committee Members and employees should not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation or hospitality) for themselves, or for any other person or body, as a result of their role with the City.

However, it is acknowledged that there may be instances when receiving a gift is unavoidable or when refusal of a gift may be inappropriate. In these circumstances, Council Members, Committee Members, employees must comply with the provisions of the rest of this section.

In order to ensure transparency, the CEO maintains a register of notifiable gifts which is published on the City's website in accordance with the requirements of the *Local Government Act 1995*.

For the purposes of this Code, a gift has the extended meaning set out in section 5.82(4) of *Local Government Act 1995*.

Section 5.82(4) of the *Local Government Act 1995* defines a gift as:

"**gift** means any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel."

However, a gift does not include\*:

- (a) a gift from a relative as defined in section 5.74(1) of the *Local Government Act 1995*
- (b) a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997* or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training.

\*Taken from regulation 34B of the *Local Government (Administration) Regulations 1996*.

Section 5.74(1) of the *Local Government Act 1995* defines a relative as:

**relative**, in relation to a relevant person, means any of the following:

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a).

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

### Prohibited Gifts

A Committee Member or employee must not accept a prohibited gift from a person who:

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

For these purposes:

- (a) a prohibited gift means:
  - (i) a gift worth \$300.00 or more; or
  - (ii) a gift that is one of two or more gifts given to the member or employee by the same person within a period of six months that are in total worth \$300.00 or more
- (b) activity involving a local government discretion is an activity:
  - (i) that cannot be undertaken without an authorisation from the City or

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- (ii) by way of a commercial dealing with the City.

Any gift valued at \$300.00 or more should be declined. If it is considered inappropriate to reject a gift worth \$300.00 or more (such as in the case of a gift from a foreign dignitary), the gift should be received on behalf of the City and provided to the CEO at the first possible opportunity.

If it is believed its value approaches \$300.00, the precise value of the gift should be ascertained before accepting to ensure compliance with this Code. It is also important to ensure that the full value of the gift is taken into account including all hidden costs in association with acts of hospitality.

Regulation 12 of the *Local Government (Rules of Conduct) Regulations 2007* prohibits an Elected Member from accepting a prohibited gift (see section 8.4 below).

### Notifiable Gifts

A Committee Member or employee may accept a 'notifiable gift.' However, if he or she accepts a notifiable gift from a person who:

- (a) is undertaking or seeking to undertake an activity involving a local government discretion or
  - (b) it is reasonable to believe is intended to undertake an activity involving a local government discretion
- he or she must notify the CEO within 10 days of accepting the gift.

For these purposes:

- (a) a notifiable gift means:
  - (i) a gift worth between \$50.00 and \$300.00 or
  - (ii) a gift that is one of two or more gifts given to an Elected Member, Committee Member or employee by the same person within a period of six months that are in total worth between \$50.00 and \$300.00
- (b) activity involving a local government discretion is an activity:
  - (i) that cannot be undertaken without an authorisation from the City or
  - (ii) by way of a commercial dealing with the City.

The notification to the CEO of the acceptance of a notifiable gift must be in writing and must include:

- (a) the name of the person who gave the gift
- (b) the date on which the gift was accepted
- (c) a description, and the estimated value, of the gift
- (d) the nature of the relationship between the person who is a member or employee and the person who gave the gift
- (e) if the gift is a notifiable gift

Regulation 12 of the *Local Government (Rules of Conduct) Regulations 2007* contains similar requirements relating to the acceptance and notification of a 'notifiable gift' by an Elected Member (see section 8.4 below).

### Acceptance and Notification of Gifts by a Council Member

Regulation 12 of the *Local Government (Rules of Conduct) Regulations 2007* contain the requirements relating to the acceptance and notification of gifts by a Council Member:

<b>12. Gifts</b>	
(1) In this regulation —	
activity involving a local government discretion means an activity —	
(a) that cannot be undertaken without authorisation from the local government; or	
(b) by way of a commercial dealing with the local government;	
gift has the meaning given to that term in section 5.82(4) of the Act except that it does not include:	
(a) a gift from a relative as defined in section 5.74(1) of the Act; or	
(b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or	
(c) a gift from a statutory authority, government instrumentality or non profit association for professional training;	
(d) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia WA Division Incorporated (ABN 91 208 607 072);	
notifiable gift, in relation to a person who is a council member, means —	
(a) a gift worth between \$50 and \$300; or	
(b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;	
prohibited gift, in relation to a person who is a council member, means —	
(a) a gift worth \$300 or more; or	
(b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.	
(2) A person who is a council member must not accept a prohibited gift from a person —	
(a) who is undertaking or seeking to undertake; or	
(b) who it is reasonable to believe is intending to undertake,	
an activity involving a local government discretion.	
(3) A person who is a council member and who accepts a notifiable gift from a person —	
(a) who is undertaking or seeking to undertake; or	
(b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with sub regulation (4).	
(4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —	
(a) the name of the person who gave the gift; and	
(b) the date on which the gift was accepted; and	
(c) a description, and the estimated value, of the gift; and	
(d) the nature of the relationship between the person who is a council member and the person who gave the gift; and	
(e) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift" (whether or not it is also a notifiable gift under paragraph (a) of that definition) —	
(i) a description; and	
(ii) the estimated value; and	
(iii) the date of acceptance	
of each other gift accepted within the 6 month period.	
(5) The CEO must maintain a register of gifts in which details of notices received under sub regulation (4) are recorded.	

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#### Disclosure of Gifts – Council Members and Designated Employees

Council Members and 'designated employees', as defined in section 5.74 of the *Local Government Act 1995*, should also remember to disclose gifts that are received and valued at over \$200.00, that are not covered by the *Local Government (Rules of Conduct) Regulations 2007* (for Council Members) or this Code (for employees).

#### Disclosure of Election Campaign Contributions

All electoral candidates must comply with the *Local Government Act 1995* and the *Local Government (Elections) Regulations 1997* in disclosing electoral donations or 'gifts'. A candidate must disclose to the CEO information about any electoral or related gift with a value of \$200.00 or more that is promised or received within six months before the relevant Election Day. Requirements relating to the disclosure of electoral gifts are set out in the *Local Government (Elections) Regulations 1997*, particularly Part 5A.

## 8. Breaching the Code

### Breaches of the Code by Employees or Contractors

Any person who has reason to believe that the personal behaviour of an employee breaches the standards of conduct set out in the Code, may refer the matter to the CEO or the Manager Human Resources, who will consider the matter and deal with it in accordance with the management protocols, procedures or practices of the City and any applicable law concerning employees or contractors.

Any person who has reason to believe that the personal behaviour of the CEO breaches the standards of conduct set out in the Code, may refer the matter to the Mayor. Each report of a breach is to be dealt with quickly and fairly in accordance with the principles of procedural fairness.

### Breaches of the Code by Council Members and Committee Members

A breach by a Council Member of the Local Government (Rules of Conduct) Regulations 2007 may be reported to the City's Complaints Officer (the CEO) in accordance with the prescribed Complaints Form as determined from time to time. Such complaints will be dealt with under Division 9 of Part 5 of the *Local Government Act 1995*.

Any person who has reason to believe that the personal behaviour of a Council Member breaches the standards of conduct set out in the Code, other than those matters set out in the Local Government (Rules of Conduct) Regulations 2007, may refer the matter to the CEO.

Any person who has reason to believe that the personal behaviour of a Committee Member breaches the standards of conduct set out in the Code, may refer the matter to the CEO.

All complaints and allegations will:

- (a) Be treated as confidential and will ensure that the principles of natural justice and procedural fairness are followed at all times
- (b) For employees be dealt with in accordance with the Council Policy No 4.1.3 Complaint Management and Procedures
- (c) For Council Members, be dealt with in accordance with *Local Government Act 1995*, or where applicable, with the "Council Policy 4.1.3 Complaint Management and Procedures"

### Reporting Misconduct to the Corruption and Crime Commission

The CEO, being a 'principal officer of a notifying authority' (for the purposes of the *Corruption and Crime Commission Act 2003*) has a statutory obligation to report to the Corruption and Crime Commission any allegation of misconduct, or any situation that otherwise comes to his or her attention involving misconduct, where it is of relevance or concern to the CEO in his or her official capacity.

Notwithstanding, any Council Member, Committee Member, employee, contractor or any other person may report directly to the Corruption and Crime Commission any matter which that person suspects on reasonable grounds may concern misconduct that has occurred, is occurring, or may occur.

Section 4 of the *Corruption and Crime Commission Act 2003* defines the instances when 'misconduct' occurs:

**4. Term used: misconduct**

Misconduct occurs if –

- (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment;
- (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person;
- (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years' imprisonment; or
- (d) a public officer engages in conduct that –
  - (i) adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct;
  - (ii) constitutes or involves the performance of his or her functions in a manner that is not honest or impartial;
  - (iii) constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
  - (iv) involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person, and constitutes or could constitute –
- [(v) deleted]
- (vi) a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the Public Sector Management Act 1994 (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

Section 3 of the *Corruption and Crime Commission Act 2003* defines 'serious misconduct' as misconduct of a kind described in section 4(a), (b) or (c) of the *Corruption and Crime Commission Act 2003*.

### Protection of Persons Reporting Unacceptable or Illegal Behaviour

The CEO is to ensure that Council Members, Committee Members, employees and contractors who report unacceptable or illegal behaviour (that is, whistle-blowers) are not in any way disadvantaged or victimised because of their actions. The CEO's action is limited to matters for which he/she has responsibility and/or jurisdiction to act.

### Public Interest Disclosure Act 2003

The *Public Interest Disclosure Act 2003* facilitates the reporting of public interest information and provides protection for those who report this information under that Act. Council Members, Committee Members, employees and contractors are encouraged to contact the City's nominated Public Interest Disclosure Officer to seek guidance on their disclosure and to lodge completed Public Interest Disclosure forms.

A person who makes an appropriate disclosure of public interest information to the City's nominated Public Interest Disclosure Officer under section 5 of the *Public Interest Disclosure Act 2003*:

- (a) incurs no civil or criminal liability for doing so
- (b) is not, for doing so, liable:
  - (i) to any disciplinary action under a written law
  - (ii) to be dismissed
  - (iii) to have his or her services dispensed with or otherwise terminated or
  - (iv) for any breach of duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by a written law) applicable to the person (Section 13)

City of Vincent Code of Conduct 2017

## 9. Definitions

In this Code, unless the contrary appears:

**"CEO"** means the Chief Executive Officer of the City

**"Code"** means the Code of Conduct adopted by the Council

**"Committee"** means a committee established by the council under *Local Government Act 1995*

**"Council"** means the council of the City of Vincent

**"Council Member"** means a person who holds the office of Mayor or councillor

**"Employee"** means a person employed by the City

**"Social media"** includes: Social networking sites, Video and Photo Sharing Sites, Blogs, Microblogs, Wikis, Online Collaboration Forums, Instant Messaging, Geo-Spatial Tagging



**CITY OF VINCENT**

## **PURCHASING POLICY**

### **POLICY NO. 1.2.3**

**(Adopted at the Ordinary Meeting of Council held on 27 February 2007)**



CITY OF VINCENT POLICY MANUAL  
CORPORATE SERVICES - FINANCIAL SERVICES  
POLICY NO: 1.2.3  
PURCHASING POLICY

POLICY NO: 1.2.3

## PURCHASING POLICY

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**POLICY NO: 1.2.3****PURCHASING POLICY****OBJECTIVES**

To:

- Provide compliance with the:
  - Local Government Act 1995; and
  - Local Government (Functions and General) Regulations 1996;
- Deliver a best practice approach and procedures to internal purchasing for the City; and
- Ensure consistency for purchasing activities across all the operational areas of the City.

**POLICY STATEMENT**

The City is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the City with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the City receives value for money in its purchasing, while giving due consideration to the social and environmental impacts of the procurement process across the life cycle of goods and services.
- Ensures the City is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Upholds respect from the public.
- Upholds industry purchasing practices that withstands scrutiny and maintains the probity of the City's actions.

<b>Date Adopted:</b>	<b>27 February 2007</b>
<b>Date Amended:</b>	<b>28 February 2012, 11 June 2013</b>
<b>Date Reviewed:</b>	<b>28 February 2012</b>
<b>Date of Next Review:</b>	<b>February 2017</b>

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**GUIDELINES AND POLICY PROCEDURES  
RELATING TO PURCHASING  
POLICY NO. 1.2.3**

**1. ETHICS & INTEGRITY**

All officers and employees of the City shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the City of Vincent.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

**2. VALUE FOR MONEY**

*"Value for money"* is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the City. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery and distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

### 3. SUSTAINABLE PROCUREMENT

Sustainable procurement takes into consideration the impacts of products and services on human society and the natural environment while meeting the economic constraints of the procuring organisation.

The City is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits. These considerations must however, be balanced against value for money outcomes to ensure the City's economic viability, essential to its long term sustainability.

Practically, sustainable procurement means the City shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency verified by suitable rating systems and eco-labelling through independent third party certification bodies;
- Demonstrate environmental best practice in water efficiency verified by suitable rating systems and eco-labelling through independent third party certification bodies;

- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using recycled materials or raw materials sourced from sustainable resources, that are free of toxic or polluting substances and consume minimal energy and water during production;
- Are produced by an environmentally accredited company or company that has an environmental management system, documented waste reduction strategy, relevant quality criteria and/or good track record for environmental performance;
- Can be refurbished, reused, recycled or reclaimed, and are designed for ease of recycling, re-manufacture or otherwise to minimise waste;
- (Where available, possible and practical), require fewer ozone – depleting substances during manufacture, and/or release fewer ozone – depleting substances or pollutants known to cause environmental harm, including but not limited to VOC's (volatile organic compounds), CFC's (chlorofluorocarbons) and HCFC's (hydrofluorocarbons);
- Are manufactured/supplied in socially acceptable conditions, in accordance with Human Rights conventions, laws or treaties where labour considerations, social exclusions and equal opportunities are taken into account;
- In the event that all other criteria are equal, are locally sourced;
- For motor vehicles – feature the highest fuel efficiency available (verified by suitable rating systems) within the designated price range, based on vehicle type;
- For new buildings and refurbishments – use renewable energy and environmentally friendly technologies where available;

#### 4. PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount to Purchase	
Up to \$1,000	Direct purchase from suppliers requiring only two verbal quotations.
\$1,001 - \$19,999	Obtain at least three verbal or written quotations.
\$20,000 - \$39,999	Obtain at least three written quotations.
\$40,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$100,000 and above	Conduct a public tender process.



Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$100,000, a "Request for Tender" process that entails all the procedures for tendering outlined in this policy must be followed in full.

#### **4.1 Up to \$1,000**

Where the value of procurement of goods or services does not exceed \$1,000, purchase on the basis of at least two verbal quotations is permitted. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies. The City of Vincent Purchasing and Tender Guide contains a sample form for recording verbal quotations.

#### **4.2 \$1,001 to \$19,999**

This category is for the procurement of goods or services where the value of such procurement ranges between \$1,001 and \$19,999.

At least three verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the City's employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies. The Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) contains sample forms for recording verbal and written quotations.

#### **4.3 \$20,000 to \$39,999**

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

**Notes:** The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - Written Specification;
  - Selection Criteria to be applied;
  - Price Schedule;
  - Conditions of responding;
  - Validity period of offer.
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

#### **4.4 \$40,000 to \$99,999**

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

The WALGA Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

## 5. REGULATORY COMPLIANCE

### 5.1 Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another local government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

### 5.2 Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

**Note:** The application of provision "*sole source of supply*" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

### 5.3 Anti-Avoidance

The City shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$100,000, thereby avoiding the need to publicly tender.

### 5.4 Tender Criteria

The City shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$40,000 and \$99,999, the panel must contain a minimum of 2 members; and
- \$100,000 and above, the panel must contain a minimum of 3 members.

### 5.5 Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.

The notice must include:

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include:
  - such information as the City decides should be disclosed to those interested in submitting a tender;
  - detailed specifications of the goods or services required;
  - the criteria for deciding which tender should be accepted;
  - whether or not the City has decided to submit a tender; and
  - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

#### **5.6 Issuing Tender Documentation**

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the City not to compromise its "*Duty to be Fair*".

#### **5.7 Tender Deadline**

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

#### **5.8 Opening of Tenders**

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the City. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two of the City's Officers present at the opening of tenders.

#### **5.9 No Tenders Received**

Where the City has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$99,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

#### **5.10 Tender Evaluation**

Tenders that have not been rejected shall be assessed by the City by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

#### **5.11 Addendum to Tender**

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the City may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

#### **5.12 Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the City and tenderer have entered into a Contract, a minor variation may be made by the City.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

#### **5.13 Notification of Outcome**

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer; and
- The total value of consideration of the winning offer.

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

#### **5.14 Records Management**

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.



For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the City's internal Records Management Policy.

## **6 PURCHASE OF CATERING**

At the Ordinary Meeting of Council held on 11 June 2013 the Council considered a Notice of Motion (Item 10.1) from Mayor Hon. Alannah MacTiernan and resolved as follows:

The catering for City functions, Advisory Group meetings and any other receptions are to be sourced from businesses or persons located primarily within the City of Vincent wherever possible.

## Purchasing Policy

### 1 POLICY

City of Vincent (the “City”) is committed to the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “Act”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “Regulations”).

### 2 OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that value for money is attained for the City;
- are compliant with relevant legislation, codes and standards, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the City;
- demonstrate probity by establishing consistent processes that promote openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- ensure that goods and services to be procured are necessary and fit for purpose;
- properly evaluate and consider the safety and health characteristics of any goods/services prior to being introduced into the City’s workplaces;
- are supported by Budget provisions or comply with section 6.8(1) of the Act; and
- are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

### 3 VALUE FOR MONEY

Value for money is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used. Achieving best value for money at the individual purchase level requires that assessments consider cost and non-cost factors, where relevant, the overall objective of the procurement and make a value judgement about the best outcome.

In addition to a qualitative assessment of the procurement, an assessment of the value for money outcome for any purchasing process should consider:

- an initial needs assessment to determine the ongoing relevance and necessity for the procurement and mode of delivery;
- the up-front, after purchase and fit-for-purpose costs and risks associated with the procurement;
- all relevant total costs of ownership and benefits including up-front price, transaction costs associated with acquisition, delivery, use, holding, maintenance and disposal (including where appropriate residual or resale values);

- **overall objectives of the procurement and outcome being sought.** The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- **non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts.**
- the supplier's financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

## 4 PURCHASING REQUIREMENTS

### 4.1 Values

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4.4 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under 4.7 of this Policy is not deemed to be suitable.

### 4.2 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; and
3. If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

### 4.3 Purchasing from Existing Contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

### 4.4 Purchasing Thresholds

In addition to the other policy provisions the table below prescribes the purchasing request process that the City must follow to be applied, based on the proposed purchase value:

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to \$200	Direct Purchase from the open market with zero quotations required.  This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.	Purchase directly from: <ul style="list-style-type: none"> <li>an existing panel of pre-qualified suppliers administered by the City; or</li> <li>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA</li> </ul> with zero quotations required.
Over \$200 and up to \$5,000	Seek two <del>verbal or</del> written* quotations from the open market.  Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money.  *Where a written quote is not feasible a written note of the verbal quotation is to be recorded.	Purchase directly from: <ul style="list-style-type: none"> <li>an existing panel of pre-qualified suppliers administered by the City; or</li> <li>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA</li> </ul> requiring one <del>verbal</del> written quotation.  *Where a written quote is not feasible a written note of the verbal quotation is to be recorded.
Over \$5,000 and up to \$20,000	Seek two written quotations from the open market.  Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money.  Different suppliers should be used from time to time to test value for money for regular purchases.	Purchase directly from: <ul style="list-style-type: none"> <li>an existing panel of pre-qualified suppliers administered by the City; or</li> <li>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA</li> </ul> requiring one written quotation.  Officers should seek more than one direct quotation if they are not satisfied that their first choice of supplier would represent value for money.
Over \$20,000 and up to \$50,000	Seek three written quotations from the open market including a brief outlining the specified requirement.	Seek two written quotations including a brief outlining the specified requirement from either:



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Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
		<ul style="list-style-type: none"> <li>an existing panel of pre-qualified suppliers administered by the City; or</li> <li>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA</li> </ul>
Over \$50,000 and up to \$150,000	<p>Seek at least three written quotations from the open market by formal invitation under a Request for Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>	<p>Seek three written quotations from a pre-qualified panel of suppliers (whether administered by the City through the WALGA preferred supply program or State Government CUA) are not required to be invited using a RFQ form.</p>
Over \$150,000	<p>Conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the City's tender procedures.</p> <p><b>(Council Approval or Delegated Authority)</b></p>	<p>Where the purchase is expected to be within \$150,000 - \$250,000:</p> <p>Obtain at least three written quotations from suppliers by formal invitation under a Request for Quotation (RFQ), containing price and detailed specification of goods and services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p><b>(CEO Approval)</b></p>

#### 4.5 Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources and goods/services must be made, with a written confirmation of this recorded.

Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Director, prior to a contract being entered into, or a purchase order raised.

#### 4.6 Sustainable Procurement

The City is committed to sustainable procurement and **will adopt strategies to avoid unnecessary consumption and manage demand**. Where appropriate, **the City** shall endeavour to design quotations and tenders to provide an advantage

to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits.

These considerations must however, be balanced against value for money outcomes to ensure the City's economic viability, essential to its long term sustainability.

#### 4.7 Tendering Exemptions

The City limits the discretion from the requirement to call tenders provided under section 11(2) of the Regulations, to values under \$250,000. Accordingly, tenders do not have to be publicly invited for contracts under \$250,000 in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA).
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the City; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

Notwithstanding the above, in circumstances that meet the requirements of section 11(2) of the Regulations and where it can be demonstrated to the satisfaction and approval of the CEO, that value for money outcomes will not be achieved or some other relevant imperative, public tenders will not need to be invited for contracts expected to be worth more than \$250,000.

#### 4.8 Council Approvals

The Regulations provide that Council is required to Accept tenders (subject to approved Delegations of Authority). For the avoidance of doubt, Council approval is not required for the provision of goods or services when public tenders are not required to be invited (and are not invited), providing the expenditure is authorised through the annual budget or approved in accordance with section 6.8(1) of the Act.

Section 13 of the Regulations specify that if:

*"a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited to the requirements of this Division."*



## 5 PANELS OF PRE-QUALIFIED SUPPLIERS

### 5.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

### 5.2 Application

If the City determines it beneficial for a Panel to be created, it must do so in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996*.

### 5.3 Purchasing from the panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

The City will take into account its purchasing thresholds when distributing work among panel members.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award (via purchase order) communications must all be captured on the City's electronic records system. A record is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

## 6. RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the City's Records Management Policy and associated procurement procedures.

CITY OF VINCENT POLICY MANUAL  
CORPORATE SERVICES – FINANCIAL SERVICES  
POLICY NO: 1.2.3  
PURCHASING POLICY

## 7. ADOPTION

Adoption of this Purchasing Policy was endorsed by the Council:

Date Adopted		Item Number:
Date Amended		
Date Reviewed		
Date of Next Review		

Policy/Procedure Links:

	Policy Number	Reference
Records Management Policy		
Procurement Procedures		

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**POLICY NO: 1.2.4****INVESTMENT POLICY  
OBJECTIVES**

To:

- take a conservative approach to investments, but with a focus to add value through prudent investment of funds;
- have investment funds achieve an overall return of the UBS Bank Bill Index;
- achieve a high level of security of the overall portfolio by using recognised rating criteria;
- maintain an adequate level of diversification;
- give preference to investments with institutions that are assessed to have higher social and environmental responsibility rating; and
- have ready access to funds for day to day requirements, without penalty.

**POLICY STATEMENT****1. AUTHORITY FOR INVESTMENT**

All investments are to be made in accordance with:

- *Local Government Act 1995* – Section 6.14.
- *The Trustees Amendment Act 1997* – point 6, re: Part 111 Investments.
- *Local Government (Financial Management) Regulations 1996* – Regulations 19, 19C, 28 and 49.
- Australian Accounting Standards

**2. DELEGATION OF AUTHORITY**

Chief Executive Officer or his delegated representative has authority to invest surplus funds.

**3. PRUDENT PERSON STANDARD**

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

**4. ETHICS AND CONFLICTS OF INTEREST**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

**5. AUTHORISED INVESTMENTS**

Authorised Investment shall be limited to:

- Fixed and floating rate interest bearing deposits with a term to maturity of 12 months or less with authorised institutions;
- State and Commonwealth Government Bonds with a term to maturity of 3 years or less; and
- Specific securities approved by Council.

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**6. PROHIBITED INVESTMENTS**

This Policy prohibits the use of leveraging (borrowing to invest) of an investment.

**7. RISK PROFILE**

When exercising the power of investment the following are to be given consideration:

- The purpose of the investment, and its needs together with the circumstances.
- The nature of and the risk associated with the different investments.
- The need to maintain the real value of capital and income.
- The risk of capital loss or income loss.
- The likely income return and the timing that return.
- The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment.
- The aggregate value of the investment.
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment.

**8. SOCIAL AND ENVIRONMENTAL RESPONSIBILITY PROFILE OF INSTITUTIONS**

When exercising the power of investment, preference is to be given to investments with institutions that have been assessed to have a higher rating of demonstrated social and environmental responsibility, providing that doing so will secure a rate of return that is at least equal to alternatives offered by other institutions.

Where an investment is made with an institution that has a lower rating of demonstrated social and environmental responsibility due to providing a higher rate of return the additional return generated will be invested back into social and environmental initiatives within the City of Vincent.

**9. VARIATION TO POLICY**

The Chief Executive Officer or their delegated representative be authorised to approve variations to this policy if the investment is to Council's advantage and/or due to revised legislation.

All changes to this policy are to be reported to Council within 14 days.

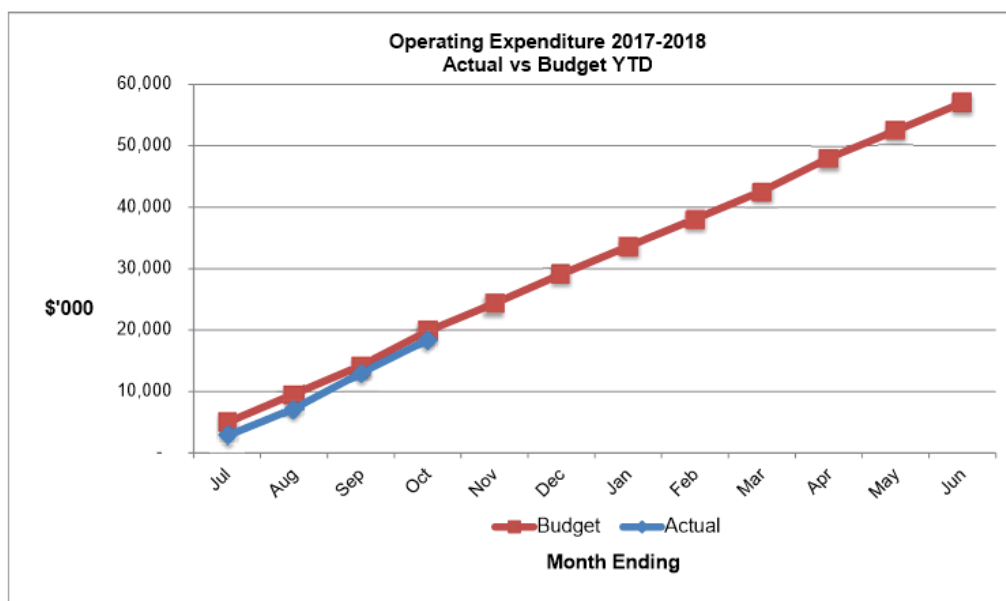
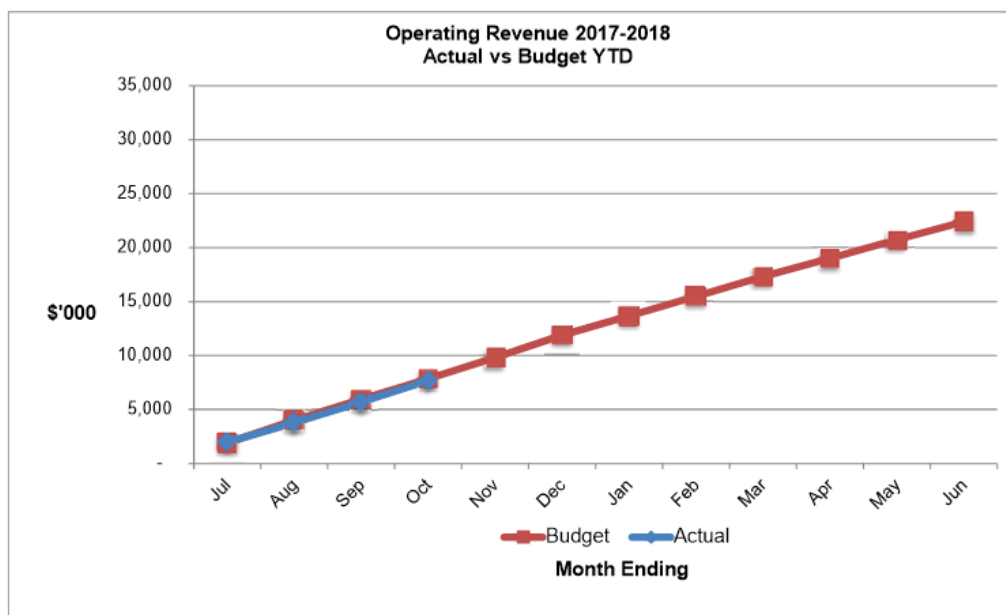
<b>Date Adopted:</b>	<b>24 February 1997</b>
<b>Date Amended:</b>	<b>27 March 2001, 27 June 2006, 12 August 2008, 28 July 2009, 14 January 2014, 23 August 2016.</b>
<b>Date Reviewed:</b>	<b><del>23 August 2016</del></b>
<b>Date of Next Review:</b>	<b>23 August 2019</b>

**CITY OF VINCENT**  
**NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY**  
**BY PROGRAMME**  
**AS AT 31 OCTOBER 2017**



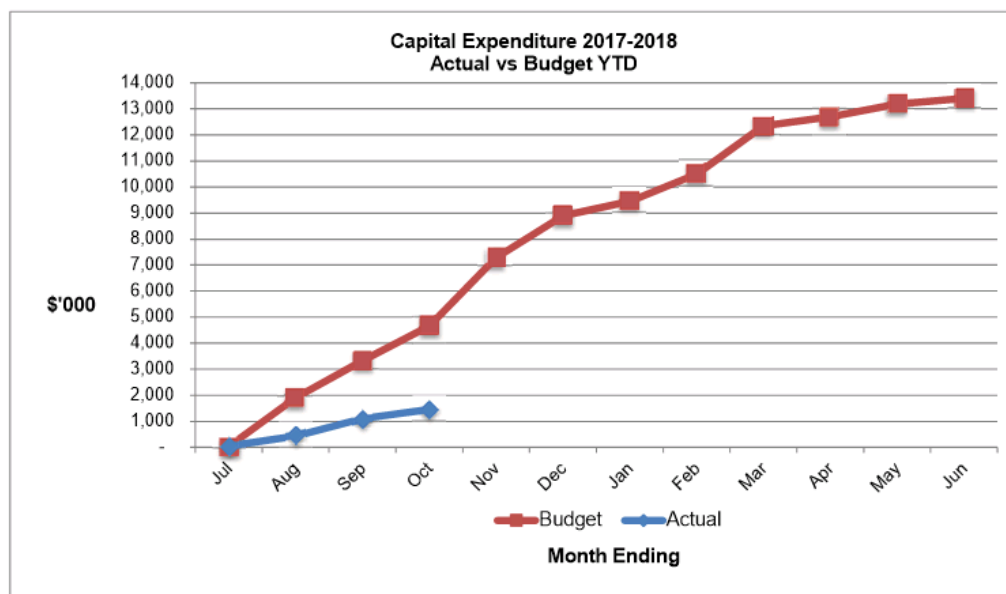
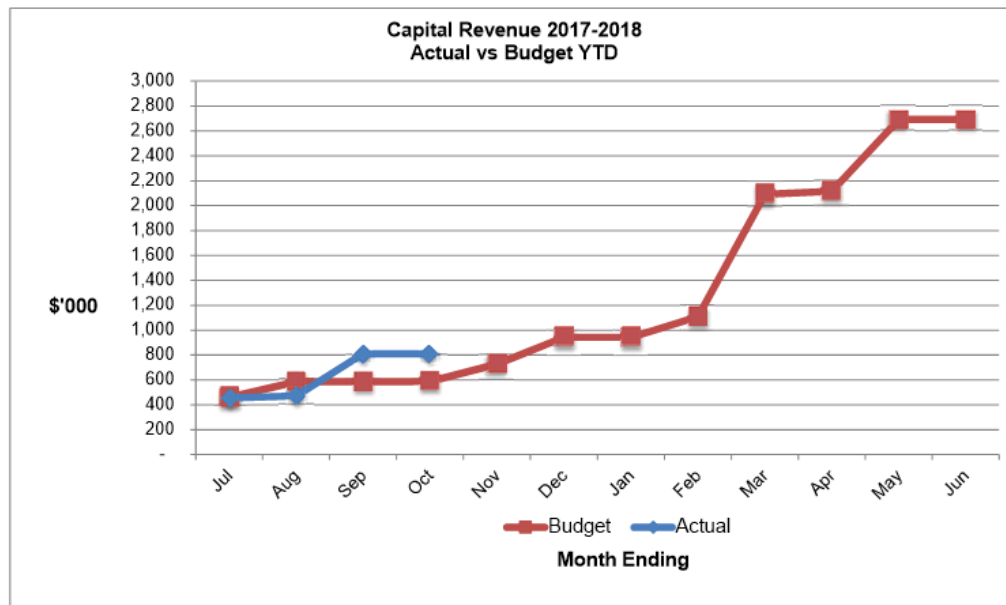
	Adopted Budget 2017/18 \$	YTD Budget 2017/18 \$	YTD Actual 2017/18 \$	YTD Variance 2017/18 \$	YTD Variance 2017/18 %
<b>REVENUE FROM OPERATING ACTIVITIES (EXCLUDING RATES)</b>					
Governance	65,140	32,216	34,086	1,870	6%
General Purpose Funding	1,915,975	888,713	892,969	4,256	0%
Law, Order, Public Safety	187,510	77,872	70,115	(7,757)	-10%
Health	330,940	154,574	217,716	63,142	41%
Education and Welfare	216,015	81,553	67,409	(14,144)	-17%
Community Amenities	1,074,130	535,386	550,752	15,366	3%
Recreation and Culture	10,027,350	3,316,618	3,189,244	(127,374)	-4%
Transport	7,767,140	2,631,384	2,455,112	(176,272)	-7%
Economic Services	241,410	81,804	103,227	21,423	26%
Other Property and Services	570,883	54,676	110,743	56,067	103%
	<b>22,396,493</b>	<b>7,854,796</b>	<b>7,691,372</b>	<b>(163,424)</b>	<b>-2%</b>
<b>EXPENDITURE FROM OPERATING ACTIVITIES</b>					
Governance	(3,601,990)	(1,399,974)	(1,274,115)	125,859	-9%
General Purpose Funding	(803,155)	(425,932)	(449,358)	(23,426)	5%
Law, Order, Public Safety	(1,370,625)	(451,837)	(426,232)	25,605	-6%
Health	(1,230,110)	(417,857)	(401,059)	16,798	-4%
Education and Welfare	(1,317,045)	(432,174)	(349,926)	82,248	-19%
Community Amenities	(11,376,900)	(3,722,630)	(3,354,156)	368,474	-10%
Recreation and Culture	(22,465,875)	(7,636,065)	(7,097,668)	538,397	-7%
Transport	(12,310,410)	(4,417,632)	(4,246,960)	170,672	-4%
Economic Services	(783,355)	(276,543)	(248,678)	27,865	-10%
Other Property and Services	(1,760,965)	(667,885)	(587,672)	80,213	-12%
	<b>(57,020,430)</b>	<b>(19,848,529)</b>	<b>(18,435,824)</b>	<b>1,412,705</b>	<b>-7%</b>
<b>NET RESULT EXCLUDING GENERAL RATES</b>	<b>(34,623,937)</b>	<b>(11,993,733)</b>	<b>(10,744,452)</b>	<b>1,249,281</b>	<b>-10%</b>
<b>OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>					
<b>NON-CASH EXPENDITURE AND REVENUE</b>					
Add Deferred Rates Adjustment	0	0	6,712	6,712	0%
(Profit)/Loss on Asset Disposals	(411,373)	(32,390)	(93,560)	(61,170)	189%
Add Back Depreciation	9,663,980	3,221,276	3,433,016	211,740	7%
<b>AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES</b>	<b>9,252,607</b>	<b>3,188,886</b>	<b>3,346,168</b>	<b>157,282</b>	<b>5%</b>
<b>INVESTING ACTIVITIES</b>					
Non-Operating Grants, Subsidies and Contributions	2,692,344	588,000	809,666	221,666	38%
Purchase Land and Buildings	(2,343,358)	(1,220,258)	(241,875)	978,383	-80%
Purchase Infrastructure Assets	(8,358,501)	(2,791,613)	(842,210)	1,949,403	-70%
Purchase Plant and Equipment	(1,597,846)	(322,636)	(273,162)	49,474	-15%
Purchase Furniture and Equipment	(1,111,615)	(329,615)	(107,340)	222,275	-67%
Proceeds from Joint Venture Operations	333,333	0	0	0	0%
Proceeds from Disposal of Assets	204,500	96,000	240,196	144,196	150%
	<b>(10,181,143)</b>	<b>(3,980,122)</b>	<b>(414,725)</b>	<b>3,565,397</b>	<b>-90%</b>
<b>FINANCING ACTIVITIES</b>					
Repayments of Debentures	(881,398)	(285,716)	(285,715)	1	0%
Transfers to Reserves (Restricted Assets)	(1,850,534)	(507,672)	(122,490)	385,182	-76%
Transfers from Reserves (Restricted Assets)	1,309,605	120,290	30,367	(89,923)	-75%
	<b>(1,422,327)</b>	<b>(673,098)</b>	<b>(377,838)</b>	<b>295,260</b>	<b>-44%</b>
 Plus: Surplus/(Deficiency) Brought Fwd 1 July 2017	 4,035,268	 4,035,268	 4,475,026	 439,759	 11%
 Surplus/(Deficiency) before General Rates	 (32,939,532)	 (9,422,799)	 (3,715,820)	 5,706,979	 -61%
Total Amount raised from General Rates	<b>32,939,532</b>	<b>32,719,937</b>	<b>32,565,027</b>	<b>(154,910)</b>	<b>0%</b>
<b>NET CURRENT ASSETS C/FWD - SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>23,297,138</b>	<b>28,849,206</b>	<b>5,552,069</b>	<b>24%</b>

CITY OF VINCENT  
 NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY  
 BY PROGRAMME - GRAPH  
 AS AT 30 SEPTEMBER 2017





CITY OF VINCENT  
NOTE 5 - CAPITAL REVENUE / EXPENDITURE PROGRAM  
AS AT 30 SEPTEMBER 2017



**CITY OF VINCENT**  
**NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE AND TYPE**  
**AS AT 31 OCTOBER 2017**



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance Oct-17 \$	YTD Variance Oct-17 %
<b>REVENUE</b>					
Rates	32,939,532	32,719,937	32,565,027	(154,910)	0%
Operating Grants, Subsidies and Contributions	1,818,620	598,099	537,586	(60,513)	-10%
Fees and Charges	18,888,300	6,675,616	6,470,421	(205,195)	-3%
Interest Earnings	958,080	439,688	416,876	(22,812)	-5%
Other Revenue	320,120	109,003	168,389	59,386	54%
	<b>54,924,652</b>	<b>40,542,343</b>	<b>40,158,298</b>	<b>(384,045)</b>	<b>-1%</b>
<b>EXPENDITURE</b>					
Employee Costs	(25,939,930)	(8,920,517)	(8,503,711)	416,806	-5%
Materials and Contracts	(17,749,340)	(6,476,032)	(5,689,150)	786,882	-12%
Utilities Charges	(1,955,570)	(625,482)	(510,369)	115,113	-18%
Interest Expenses	(995,630)	(302,746)	(302,748)	(2)	0%
Insurance Expenses	(889,760)	(296,592)	(219,874)	76,718	-26%
Depreciation on Non-Current Assets	(9,663,980)	(3,221,276)	(3,433,016)	(211,740)	7%
Other Expenditure	173,780	(5,884)	227,585	233,469	-3968%
	<b>(57,020,430)</b>	<b>(19,848,529)</b>	<b>(18,431,284)</b>	<b>1,417,245</b>	<b>-7%</b>
Non-Operating Grants, Subsidies and Contributions	2,692,344	588,000	809,666	221,666	38%
Profit on Asset Disposals	411,373	32,390	98,100	65,710	203%
Loss on Asset Disposals	-	-	(4,540)	(4,540)	0%
	<b>3,103,717</b>	<b>620,390</b>	<b>903,226</b>	<b>282,836</b>	<b>46%</b>
<b>NET RESULT</b>	<b>1,007,939</b>	<b>21,314,204</b>	<b>22,630,241</b>	<b>1,316,037</b>	<b>6%</b>
<b>OTHER COMPREHENSIVE INCOME</b>					
Changes on Revaluation of Non-Current Assets	-	-	-	-	0%
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>	<b>1,007,939</b>	<b>21,314,204</b>	<b>22,630,241</b>	<b>1,316,037</b>	<b>6%</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>1,007,939</b>	<b>21,314,204</b>	<b>22,630,241</b>	<b>1,316,037</b>	<b>6%</b>

**CITY OF VINCENT**  
**NOTE 3 - NET CURRENT FUNDING POSITION**  
**AS AT 31 OCTOBER 2017**



	Actual 31-Oct-17 \$	Estimated Actual 30-Jun-17 \$
<b>Current Assets</b>		
Cash - Unrestricted	23,841,410	8,515,883
Cash - Restricted Reserves	9,000,242	8,908,119
Trade and Other Receivables - Rates	12,333,899	218,492
Trade and Other Receivables - Other Debtors	4,262,626	4,748,353
Inventories	265,527	181,244
<b>Total Current Assets</b>	<b>49,703,705</b>	<b>22,572,091</b>
<b>Less: Current Liabilities</b>		
Sundry and Other Creditors	(7,503,612)	(5,102,188)
Provisions - Current	(3,750,645)	(3,486,758)
<b>Total Current Liabilities</b>	<b>(11,254,256)</b>	<b>(8,588,946)</b>
<b>Less:</b>		
Reserves - Restricted Cash	(9,000,242)	(8,908,119)
Trade and Other Receivables - Other Debtors - Restricted Grant	(600,000)	(600,000)
<b>Net Current Funding Position</b>	<b>28,849,206</b>	<b>4,475,026</b>

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	October 2017 Budget YTD \$	October 2017 Actual YTD \$	% YTD Budget
<b>Operating Revenue By Service Area</b>				
Chief Executive Officer	(200)	(68)	0	0%
Other Governance	(26,620)	(540)	(28,022)	5189%
Human Resources	(36,320)	(30,940)	(5,560)	18%
Director Corporate Services	(1,376,695)	(426,230)	(420,850)	99%
Rates Services	(33,616,632)	(33,220,469)	(33,072,956)	100%
Finance Services	(1,050)	(348)	(576)	165%
Record Management	(2,000)	(668)	(505)	76%
Beatty Park Leisure Centre	(7,650,030)	(2,500,547)	(2,447,878)	98%
Library & Local History Services	(24,970)	(8,064)	(8,077)	100%
Community Partnerships	(71,000)	(14,738)	(2,156)	15%
Ranger Services	(7,829,710)	(2,648,076)	(2,491,169)	94%
Health Services	(330,940)	(154,574)	(217,716)	141%
Statutory Planning Services	(645,570)	(215,192)	(202,954)	94%
Compliance Services	(31,400)	(10,468)	(8,496)	81%
Policy and Place Services	(16,410)	(4,218)	(3,601)	85%
Building Services	(239,410)	(79,804)	(103,161)	129%
Engineering Design Services	(88,050)	(14,930)	(13,941)	93%
Environment Services	(24,500)	(8,168)	(7,559)	93%
Parks Services	(2,494,425)	(873,252)	(779,397)	89%
Waste Management Services	(269,610)	(267,200)	(302,385)	113%
Works & Operations Services	(149,110)	(63,849)	(41,339)	65%
<b>Operating Revenue By Service Area Total</b>	<b>(54,924,652)</b>	<b>(40,542,343)</b>	<b>(40,158,298)</b>	<b>99%</b>
<b>Operating Expenditure By Service Area</b>				
Chief Executive Officer	2,083,570	873,553	808,602	93%
Human Resources	36,320	30,940	5,560	18%
Director Corporate Services	78,200	37,840	2,037	5%
Other Governance	590,240	195,500	178,449	91%
Rates Services	803,155	425,932	449,358	105%
Record Management	2,000	668	505	76%
Finance Services	1,050	348	576	165%
Information Systems	0	0	(0)	0%
Director Community Engagement	0	0	0	0%
Marketing and Communications	891,860	299,981	281,503	94%
Customer Services	0	0	0	0%
Beatty Park Leisure Centre	8,283,150	2,866,141	2,876,254	100%
Community Partnerships	1,955,705	549,237	533,706	97%
Community Connections	270,985	73,826	96,376	131%
Library & Local History Services	1,855,030	641,406	566,813	88%
Ranger Services	6,100,800	2,341,956	1,960,560	84%
Director Development Services	0	0	0	0%
Health Services	1,230,110	417,857	401,059	96%
Statutory Planning Services	2,247,925	786,819	752,028	96%
Compliance Services	664,275	231,372	217,674	94%
Policy and Place Services	1,838,180	629,583	461,467	73%
Building Services	748,355	261,543	235,310	90%
Director Technical Services	0	0	0	0%
Engineering Design Services	2,238,965	741,708	658,208	89%
Environment Services	365,670	135,032	137,158	102%
Parks Services	14,039,885	4,874,044	4,422,243	91%
Waste Management Services	5,980,250	1,857,284	1,699,451	92%
Works & Operations Services	4,714,750	1,575,959	1,686,386	107%
<b>Operating Expenditure By Service Area Total</b>	<b>57,020,430</b>	<b>19,848,529</b>	<b>18,431,284</b>	<b>93%</b>

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Chief Executive Officer</b>						
Chief Executive Officer Expenditure						
Employee Costs	450,130	155,303	132,696	(22,607)	-15%	\$7.3k variance due to reversal of June 17 salary accrual; and a part time position vacant.
Other Employee Costs	11,050	4,572	3,596	(976)	-21%	
Other Expenses	204,050	156,667	205,852	49,185	31%	\$7.5k legal cost not yet required and \$38k timing variance on management programmes.
<b>Chief Executive Officer Expenditure Total</b>	<b>665,230</b>	<b>316,542</b>	<b>342,144</b>	<b>25,602</b>	<b>8%</b>	
Chief Executive Officer Indirect Costs						
Allocations	(665,230)	(316,542)	(342,144)	(25,602)	8%	
<b>Chief Executive Officer Indirect Costs Total</b>	<b>(665,230)</b>	<b>(316,542)</b>	<b>(342,144)</b>	<b>(25,602)</b>	<b>8%</b>	
<b>Chief Executive Officer Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>		
<b>Members of Council</b>						
Members Of Council Revenue						
Revenue	(200)	(68)	0	68	-100%	
<b>Members Of Council Revenue Total</b>	<b>(200)</b>	<b>(68)</b>	<b>0</b>	<b>68</b>	<b>-100%</b>	
Members Of Council Expenditure						
Employee Costs	89,440	30,845	29,877	(968)	-3%	
Other Employee Costs	5,000	1,668	252	(1,416)	-85%	
Other Expenses	469,340	221,060	126,305	(94,755)	-43%	Timing variance on receipt of invoice from WA Electoral Commission.
<b>Members Of Council Expenditure Total</b>	<b>563,780</b>	<b>253,573</b>	<b>156,433</b>	<b>(97,140)</b>	<b>-38%</b>	
Members Of Council Indirect Costs						
Allocations	1,519,790	619,980	652,169	32,189	5%	
<b>Members Of Council Indirect Costs Total</b>	<b>1,519,790</b>	<b>619,980</b>	<b>652,169</b>	<b>32,189</b>	<b>5%</b>	
<b>Members of Council Total</b>	<b>2,083,370</b>	<b>873,485</b>	<b>808,602</b>	<b>(64,883)</b>	<b>-7%</b>	

CITY OF VINCENT  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Other Governance</u></b>						
Other Governance Revenue						
Revenue	(26,620)	(540)	(28,022)	(27,482)	5089%	\$27k LGIS Members Experience Bonus received earlier than expected.
<b>Other Governance Revenue Total</b>	<b>(26,620)</b>	<b>(540)</b>	<b>(28,022)</b>	<b>(27,482)</b>	<b>5089%</b>	
Other Governance Expenditure						
Employee Costs	248,230	85,649	85,756	107	0%	
Other Employee Costs	5,200	200	599	399	200%	
Other Expenses	112,630	30,116	13,800	(16,316)	-54%	\$10k audit fees not yet required and other favourable variances that are not individually material.
<b>Other Governance Expenditure Total</b>	<b>366,060</b>	<b>115,965</b>	<b>100,155</b>	<b>(15,810)</b>	<b>-14%</b>	
Other Governance Indirect Costs						
Allocations	224,180	79,535	78,294	(1,241)	-2%	
<b>Other Governance Indirect Costs Total</b>	<b>224,180</b>	<b>79,535</b>	<b>78,294</b>	<b>(1,241)</b>	<b>-2%</b>	
<b>Other Governance Total</b>	<b>563,620</b>	<b>194,960</b>	<b>150,427</b>	<b>(44,533)</b>	<b>-23%</b>	



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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Human Resources</b>						
Human Resources Revenue						
Revenue	(36,320)	(30,940)	(5,560)	25,380	-82%	Centrelink paid parental leave payment started in October 2017.
<b>Human Resources Revenue Total</b>	<b>(36,320)</b>	<b>(30,940)</b>	<b>(5,560)</b>	<b>25,380</b>	<b>-82%</b>	
Human Resources Expenditure						
Employee Costs	694,820	278,419	249,918	(28,501)	-10%	Favourable variance with Centrelink paid parental leave payments and City's paid parental leave provision.
Other Employee Costs	108,900	40,982	36,334	(4,648)	-11%	
Other Expenses	189,350	82,616	19,840	(62,776)	-76%	\$20k under in Management Programmes which will be spent by December 2017 and \$36k Legal costs not yet required.
<b>Human Resources Expenditure Total</b>	<b>993,070</b>	<b>402,017</b>	<b>306,092</b>	<b>(95,925)</b>	<b>-24%</b>	
Human Resources Indirect Costs						
Allocations	(956,750)	(371,077)	(300,532)	70,545	-19%	
<b>Human Resources Indirect Costs Total</b>	<b>(956,750)</b>	<b>(371,077)</b>	<b>(300,532)</b>	<b>70,545</b>	<b>-19%</b>	
<b>Human Resources Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Director Corporate Services</b>						
Director Corporate Services Expenditure						
Employee Costs	440,620	152,037	145,737	(6,300)	-4%	
Other Employee Costs	7,330	2,443	2,480	37	2%	
Other Expenses	5,040	1,652	1,051	(601)	-36%	
<b>Director Corporate Services Expenditure Total</b>	<b>452,990</b>	<b>156,132</b>	<b>149,268</b>	<b>(6,864)</b>	<b>-4%</b>	
Director Corporate Services Indirect Costs						
Allocations	(452,990)	(156,132)	(149,268)	6,864	-4%	
<b>Director Corporate Services Indirect Costs Total</b>	<b>(452,990)</b>	<b>(156,132)</b>	<b>(149,268)</b>	<b>6,864</b>	<b>-4%</b>	
<b>Director Corporate Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Insurance Premium</u></b>						
Insurance Premium Expenditure						
Other Expenses	889,760	296,592	219,874	(76,718)	-26%	Variance due to change in premium calculation and payment by LGIS, it is still anticipated to pay the premium as per budget by end of 2017-18 financial year.
<b>Insurance Premium Expenditure Total</b>	<b>889,760</b>	<b>296,592</b>	<b>219,874</b>	<b>(76,718)</b>	<b>-26%</b>	
Insurance Premium Recovery						
Allocations	(889,760)	(296,592)	(219,874)	76,718	-26%	
<b>Insurance Premium Recovery Total</b>	<b>(889,760)</b>	<b>(296,592)</b>	<b>(219,874)</b>	<b>76,718</b>	<b>-26%</b>	
<b>Insurance Premium Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b><u>Insurance Claim</u></b>						
Insurance Claim Recoup						
Revenue	(45,000)	(15,000)	(16,195)	(1,195)	8%	
<b>Insurance Claim Recoup Total</b>	<b>(45,000)</b>	<b>(15,000)</b>	<b>(16,195)</b>	<b>(1,195)</b>	<b>8%</b>	
Insurance Claim Expenditure						
Other Expenses	30,000	10,000	2,037	(7,963)	-80%	
<b>Insurance Claim Expenditure Total</b>	<b>30,000</b>	<b>10,000</b>	<b>2,037</b>	<b>(7,963)</b>	<b>-80%</b>	
<b>Insurance Claim Total</b>	<b>(15,000)</b>	<b>(5,000)</b>	<b>(14,158)</b>	<b>(9,158)</b>	<b>183%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Mindarie Regional Council</u></b>						
Mindarie Regional Council Revenue						
Revenue	(92,820)	(23,049)	(19,615)	3,434	-15%	
<b>Mindarie Regional Council Revenue Total</b>	<b>(92,820)</b>	<b>(23,049)</b>	<b>(19,615)</b>	<b>3,434</b>	<b>-15%</b>	
Mindarie Regional Council Expenditure						
Other Expenses	48,200	27,840	0	(27,840)	-100%	Timing in receipt of rates notice from City of Wanneroo.
<b>Mindarie Regional Council Expenditure Total</b>	<b>48,200</b>	<b>27,840</b>	<b>0</b>	<b>(27,840)</b>	<b>-100%</b>	
<b>Mindarie Regional Council Total</b>	<b>(44,620)</b>	<b>4,791</b>	<b>(19,615)</b>	<b>(24,406)</b>	<b>-509%</b>	
<b><u>General Purpose Revenue</u></b>						
General Purpose Revenue						
Revenue	(1,238,875)	(388,181)	(385,040)	3,141	-1%	
<b>General Purpose Revenue Total</b>	<b>(1,238,875)</b>	<b>(388,181)</b>	<b>(385,040)</b>	<b>3,141</b>	<b>-1%</b>	
<b>General Purpose Revenue Total</b>	<b>(1,238,875)</b>	<b>(388,181)</b>	<b>(385,040)</b>	<b>3,141</b>	<b>-1%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Rates Services</u></b>						
Rates Services Revenue						
Revenue	(33,616,632)	(33,220,469)	(33,072,956)	147,513	0%	
<b>Rates Services Revenue Total</b>	<b>(33,616,632)</b>	<b>(33,220,469)</b>	<b>(33,072,956)</b>	<b>147,513</b>	<b>0%</b>	
Rates Services Expenditure						
Employee Costs	261,150	90,085	86,705	(3,380)	-4%	
Other Employee Costs	2,300	768	0	(768)	-100%	
Other Expenses	343,500	262,988	288,599	25,611	10%	
<b>Rates Services Expenditure Total</b>	<b>606,950</b>	<b>353,841</b>	<b>375,304</b>	<b>21,463</b>	<b>6%</b>	
Rates Services Indirect Costs						
Allocations	196,205	72,091	74,054	1,963	3%	
<b>Rates Services Indirect Costs Total</b>	<b>196,205</b>	<b>72,091</b>	<b>74,054</b>	<b>1,963</b>	<b>3%</b>	
<b>Rates Services Total</b>	<b>(32,813,477)</b>	<b>(32,794,537)</b>	<b>(32,623,598)</b>	<b>170,939</b>	<b>-1%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Finance Services</u></b>						
Finance Services Revenue						
Revenue	(1,050)	(348)	(576)	(228)	65%	
<b>Finance Services Revenue Total</b>	<b>(1,050)</b>	<b>(348)</b>	<b>(576)</b>	<b>(228)</b>	<b>65%</b>	
Finance Services Expenditure						
Employee Costs	743,140	256,371	253,903	(2,468)	-1%	
Other Employee Costs	11,700	3,901	3,696	(205)	-5%	
Other Expenses	58,000	12,332	10,594	(1,738)	-14%	
<b>Finance Services Expenditure Total</b>	<b>812,840</b>	<b>272,604</b>	<b>268,194</b>	<b>(4,410)</b>	<b>-2%</b>	
Finance Services Indirect Costs						
Allocations	(811,790)	(272,256)	(267,618)	4,638	-2%	
<b>Finance Services Indirect Costs Total</b>	<b>(811,790)</b>	<b>(272,256)</b>	<b>(267,618)</b>	<b>4,638</b>	<b>-2%</b>	
<b>Finance Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b><u>Information Technology</u></b>						
Information Technology Expenditure						
Employee Costs	399,370	137,817	111,876	(25,941)	-19%	Variance due to a full time position still vacant, recruitment process completed and employee to start in November 2017.
Other Employee Costs	29,500	15,550	6,279	(9,271)	-60%	
<b>Information Technology Expenditure Total</b>	<b>1,375,300</b>	<b>576,773</b>	<b>513,233</b>	<b>(63,540)</b>	<b>-11%</b>	
Information Technology Indirect Costs						
Allocations	(1,375,300)	(576,773)	(513,233)	63,540	-11%	
<b>Information Technology Indirect Costs Total</b>	<b>(1,375,300)</b>	<b>(576,773)</b>	<b>(513,233)</b>	<b>63,540</b>	<b>-11%</b>	
<b>Information Technology Total</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>		

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Records Management</u></b>						
Revenue	(2,000)	(668)	(505)	163	-24%	
<b>Records Management Revenue Total</b>	<b>(2,000)</b>	<b>(668)</b>	<b>(505)</b>	<b>163</b>	<b>-24%</b>	
Records Management Expenditure						
Employee Costs	248,470	85,707	84,074	(1,633)	-2%	
Other Employee Costs	20,400	5,132	0	(5,132)	-100%	
Other Expenses	144,600	13,200	14,697	1,497	11%	
<b>Records Management Expenditure Total</b>	<b>413,470</b>	<b>104,039</b>	<b>98,771</b>	<b>(5,268)</b>	<b>-5%</b>	
Records Management Indirect Costs						
Allocations	(411,470)	(103,371)	(98,266)	5,105	-5%	
<b>Records Management Indirect Costs Total</b>	<b>(411,470)</b>	<b>(103,371)</b>	<b>(98,266)</b>	<b>5,105</b>	<b>-5%</b>	
<b>Records Management Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		



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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Director Community Engagement Expenditure</u></b>						
Director Community Engagement Expenditure						
Employee Costs	285,290	98,440	96,215	(2,225)	-2%	
Other Employee Costs	7,070	2,357	2,728	371	16%	
Other Expenses	3,490	1,148	672	(476)	-41%	
<b>Director Community Engagement Expenditure Total</b>	<b>295,850</b>	<b>101,945</b>	<b>99,615</b>	<b>(2,330)</b>	<b>-2%</b>	
<b>Director Community Engagement Expenditure Total</b>	<b>295,850</b>	<b>101,945</b>	<b>99,615</b>	<b>(2,330)</b>	<b>-2%</b>	
<b><u>Director Community Engagement Indirect Costs</u></b>						
Director Community Engagement Indirect Costs						
Allocations	(295,850)	(101,945)	(99,615)	2,330	-2%	
<b>Director Community Engagement Indirect Costs Total</b>	<b>(295,850)</b>	<b>(101,945)</b>	<b>(99,615)</b>	<b>2,330</b>	<b>-2%</b>	
<b>Director Community Engagement Indirect Costs Total</b>	<b>(295,850)</b>	<b>(101,945)</b>	<b>(99,615)</b>	<b>2,330</b>	<b>-2%</b>	
<b><u>Marketing and Communications Expenditure</u></b>						
Marketing and Communications Expenditure						
Employee Costs	461,460	159,144	181,886	22,742	14%	Variance due to department restructure and voluntary redundancy payments.
Other Employee Costs	6,550	1,645	446	(1,199)	-73%	
Other Expenses	261,820	80,342	39,895	(40,447)	-50%	\$11k timing variance on subscription renewals, \$9k timing on website design works and other favourable variances that are not individually material.
<b>Marketing and Communications Expenditure Total</b>	<b>729,830</b>	<b>241,131</b>	<b>222,227</b>	<b>(18,904)</b>	<b>-8%</b>	
<b>Marketing and Communications Expenditure Total</b>	<b>729,830</b>	<b>241,131</b>	<b>222,227</b>	<b>(18,904)</b>	<b>-8%</b>	
<b><u>Marketing and Communications Indirect Costs</u></b>						
Marketing and Communications Indirect Costs						
Allocations	162,030	58,850	59,276	426	1%	
<b>Marketing and Communications Indirect Costs Total</b>	<b>162,030</b>	<b>58,850</b>	<b>59,276</b>	<b>426</b>	<b>1%</b>	
<b>Marketing and Communications Indirect Costs Total</b>	<b>162,030</b>	<b>58,850</b>	<b>59,276</b>	<b>426</b>	<b>1%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Customer Service Centre</b>						
Customer Services Centre Expenditure						
Employee Costs	456,780	157,558	263,566	106,008	67%	Variance due to department restructure and voluntary redundancy payments, use of casual staff during recruitment process.
Other Employee Costs	8,900	6,800	156	(6,644)	-98%	
Other Expenses	39,400	14,272	11,864	(2,408)	-17%	
<b>Customer Services Centre Expenditure Total</b>	<b>505,080</b>	<b>178,630</b>	<b>275,586</b>	<b>96,956</b>	<b>54%</b>	
Customer Services Centre Indirect Costs						
Allocations	(505,080)	(178,630)	(275,586)	(96,956)	54%	
<b>Customer Services Centre Indirect Costs Total</b>	<b>(505,080)</b>	<b>(178,630)</b>	<b>(275,586)</b>	<b>(96,956)</b>	<b>54%</b>	
<b>Customer Service Centre Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Beatty Park Leisure Centre Administration</u></b>						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(2,468,550)	(839,180)	(845,261)	(6,081)	1%	
<b>Beatty Park Leisure Centre Admin Revenue Total</b>	<b>(2,468,550)</b>	<b>(839,180)</b>	<b>(845,261)</b>	<b>(6,081)</b>	<b>1%</b>	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	2,468,550	839,180	845,261	6,081	1%	
<b>Beatty Park Leisure Centre Admin Indirect Revenue Total</b>	<b>2,468,550</b>	<b>839,180</b>	<b>845,261</b>	<b>6,081</b>	<b>1%</b>	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	855,720	295,500	278,434	(17,066)	-6%	
Other Employee Costs	15,880	4,703	957	(3,746)	-80%	
Other Expenses	273,920	108,960	101,755	(7,205)	-7%	
<b>Beatty Park Leisure Centre Admin Expenditure Total</b>	<b>1,145,520</b>	<b>409,163</b>	<b>381,146</b>	<b>(28,017)</b>	<b>-7%</b>	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(1,145,520)	(409,163)	(381,146)	28,017	-7%	
<b>Beatty Park Leisure Centre Admin Indirect Costs Total</b>	<b>(1,145,520)</b>	<b>(409,163)</b>	<b>(381,146)</b>	<b>28,017</b>	<b>-7%</b>	
<b>Beatty Park Leisure Centre Administration Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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<b><u>Beatty Park Leisure Centre Building</u></b>						
Beatty Park Leisure Centre Building Revenue						
Revenue	(159,350)	(54,288)	(53,168)	1,120	-2%	
<b>Beatty Park Leisure Centre Building Revenue Total</b>	<b>(159,350)</b>	<b>(54,288)</b>	<b>(53,168)</b>	<b>1,120</b>	<b>-2%</b>	
Beatty Park Leisure Centre Occupancy Costs						
Building Maintenance	581,500	183,382	102,357	(81,025)	-44%	No major maintenance works yet required.
Ground Maintenance	41,500	15,168	8,509	(6,659)	-44%	
Other Expenses	1,495,660	525,682	706,620	180,938	34%	\$153k unfavourable variance due to increase in depreciation cost after revaluation of building assets.
<b>Beatty Park Leisure Centre Occupancy Costs Total</b>	<b>2,118,660</b>	<b>724,232</b>	<b>817,485</b>	<b>93,253</b>	<b>13%</b>	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(1,959,310)	(669,944)	(764,317)	(94,373)	14%	
<b>Beatty Park Leisure Centre Indirect Costs Total</b>	<b>(1,959,310)</b>	<b>(669,944)</b>	<b>(764,317)</b>	<b>(94,373)</b>	<b>14%</b>	
<b>Beatty Park Leisure Centre Building Total</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>		

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Swimming Pool Areas</b>						
Swimming Pool Areas Revenue						
Revenue	(1,857,630)	(526,558)	(489,237)	37,321	-7%	
<b>Swimming Pool Areas Revenue Total</b>	<b>(1,857,630)</b>	<b>(526,558)</b>	<b>(489,237)</b>	<b>37,321</b>	<b>-7%</b>	
Swimming Pool Areas Indirect Revenue						
Allocations	(388,550)	(132,088)	(133,044)	(956)	1%	
<b>Swimming Pool Areas Indirect Revenue Total</b>	<b>(388,550)</b>	<b>(132,088)</b>	<b>(133,044)</b>	<b>(956)</b>	<b>1%</b>	
Swimming Pool Areas Expenditure						
Employee Costs	966,550	334,077	311,321	(22,756)	-7%	
Other Employee Costs	20,000	6,432	6,887	455	7%	
Other Expenses	176,310	58,385	83,755	25,370	43%	\$10k bulk chemical purchase leading up to summer season and other unfavourable variances that are not individually material.
<b>Swimming Pool Areas Expenditure Total</b>	<b>1,162,860</b>	<b>398,894</b>	<b>401,963</b>	<b>3,069</b>	<b>1%</b>	
Swimming Pool Areas Indirect Costs						
Allocations	2,385,900	831,290	871,022	39,732	5%	
<b>Swimming Pool Areas Indirect Costs Total</b>	<b>2,385,900</b>	<b>831,290</b>	<b>871,022</b>	<b>39,732</b>	<b>5%</b>	
<b>Swimming Pool Areas Total</b>	<b>1,302,580</b>	<b>571,538</b>	<b>650,704</b>	<b>79,166</b>	<b>14%</b>	

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<b>Swim School</b>						
Swim School Revenue						
Revenue	(1,495,000)	(556,697)	(569,366)	(12,669)	2%	
<b>Swim School Revenue Total</b>	<b>(1,495,000)</b>	<b>(556,697)</b>	<b>(569,366)</b>	<b>(12,669)</b>	<b>2%</b>	
Swim School Indirect Revenue						
Allocations	(1,970)	(672)	(676)	(4)	1%	
<b>Swim School Indirect Revenue Total</b>	<b>(1,970)</b>	<b>(672)</b>	<b>(676)</b>	<b>(4)</b>	<b>1%</b>	
Swim School Expenditure						
Employee Costs	832,100	287,887	307,324	19,437	7%	
Other Employee Costs	5,500	1,808	1,825	17	1%	
Other Expenses	26,970	15,021	13,525	(1,496)	-10%	
<b>Swim School Expenditure Total</b>	<b>864,570</b>	<b>304,716</b>	<b>322,673</b>	<b>17,957</b>	<b>6%</b>	
Swim School Indirect Costs						
Allocations	191,210	67,350	65,641	(1,709)	-3%	
<b>Swim School Indirect Costs Total</b>	<b>191,210</b>	<b>67,350</b>	<b>65,641</b>	<b>(1,709)</b>	<b>-3%</b>	
<b>Swim School Total</b>	<b>(441,190)</b>	<b>(185,303)</b>	<b>(181,728)</b>	<b>3,575</b>	<b>-2%</b>	



CITY OF VINCENT  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Café</b>						
Cafe Revenue						
Revenue	(714,000)	(225,235)	(209,661)	15,574	-7%	
<b>Cafe Revenue Total</b>	<b>(714,000)</b>	<b>(225,235)</b>	<b>(209,661)</b>	<b>15,574</b>	<b>-7%</b>	
Cafe Indirect Revenue						
Allocations	(1,970)	(672)	(676)	(4)	1%	
<b>Cafe Indirect Revenue Total</b>	<b>(1,970)</b>	<b>(672)</b>	<b>(676)</b>	<b>(4)</b>	<b>1%</b>	
Cafe Expenditure						
Employee Costs	356,640	123,303	133,084	9,781	8%	
Other Employee Costs	0	0	191	191		
Other Expenses	301,480	85,997	95,373	9,376	11%	\$22k stock purchase for busy period.
<b>Cafe Expenditure Total</b>	<b>658,120</b>	<b>209,300</b>	<b>228,648</b>	<b>19,348</b>	<b>9%</b>	
Cafe Indirect Costs						
Allocations	102,910	35,971	34,397	(1,574)	-4%	
<b>Cafe Indirect Costs Total</b>	<b>102,910</b>	<b>35,971</b>	<b>34,397</b>	<b>(1,574)</b>	<b>-4%</b>	
<b>Café Total</b>	<b>45,060</b>	<b>19,364</b>	<b>52,707</b>	<b>33,343</b>	<b>172%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Retail</b>						
Retail Revenue						
Revenue	(517,000)	(143,080)	(143,500)	(420)	0%	
<b>Retail Revenue Total</b>	<b>(517,000)</b>	<b>(143,080)</b>	<b>(143,500)</b>	<b>(420)</b>	<b>0%</b>	
Retail Indirect Revenue						
Allocations	(490)	(167)	(169)	(2)	1%	
<b>Retail Indirect Revenue Total</b>	<b>(490)</b>	<b>(167)</b>	<b>(169)</b>	<b>(2)</b>	<b>1%</b>	
Retail Expenditure						
Employee Costs	50,000	17,246	15,896	(1,350)	-8%	
Other Employee Costs	1,500	750	0	(750)	-100%	
Other Expenses	276,490	74,363	49,822	(24,541)	-33%	Timing variance on stock purchase during busy period.
<b>Retail Expenditure Total</b>	<b>327,990</b>	<b>92,359</b>	<b>65,718</b>	<b>(26,641)</b>	<b>-29%</b>	
Retail Indirect Costs						
Allocations	81,200	28,605	27,757	(848)	-3%	
<b>Retail Indirect Costs Total</b>	<b>81,200</b>	<b>28,605</b>	<b>27,757</b>	<b>(848)</b>	<b>-3%</b>	
<b>Retail Total</b>	<b>(108,300)</b>	<b>(22,283)</b>	<b>(50,194)</b>	<b>(27,911)</b>	<b>125%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Health and Fitness</b>						
Health and Fitness Revenue						
Revenue	(221,500)	(86,123)	(66,546)	19,577	-23%	\$19k under for personal training due to lower demand, program under review.
<b>Health and Fitness Revenue Total</b>	<b>(221,500)</b>	<b>(86,123)</b>	<b>(66,546)</b>	<b>19,577</b>	<b>-23%</b>	
Health and Fitness Indirect Revenue						
Allocations	(1,374,500)	(467,254)	(470,641)	(3,387)	1%	
<b>Health and Fitness Indirect Revenue Total</b>	<b>(1,374,500)</b>	<b>(467,254)</b>	<b>(470,641)</b>	<b>(3,387)</b>	<b>1%</b>	
Health and Fitness Expenditure						
Employee Costs	554,520	191,704	180,897	(10,807)	-6%	
Other Employee Costs	9,000	4,500	1,780	(2,720)	-60%	
Other Expenses	212,040	92,260	88,259	(4,001)	-4%	
<b>Health and Fitness Expenditure Total</b>	<b>775,560</b>	<b>288,464</b>	<b>270,936</b>	<b>(17,528)</b>	<b>-6%</b>	
Health and Fitness Indirect Costs						
Allocations	541,810	189,741	186,598	(3,143)	-2%	
<b>Health and Fitness Indirect Costs Total</b>	<b>541,810</b>	<b>189,741</b>	<b>186,598</b>	<b>(3,143)</b>	<b>-2%</b>	
<b>Health and Fitness Total</b>	<b>(278,630)</b>	<b>(75,172)</b>	<b>(79,653)</b>	<b>(4,481)</b>	<b>6%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Group Fitness</b>						
Group Fitness Revenue						
Revenue	(170,500)	(55,308)	(53,112)	2,196	-4%	
<b>Group Fitness Revenue Total</b>	<b>(170,500)</b>	<b>(55,308)</b>	<b>(53,112)</b>	<b>2,196</b>	<b>-4%</b>	
Group Fitness Indirect Revenue						
Allocations	(466,560)	(158,604)	(159,754)	(1,150)	1%	
<b>Group Fitness Indirect Revenue Total</b>	<b>(466,560)</b>	<b>(158,604)</b>	<b>(159,754)</b>	<b>(1,150)</b>	<b>1%</b>	
Group Fitness Expenditure						
Employee Costs	275,940	95,531	90,971	(4,560)	-5%	
Other Employee Costs	900	382	262	(120)	-31%	
Other Expenses	116,020	44,612	33,266	(11,346)	-25%	\$6k timing on music licences and other favourable variances that are not individually material.
<b>Group Fitness Expenditure Total</b>	<b>392,860</b>	<b>140,525</b>	<b>124,499</b>	<b>(16,026)</b>	<b>-11%</b>	
Group Fitness Indirect Costs						
Allocations	169,050	59,013	63,778	4,765	8%	
<b>Group Fitness Indirect Costs Total</b>	<b>169,050</b>	<b>59,013</b>	<b>63,778</b>	<b>4,765</b>	<b>8%</b>	
<b>Group Fitness Total</b>	<b>(75,150)</b>	<b>(14,374)</b>	<b>(24,590)</b>	<b>(10,216)</b>	<b>71%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Aqua Fitness</u></b>						
Aqua Fitness Revenue						
Revenue	(30,000)	(8,404)	(8,167)	237	-3%	
<b>Aqua Fitness Revenue Total</b>	<b>(30,000)</b>	<b>(8,404)</b>	<b>(8,167)</b>	<b>237</b>	<b>-3%</b>	
Aqua Fitness Indirect Revenue						
Allocations	(196,990)	(66,966)	(67,452)	(486)	1%	
<b>Aqua Fitness Indirect Revenue Total</b>	<b>(196,990)</b>	<b>(66,966)</b>	<b>(67,452)</b>	<b>(486)</b>	<b>1%</b>	
Aqua Fitness Expenditure						
Employee Costs	33,110	11,462	10,005	(1,458)	-13%	
Other Expenses	8,500	3,249	3,193	(56)	-2%	
<b>Aqua Fitness Expenditure Total</b>	<b>41,610</b>	<b>14,711</b>	<b>13,198</b>	<b>(1,513)</b>	<b>-10%</b>	
Aqua Fitness Indirect Costs						
Allocations	98,660	35,031	36,760	1,729	5%	
<b>Aqua Fitness Indirect Costs Total</b>	<b>98,660</b>	<b>35,031</b>	<b>36,760</b>	<b>1,729</b>	<b>5%</b>	
<b>Aqua Fitness Total</b>	<b>(86,720)</b>	<b>(25,628)</b>	<b>(25,661)</b>	<b>(33)</b>	<b>0%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Creche</b>						
Creche Revenue						
Revenue	(16,500)	(5,674)	(9,860)	(4,186)	74%	
<b>Creche Revenue Total</b>	<b>(16,500)</b>	<b>(5,674)</b>	<b>(9,860)</b>	<b>(4,186)</b>	<b>74%</b>	
Creche Indirect Revenue						
Allocations	(37,520)	(12,757)	(12,848)	(91)	1%	
<b>Creche Indirect Revenue Total</b>	<b>(37,520)</b>	<b>(12,757)</b>	<b>(12,848)</b>	<b>(91)</b>	<b>1%</b>	
Creche Expenditure						
Employee Costs	231,780	80,096	75,756	(4,340)	-5%	
Other Employee Costs	1,650	1,233	215	(1,018)	-83%	
Other Expenses	1,950	1,613	23	(1,590)	-99%	
<b>Creche Expenditure Total</b>	<b>235,380</b>	<b>82,942</b>	<b>75,993</b>	<b>(6,949)</b>	<b>-8%</b>	
Creche Indirect Costs						
Allocations	94,110	32,941	33,505	564	2%	
<b>Creche Indirect Costs Total</b>	<b>94,110</b>	<b>32,941</b>	<b>33,505</b>	<b>564</b>	<b>2%</b>	
<b>Creche Total</b>	<b>275,470</b>	<b>97,452</b>	<b>86,790</b>	<b>(10,662)</b>	<b>-11%</b>	



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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Community Partnership Mgmt Administration</u></b>						
Community Partnerships Management Administration						
Employee Costs	527,930	182,063	147,693	(34,370)	-19%	Manager position was vacant.
Other Employee Costs	1,150	288	625	337	117%	
Other Expenses	192,500	65,108	27,035	(38,073)	-58%	Timing variance on use of consultants.
<b>Community Partnerships Management Administration Total</b>	<b>721,580</b>	<b>247,459</b>	<b>175,353</b>	<b>(72,106)</b>	<b>-29%</b>	
Community Partnerships Mgmt Admin Indirect Costs						
Allocations	128,975	47,283	45,482	(1,801)	-4%	
Community Partnerships Mgmt Admin Recove	(850,555)	(294,742)	(220,836)	73,906	-25%	
<b>Community Partnerships Mgmt Admin Indirect Costs Total</b>	<b>(721,580)</b>	<b>(247,459)</b>	<b>(175,353)</b>	<b>72,106</b>	<b>-29%</b>	
<b>Community Partnership Mgmt Administration Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b><u>Community Connections</u></b>						
Community Connections Expenditure						
Employee Costs	89,440	30,845	29,521	(1,324)	-4%	
Other Employee Costs	4,910	1,637	1,637	0	0%	
Other Expenses	126,200	23,254	47,971	24,717	106%	\$11k CCTV maintenance expense incorrectly costed which is budgeted under Rangers administration, to be corrected in November 2017.
<b>Community Connections Expenditure Total</b>	<b>220,550</b>	<b>55,736</b>	<b>79,129</b>	<b>23,393</b>	<b>42%</b>	
Community Connections Indirect Costs						
Allocations	50,435	18,090	17,247	(843)	-5%	
<b>Community Connections Indirect Costs Total</b>	<b>50,435</b>	<b>18,090</b>	<b>17,247</b>	<b>(843)</b>	<b>-5%</b>	
<b>Community Connections Total</b>	<b>270,985</b>	<b>73,826</b>	<b>96,376</b>	<b>22,550</b>	<b>31%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Recreation, Arts and Culture</u></b>						
Recreation, Arts and Culture Revenue						
Revenue	(18,000)	(3,000)	(121)	2,879	-96%	
<b>Recreation, Arts and Culture Revenue Total</b>	<b>(18,000)</b>	<b>(3,000)</b>	<b>(121)</b>	<b>2,879</b>	<b>-96%</b>	
<b><u>Recreation, Arts and Culture Expenditure</u></b>						
Employee Costs	92,220	31,805	116,051	84,246	265%	\$57k paid to employees for voluntary redundancy as part of department restructure and salary cost to be reallocated to correct department.
Other Employee Costs	4,950	1,911	1,326	(585)	-31%	
Other Expenses	433,370	47,452	33,599	(13,853)	-29%	\$10k timing variance on Community Arts Programme and other favourable variances that are not individually material.
<b>Recreation, Arts and Culture Expenditure Total</b>	<b>530,540</b>	<b>81,168</b>	<b>150,976</b>	<b>69,808</b>	<b>86%</b>	
Recreation, Arts and Culture Indirect Costs						
Allocations	123,915	46,009	50,753	4,744	10%	
Community Partnerships Mgmt Admin Alloca	382,750	132,635	99,376	(33,259)	-25%	
<b>Recreation, Arts and Culture Indirect Costs Total</b>	<b>506,665</b>	<b>178,644</b>	<b>150,129</b>	<b>(28,515)</b>	<b>-16%</b>	
<b>Recreation, Arts and Culture Total</b>	<b>1,019,205</b>	<b>256,812</b>	<b>300,984</b>	<b>44,172</b>	<b>17%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Senior, Disability and Youth Services</b>						
Senior, Disability and Youth Services Revenue						
Revenue	(53,000)	(11,738)	(2,035)	9,703	-83%	
<b>Senior, Disability and Youth Services Revenue Total</b>	<b>(53,000)</b>	<b>(11,738)</b>	<b>(2,035)</b>	<b>9,703</b>	<b>-83%</b>	
Senior, Disability and Youth Services Expenditure						
Employee Costs	178,870	61,693	69,030	7,337	12%	
Other Employee Costs	2,050	1,458	844	(614)	-42%	
Other Expenses	269,470	61,075	29,344	(31,731)	-52%	\$29k Community Support Grant not yet spent.
<b>Senior, Disability and Youth Services Expenditure Total</b>	<b>450,390</b>	<b>124,226</b>	<b>99,217</b>	<b>(25,009)</b>	<b>-20%</b>	
Senior, Disability and Youth Serv Indirect Costs						
Allocations	127,885	47,303	45,049	(2,254)	-5%	
Community Partnerships Mgmt Admin Alloca	340,225	117,896	88,334	(29,562)	-25%	
<b>Senior, Disability and Youth Serv Indirect Costs Total</b>	<b>468,110</b>	<b>165,199</b>	<b>133,384</b>	<b>(31,815)</b>	<b>-19%</b>	
<b>Senior, Disability and Youth Services Total</b>	<b>865,500</b>	<b>277,687</b>	<b>230,566</b>	<b>(47,121)</b>	<b>-17%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Library Services</u></b>						
Library Services Revenue						
Revenue	(24,970)	(8,064)	(8,077)	(13)	0%	
<b>Library Services Revenue Total</b>	<b>(24,970)</b>	<b>(8,064)</b>	<b>(8,077)</b>	<b>(13)</b>	<b>0%</b>	
Library Services Expenditure						
Employee Costs	912,920	315,114	279,407	(35,707)	-11%	Positions not back filled while permanent staff on leave.
Other Employee Costs	7,290	570	375	(195)	-34%	
Other Expenses	92,300	30,227	29,145	(1,082)	-4%	
<b>Library Services Expenditure Total</b>	<b>1,012,510</b>	<b>345,911</b>	<b>308,927</b>	<b>(36,984)</b>	<b>-11%</b>	
Library Services Indirect Costs						
Allocations	433,300	161,321	145,575	(15,746)	-10%	
Community Partnerships Mgmt Admin Alloca	127,580	44,211	33,125	(11,086)	-25%	
<b>Library Services Indirect Costs Total</b>	<b>560,880</b>	<b>205,532</b>	<b>178,700</b>	<b>(26,832)</b>	<b>-13%</b>	
<b>Library Services Total</b>	<b>1,548,420</b>	<b>543,379</b>	<b>479,550</b>	<b>(63,829)</b>	<b>-12%</b>	
<b><u>Library Building</u></b>						
Library Occupancy Costs						
Building Maintenance	99,300	34,543	18,446	(16,097)	-47%	No major maintenance work yet required.
Other Expenses	176,910	53,612	59,111	5,499	10%	
<b>Library Occupancy Costs Total</b>	<b>276,210</b>	<b>88,155</b>	<b>77,557</b>	<b>(10,598)</b>	<b>-12%</b>	
Library Indirect Costs						
Allocations	5,430	1,808	1,629	(179)	-10%	
<b>Library Indirect Costs Total</b>	<b>5,430</b>	<b>1,808</b>	<b>1,629</b>	<b>(179)</b>	<b>-10%</b>	
<b>Library Building Total</b>	<b>281,640</b>	<b>89,963</b>	<b>79,186</b>	<b>(10,777)</b>	<b>-12%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Ranger Services Administration</u></b>						
Ranger Services Administration Revenue						
Revenue	(3,870)	(1,288)	(1,011)	277	-22%	
<b>Ranger Services Administration Revenue Total</b>	<b>(3,870)</b>	<b>(1,288)</b>	<b>(1,011)</b>	<b>277</b>	<b>-22%</b>	
Ranger Services Administration Expenditure						
Employee Costs	2,379,630	820,573	703,053	(117,520)	-14%	Variance due to vacant positions and staff on leave without pay.
Other Employee Costs	36,680	13,786	14,894	1,108	8%	
Other Expenses	153,680	48,955	24,715	(24,240)	-50%	\$10k legal costs not yet required and various favourable variances that are not individually material.
<b>Ranger Services Administration Expenditure Total</b>	<b>2,569,990</b>	<b>883,314</b>	<b>742,662</b>	<b>(140,652)</b>	<b>-16%</b>	
Ranger Services Administration Indirect Costs						
Allocations	(2,566,120)	(882,026)	(741,651)	140,375	-16%	
<b>Ranger Services Administration Indirect Costs Total</b>	<b>(2,566,120)</b>	<b>(882,026)</b>	<b>(741,651)</b>	<b>140,375</b>	<b>-16%</b>	
<b>Ranger Services Administration Total</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>		
<b><u>Fire Prevention</u></b>						
Fire Prevention Revenue						
Revenue	(5,000)	(1,668)	954	2,622	-157%	
<b>Fire Prevention Revenue Total</b>	<b>(5,000)</b>	<b>(1,668)</b>	<b>954</b>	<b>2,622</b>	<b>-157%</b>	
Fire Prevention Indirect Costs						
Allocations	214,940	75,145	68,173	(6,972)	-9%	
<b>Fire Prevention Indirect Costs Total</b>	<b>214,940</b>	<b>75,145</b>	<b>68,173</b>	<b>(6,972)</b>	<b>-9%</b>	
<b>Fire Prevention Total</b>	<b>209,940</b>	<b>73,477</b>	<b>69,127</b>	<b>(4,350)</b>	<b>-6%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Animal Control</u></b>						
Animal Control Revenue						
Revenue	(107,700)	(40,732)	(35,953)	4,779	-12%	
<b>Animal Control Revenue Total</b>	<b>(107,700)</b>	<b>(40,732)</b>	<b>(35,953)</b>	<b>4,779</b>	<b>-12%</b>	
Animal Control Expenditure						
Other Expenses	16,650	4,469	5,753	1,284	29%	
<b>Animal Control Expenditure Total</b>	<b>16,650</b>	<b>4,469</b>	<b>5,753</b>	<b>1,284</b>	<b>29%</b>	
Animal Control Indirect Costs						
Allocations	214,940	75,145	66,573	(8,572)	-11%	
<b>Animal Control Indirect Costs Total</b>	<b>214,940</b>	<b>75,145</b>	<b>66,573</b>	<b>(8,572)</b>	<b>-11%</b>	
<b>Animal Control Total</b>	<b>123,890</b>	<b>38,882</b>	<b>36,372</b>	<b>(2,510)</b>	<b>-6%</b>	
<b><u>Local Laws (Law and Order)</u></b>						
Local Laws (Law and Order) Revenue						
Revenue	(54,000)	(18,004)	(19,403)	(1,399)	8%	
<b>Local Laws (Law and Order) Revenue Total</b>	<b>(54,000)</b>	<b>(18,004)</b>	<b>(19,403)</b>	<b>(1,399)</b>	<b>8%</b>	
Local Laws (Law and Order) Indirect Costs						
Allocations	422,870	147,706	130,196	(17,510)	-12%	
<b>Local Laws (Law and Order) Indirect Costs Total</b>	<b>422,870</b>	<b>147,706</b>	<b>130,196</b>	<b>(17,510)</b>	<b>-12%</b>	
<b>Local Laws (Law and Order) Total</b>	<b>368,870</b>	<b>129,702</b>	<b>110,793</b>	<b>(18,909)</b>	<b>-15%</b>	



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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Abandoned Vehicles</u></b>						
Abandoned Vehicles Revenue						
Revenue	(21,000)	(7,000)	(12,497)	(5,497)	79%	
<b>Abandoned Vehicles Revenue Total</b>	<b>(21,000)</b>	<b>(7,000)</b>	<b>(12,497)</b>	<b>(5,497)</b>	<b>79%</b>	
Abandoned Vehicles Expenditure						
Other Expenses	17,500	5,832	3,813	(2,019)	-35%	
<b>Abandoned Vehicles Expenditure Total</b>	<b>17,500</b>	<b>5,832</b>	<b>3,813</b>	<b>(2,019)</b>	<b>-35%</b>	
Abandoned Vehicles Indirect Costs						
Allocations	214,940	75,145	66,573	(8,572)	-11%	
<b>Abandoned Vehicles Indirect Costs Total</b>	<b>214,940</b>	<b>75,145</b>	<b>66,573</b>	<b>(8,572)</b>	<b>-11%</b>	
<b>Abandoned Vehicles Total</b>	<b>211,440</b>	<b>73,977</b>	<b>57,889</b>	<b>(16,088)</b>	<b>-22%</b>	
<b><u>Inspectorial Control</u></b>						
Inspectorial Control Revenue						
Revenue	(2,483,800)	(842,932)	(680,613)	162,319	-19%	Parking infringements and fines lower than budget estimates due to extended cold weather resulting in lower patronage; Issuing caution notice instead of infringement due to new restriction at North Perth; and no major event at nib stadium during this time of the year.
<b>Inspectorial Control Revenue Total</b>	<b>(2,483,800)</b>	<b>(842,932)</b>	<b>(680,613)</b>	<b>162,319</b>	<b>-19%</b>	
Inspectorial Control Expenditure						
Other Expenses	1,034,630	638,040	515,278	(122,762)	-19%	\$62k timing variance on software licence, which will be incurred once handheld enforcement devices are set up; and \$62.5k timing variance on fines lodgment fees.
<b>Inspectorial Control Expenditure Total</b>	<b>1,034,630</b>	<b>638,040</b>	<b>515,278</b>	<b>(122,762)</b>	<b>-19%</b>	
Inspectorial Control Indirect Costs						
Allocations	2,469,470	862,573	760,032	(102,541)	-12%	
<b>Inspectorial Control Indirect Costs Total</b>	<b>2,469,470</b>	<b>862,573</b>	<b>760,032</b>	<b>(102,541)</b>	<b>-12%</b>	
<b>Inspectorial Control Total</b>	<b>1,020,300</b>	<b>657,681</b>	<b>594,697</b>	<b>(62,984)</b>	<b>-10%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Car Park Control</u></b>						
Car Park Control Revenue						
Revenue	(2,758,160)	(937,724)	(928,832)	8,892	-1%	
<b>Car Park Control Revenue Total</b>	<b>(2,758,160)</b>	<b>(937,724)</b>	<b>(928,832)</b>	<b>8,892</b>	<b>-1%</b>	
Car Park Control Expenditure						
Ground Maintenance	193,280	60,917	47,719	(13,198)	-22%	Made up of various favourable variances that are not individually material.
Other Expenses	760,620	236,977	184,252	(52,725)	-22%	\$12k timing variance on Parking revenue reimbursement; and \$17k saving due to rates expense being incorrectly budgeted for Brisbane Street carpark (non-ratable).
<b>Car Park Control Expenditure Total</b>	<b>953,900</b>	<b>297,894</b>	<b>231,970</b>	<b>(65,924)</b>	<b>-22%</b>	
<b>Car Park Control Total</b>	<b>(1,804,260)</b>	<b>(639,830)</b>	<b>(696,862)</b>	<b>(57,032)</b>	<b>9%</b>	
<b><u>Kerbside Parking Control</u></b>						
Kerbside Parking Control Revenue						
Revenue	(2,396,180)	(798,728)	(813,815)	(15,087)	2%	
<b>Kerbside Parking Control Revenue Total</b>	<b>(2,396,180)</b>	<b>(798,728)</b>	<b>(813,815)</b>	<b>(15,087)</b>	<b>2%</b>	
Kerbside Parking Control Expenditure						
Other Expenses	526,220	154,543	109,727	(44,816)	-29%	\$44k favourable variance as no major equipment maintenance yet required.
<b>Kerbside Parking Control Expenditure Total</b>	<b>526,220</b>	<b>154,543</b>	<b>109,727</b>	<b>(44,816)</b>	<b>-29%</b>	
<b>Kerbside Parking Control Total</b>	<b>(1,869,960)</b>	<b>(644,185)</b>	<b>(704,087)</b>	<b>(59,902)</b>	<b>9%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Dog Pound Expenditure</u></b>						
Dog Pound Expenditure						
Building Maintenance	5,150	2,268	1,461	(807)	-36%	
Other Expenses	5,720	1,908	0	(1,908)	-100%	
<b>Dog Pound Expenditure Total</b>	<b>10,870</b>	<b>4,176</b>	<b>1,461</b>	<b>(2,715)</b>	<b>-65%</b>	
<b>Dog Pound Expenditure Total</b>	<b>10,870</b>	<b>4,176</b>	<b>1,461</b>	<b>(2,715)</b>	<b>-65%</b>	
<b><u>Director Development Services</u></b>						
Director Development Services Expenditure						
Employee Costs	411,410	141,965	133,414	(8,551)	-6%	
Other Employee Costs	2,440	2,214	474	(1,740)	-79%	
Other Expenses	37,830	1,608	22,840	21,232	1320%	\$21k timing variance on subscription and publications.
<b>Director Development Services Expenditure Total</b>	<b>451,680</b>	<b>145,787</b>	<b>156,728</b>	<b>10,941</b>	<b>8%</b>	
Director Development Services Indirect Costs						
Allocations	(451,680)	(145,787)	(156,728)	(10,941)	8%	
<b>Director Development Services Indirect Costs Total</b>	<b>(451,680)</b>	<b>(145,787)</b>	<b>(156,728)</b>	<b>(10,941)</b>	<b>8%</b>	
<b>Director Development Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Health Administration and Inspection</b>						
Health Administration and Inspection Revenue						
Revenue	(309,860)	(144,234)	(207,992)	(63,758)	44%	One off payment of \$15k received from nib Stadium for the Regulation 19B application and timing variance.
<b>Health Administration and Inspection Revenue Total</b>	<b>(309,860)</b>	<b>(144,234)</b>	<b>(207,992)</b>	<b>(63,758)</b>	<b>44%</b>	
Health Administration and Inspection Expenditure						
Employee Costs	670,120	231,190	217,998	(13,192)	-6%	
Other Employee Costs	22,380	7,385	6,892	(493)	-7%	
Other Expenses	78,800	15,932	15,370	(562)	-4%	
<b>Health Administration and Inspection Expenditure Total</b>	<b>771,300</b>	<b>254,507</b>	<b>240,260</b>	<b>(14,247)</b>	<b>-6%</b>	
Health Administration and Inspection Indirect Cost						
Allocations	339,850	123,354	121,349	(2,005)	-2%	
<b>Health Administration and Inspection Indirect Cost Total</b>	<b>339,850</b>	<b>123,354</b>	<b>121,349</b>	<b>(2,005)</b>	<b>-2%</b>	
<b>Health Administration and Inspection Total</b>	<b>801,290</b>	<b>233,627</b>	<b>153,617</b>	<b>(80,010)</b>	<b>-34%</b>	
<b>Food Control</b>						
Food Control Revenue						
Revenue	(2,000)	(500)	0	500	-100%	
<b>Food Control Revenue Total</b>	<b>(2,000)</b>	<b>(500)</b>	<b>0</b>	<b>500</b>	<b>-100%</b>	
Food Control Expenditure						
Other Expenses	21,500	5,250	8,521	3,271	62%	
<b>Food Control Expenditure Total</b>	<b>21,500</b>	<b>5,250</b>	<b>8,521</b>	<b>3,271</b>	<b>62%</b>	
<b>Food Control Total</b>	<b>19,500</b>	<b>4,750</b>	<b>8,521</b>	<b>3,771</b>	<b>79%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Health Clinics</b>						
Health Clinics Revenue						
Revenue	(19,080)	(9,840)	(9,724)	116	-1%	
<b>Health Clinics Revenue Total</b>	<b>(19,080)</b>	<b>(9,840)</b>	<b>(9,724)</b>	<b>116</b>	<b>-1%</b>	
Health Clinics Expenditure						
Building Maintenance	29,530	12,544	6,563	(5,981)	-48%	
Ground Maintenance	0	0	1,522	1,522		
Other Expenses	65,530	21,402	22,123	721	3%	
<b>Health Clinics Expenditure Total</b>	<b>95,060</b>	<b>33,946</b>	<b>30,208</b>	<b>(3,738)</b>	<b>-11%</b>	
Health Clinics Indirect Costs						
Allocations	2,400	800	722	(78)	-10%	
<b>Health Clinics Indirect Costs Total</b>	<b>2,400</b>	<b>800</b>	<b>722</b>	<b>(78)</b>	<b>-10%</b>	
<b>Health Clinics Total</b>	<b>78,380</b>	<b>24,906</b>	<b>21,206</b>	<b>(3,700)</b>	<b>-15%</b>	

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<b><u>Statutory Planning Services</u></b>						
Statutory Planning Services Revenue						
Revenue	(645,570)	(215,192)	(202,954)	12,238	-6%	
<b>Statutory Planning Services Revenue Total</b>	<b>(645,570)</b>	<b>(215,192)</b>	<b>(202,954)</b>	<b>12,238</b>	<b>-6%</b>	
Statutory Planning Services Expenditure						
Employee Costs	1,255,300	433,028	349,444	(83,584)	-19%	Positions vacant, agency staff used.
Other Employee Costs	24,810	8,267	51,404	43,137	522%	Agency staff used to fill vacant positions.
Other Expenses	266,900	88,964	75,410	(13,554)	-15%	Made up of various favourable variances that are not individually material.
<b>Statutory Planning Services Expenditure Total</b>	<b>1,547,010</b>	<b>530,259</b>	<b>476,258</b>	<b>(54,001)</b>	<b>-10%</b>	
Statutory Planning Services Indirect Costs						
Allocations	700,915	256,560	275,770	19,210	7%	
<b>Statutory Planning Services Indirect Costs Total</b>	<b>700,915</b>	<b>256,560</b>	<b>275,770</b>	<b>19,210</b>	<b>7%</b>	
<b>Statutory Planning Services Total</b>	<b>1,602,355</b>	<b>571,627</b>	<b>549,074</b>	<b>(22,553)</b>	<b>-4%</b>	



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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Compliance Services</u></b>						
Compliance Services Revenue						
Revenue	(31,400)	(10,468)	(8,496)	1,972	-19%	
<b>Compliance Services Revenue Total</b>	<b>(31,400)</b>	<b>(10,468)</b>	<b>(8,496)</b>	<b>1,972</b>	<b>-19%</b>	
Compliance Services Expenditure						
Employee Costs	350,100	120,786	114,678	(6,108)	-5%	
Other Employee Costs	6,960	2,320	1,941	(379)	-16%	
Other Expenses	57,900	19,300	10,668	(8,632)	-45%	
<b>Compliance Services Expenditure Total</b>	<b>414,960</b>	<b>142,406</b>	<b>127,287</b>	<b>(15,119)</b>	<b>-11%</b>	
Compliance Services Indirect Costs						
Allocations	249,315	88,966	90,386	1,420	2%	
<b>Compliance Services Indirect Costs Total</b>	<b>249,315</b>	<b>88,966</b>	<b>90,386</b>	<b>1,420</b>	<b>2%</b>	
<b>Compliance Services Total</b>	<b>632,875</b>	<b>220,904</b>	<b>209,177</b>	<b>(11,727)</b>	<b>-5%</b>	
<b><u>Policy and Place Services</u></b>						
Policy and Place Services Revenue						
Revenue	(16,410)	(4,218)	(3,601)	617	-15%	
<b>Policy and Place Services Revenue Total</b>	<b>(16,410)</b>	<b>(4,218)</b>	<b>(3,601)</b>	<b>617</b>	<b>-15%</b>	
Policy and Place Serv Expenditure						
Employee Costs	896,520	309,314	278,164	(31,150)	-10%	Variance due to coordinator position vacant and administration position is currently part time.
Other Employee Costs	15,260	5,370	4,598	(772)	-14%	
Other Expenses	565,520	181,677	49,345	(132,332)	-73%	Timing variance, \$40k on Strategic Planning Programmes, \$11k on Place Management Programmes, \$26k on Grants and Donation and \$12k on Data acquisition.
<b>Policy and Place Serv Expenditure Total</b>	<b>1,477,300</b>	<b>496,361</b>	<b>332,106</b>	<b>(164,255)</b>	<b>-33%</b>	
Policy and Place Services Indirect Cost						
Allocations	360,880	133,222	129,361	(3,861)	-3%	
<b>Policy and Place Services Indirect Cost Total</b>	<b>360,880</b>	<b>133,222</b>	<b>129,361</b>	<b>(3,861)</b>	<b>-3%</b>	
<b>Policy and Place Services Total</b>	<b>1,821,770</b>	<b>625,365</b>	<b>457,866</b>	<b>(167,499)</b>	<b>-27%</b>	

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<b><u>Building Control</u></b>						
Building Control Revenue						
Revenue	(239,410)	(79,804)	(103,161)	(23,357)	29%	Building Licence applications higher than budget estimates.
<b>Building Control Revenue Total</b>	<b>(239,410)</b>	<b>(79,804)</b>	<b>(103,161)</b>	<b>(23,357)</b>	<b>29%</b>	
Building Control Expenditure						
Employee Costs	391,530	135,054	110,259	(24,795)	-18%	Part-time pool inspection positions still vacant.
Other Employee Costs	10,590	3,532	2,618	(914)	-26%	
Other Expenses	44,500	14,832	6,659	(8,173)	-55%	
<b>Building Control Expenditure Total</b>	<b>446,620</b>	<b>153,418</b>	<b>119,536</b>	<b>(33,882)</b>	<b>-22%</b>	
Building Control Indirect Costs						
Allocations	301,735	108,125	115,774	7,649	7%	
<b>Building Control Indirect Costs Total</b>	<b>301,735</b>	<b>108,125</b>	<b>115,774</b>	<b>7,649</b>	<b>7%</b>	
<b>Building Control Total</b>	<b>508,945</b>	<b>181,739</b>	<b>132,150</b>	<b>(49,589)</b>	<b>-27%</b>	
<b><u>Director Technical Services</u></b>						
Director Technical Services Expenditure						
Employee Costs	378,680	130,673	62,269	(68,404)	-52%	DTS position currently vacant.
Other Employee Costs	10,520	3,477	5,804	2,327	67%	
Other Expenses	65,200	16,564	2,141	(14,423)	-87%	Made up of various positive variances that are not individually material.
<b>Director Technical Services Expenditure Total</b>	<b>454,400</b>	<b>150,714</b>	<b>70,214</b>	<b>(80,500)</b>	<b>-53%</b>	
Director Technical Services Indirect Costs						
Allocations	(454,400)	(150,714)	(70,214)	80,500	-53%	
<b>Director Technical Services Indirect Costs Total</b>	<b>(454,400)</b>	<b>(150,714)</b>	<b>(70,214)</b>	<b>80,500</b>	<b>-53%</b>	
<b>Director Technical Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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<b><u>Engineering Design Services</u></b>						
Engineering Design Services Revenue						
Revenue	(6,050)	(2,430)	(2,554)	(124)	5%	
<b>Engineering Design Services Revenue Total</b>	<b>(6,050)</b>	<b>(2,430)</b>	<b>(2,554)</b>	<b>(124)</b>	<b>5%</b>	
Engineering Design Services Expenditure						
Employee Costs	495,550	170,976	196,435	25,459	15%	\$13k long service leave cashed out.
Other Employee Costs	11,100	4,842	17,223	12,381	256%	
Other Expenses	250,750	91,731	37,250	(54,481)	-59%	\$23.5k not yet required for Asset data collection and building condition survey and other favourable variances that are not individually material.
<b>Engineering Design Services Expenditure Total</b>	<b>757,400</b>	<b>267,549</b>	<b>250,907</b>	<b>(16,642)</b>	<b>-6%</b>	
Engineering Design Services Indirect Costs						
Allocations	369,635	133,368	117,823	(15,545)	-12%	
<b>Engineering Design Services Indirect Costs Total</b>	<b>369,635</b>	<b>133,368</b>	<b>117,823</b>	<b>(15,545)</b>	<b>-12%</b>	
<b>Engineering Design Services Total</b>	<b>1,120,985</b>	<b>398,487</b>	<b>366,176</b>	<b>(32,311)</b>	<b>-8%</b>	
<b><u>Bike Station Expenditure</u></b>						
Bike Station Expenditure						
Other Expenses	6,000	1,500	0	(1,500)	-100%	
<b>Bike Station Expenditure Total</b>	<b>6,000</b>	<b>1,500</b>	<b>0</b>	<b>(1,500)</b>	<b>-100%</b>	
<b>Bike Station Expenditure Total</b>	<b>6,000</b>	<b>1,500</b>	<b>0</b>	<b>(1,500)</b>	<b>-100%</b>	

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<b>Street Lighting</b>						
Street Lighting Revenue						
Revenue	(23,000)	0	0	0		
<b>Street Lighting Revenue Total</b>	<b>(23,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Street Lighting Expenditure						
Other Expenses	840,000	277,500	217,896	(59,604)	-21%	Timing variance on invoices from Synergy for electricity expenses.
<b>Street Lighting Expenditure Total</b>	<b>840,000</b>	<b>277,500</b>	<b>217,896</b>	<b>(59,604)</b>	<b>-21%</b>	
<b>Street Lighting Total</b>	<b>817,000</b>	<b>277,500</b>	<b>217,896</b>	<b>(59,604)</b>	<b>-21%</b>	
<b>Underground Power Project</b>						
Underground Power Project Revenue						
Revenue	0	0	(30)	(30)		
<b>Underground Power Project Revenue Total</b>	<b>0</b>	<b>0</b>	<b>(30)</b>	<b>(30)</b>		
<b>Underground Power Project Total</b>	<b>0</b>	<b>0</b>	<b>(30)</b>	<b>(30)</b>		
<b>Bus Shelter</b>						
Bus Shelter Revenue						
Revenue	(59,000)	(12,500)	(11,358)	1,142	-9%	Timing variance, revenue to be received in October 2017.
<b>Bus Shelter Revenue Total</b>	<b>(59,000)</b>	<b>(12,500)</b>	<b>(11,358)</b>	<b>1,142</b>	<b>-9%</b>	
Bus Shelter Expenditure						
Other Expenses	45,930	14,123	36,374	22,251	158%	\$13k unfavourable variance in depreciation expense, to be reviewed in mid year budget review.
<b>Bus Shelter Expenditure Total</b>	<b>45,930</b>	<b>14,123</b>	<b>36,374</b>	<b>22,251</b>	<b>158%</b>	
<b>Bus Shelter Total</b>	<b>(13,070)</b>	<b>1,623</b>	<b>25,016</b>	<b>23,393</b>	<b>1441%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Parking and Street Name Signs Expenditure</u>						
Parking and Street Name Signs Expenditure						
Other Expenses	91,000	22,750	21,468	(1,282)	-6%	\$10k favourable variance on general maintenance as no major works yet required.
Parking and Street Name Signs Expenditure Total	91,000	22,750	21,468	(1,282)	-6%	
Parking and Street Name Signs Expenditure Total	91,000	22,750	21,468	(1,282)	-6%	
<u>Crossovers</u>						
Crossovers Expenditure						
Other Expenses	15,000	3,750	2,925	(825)	-22%	
Crossovers Expenditure Total	15,000	3,750	2,925	(825)	-22%	
Crossovers Total	15,000	3,750	2,925	(825)	-22%	
<u>Roads Linemarking Expenditure</u>						
Roads Linemarking Expenditure						
Other Expenses	60,000	20,000	9,367	(10,633)	-53%	Timing variance.
Roads Linemarking Expenditure Total	60,000	20,000	9,367	(10,633)	-53%	
Roads Linemarking Expenditure Total	60,000	20,000	9,367	(10,633)	-53%	
<u>Tree Lighting Leederville Expenditure</u>						
Tree Lighting Leederville Expenditure						
Other Expenses	50,000	0	0	0		
Tree Lighting Leederville Expenditure Total	50,000	0	0	0		
Tree Lighting Leederville Expenditure Total	50,000	0	0	0		

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Parklets Expenditure</u></b>						
Parklets Expenditure						
Other Expenses	4,000	1,168	1,449	281	24%	
<b>Parklets Expenditure Total</b>	<b>4,000</b>	<b>1,168</b>	<b>1,449</b>	<b>281</b>	<b>24%</b>	
<b>Parklets Expenditure Total</b>	<b>4,000</b>	<b>1,168</b>	<b>1,449</b>	<b>281</b>	<b>24%</b>	
<b><u>Environmental Services</u></b>						
Environmental Services Revenue						
Revenue	(24,500)	(8,168)	(7,559)	609	-7%	
<b>Environmental Services Revenue Total</b>	<b>(24,500)</b>	<b>(8,168)</b>	<b>(7,559)</b>	<b>609</b>	<b>-7%</b>	
Environmental Services Expenditure						
Employee Costs	87,200	30,086	29,092	(994)	-3%	
Other Expenses	224,940	85,804	93,646	7,842	9%	
<b>Environmental Services Expenditure Total</b>	<b>312,140</b>	<b>115,890</b>	<b>122,738</b>	<b>6,848</b>	<b>6%</b>	
Environmental Services Indirect Costs						
Allocations	53,530	19,142	14,421	(4,721)	-25%	
<b>Environmental Services Indirect Costs Total</b>	<b>53,530</b>	<b>19,142</b>	<b>14,421</b>	<b>(4,721)</b>	<b>-25%</b>	
<b>Environmental Services Total</b>	<b>341,170</b>	<b>126,864</b>	<b>129,599</b>	<b>2,735</b>	<b>2%</b>	



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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Property Management Administration</u></b>						
Property Management Administration Revenue						
Revenue	(2,810)	(936)	(775)	161	-17%	
<b>Property Management Administration Revenue Total</b>	<b>(2,810)</b>	<b>(936)</b>	<b>(775)</b>	<b>161</b>	<b>-17%</b>	
Property Management Administration Expenditure						
Employee Costs	319,640	110,195	98,818	(11,377)	-10%	Timing variance on annual salary increment.
Other Employee Costs	4,060	1,353	1,353	0	0%	
Other Expenses	42,930	848	2,153	1,305	154%	
<b>Property Management Administration Expenditure Total</b>	<b>366,630</b>	<b>112,396</b>	<b>102,324</b>	<b>(10,072)</b>	<b>-9%</b>	
Property Management Administration Indirect Costs						
Allocations	208,445	74,148	56,540	(17,608)	-24%	
<b>Property Management Administration Indirect Costs Total</b>	<b>208,445</b>	<b>74,148</b>	<b>56,540</b>	<b>(17,608)</b>	<b>-24%</b>	
<b>Property Management Administration Total</b>	<b>572,265</b>	<b>185,608</b>	<b>158,089</b>	<b>(27,519)</b>	<b>-15%</b>	
<b><u>Civic Centre Building</u></b>						
Civic Centre Building Expenditure						
Building Maintenance	236,800	139,154	153,617	14,463	10%	Parks and garden costs incorrectly allocated to this account; to be corrected in November 2017.
Ground Maintenance	73,000	41,582	38,568	(3,014)	-7%	
Other Expenses	426,430	130,620	218,863	88,243	68%	\$98k unfavourable variance due to increase in depreciation cost after revaluation of building assets and \$9k favourable variance on rates and levy due to timing.
<b>Civic Centre Building Expenditure Total</b>	<b>736,230</b>	<b>311,356</b>	<b>411,047</b>	<b>99,691</b>	<b>32%</b>	
Civic Centre Building Indirect Costs						
Allocations	(736,230)	(311,356)	(411,047)	(99,691)	32%	
<b>Civic Centre Building Indirect Costs Total</b>	<b>(736,230)</b>	<b>(311,356)</b>	<b>(411,047)</b>	<b>(99,691)</b>	<b>32%</b>	
<b>Civic Centre Building Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Child Care Centres and Play Groups</u></b>						
Child Care Centres and Play Groups Revenue						
Revenue	(21,580)	(11,056)	(5,957)	5,099	-46%	
<b>Child Care Centres and Play Groups Revenue Total</b>	<b>(21,580)</b>	<b>(11,056)</b>	<b>(5,957)</b>	<b>5,099</b>	<b>-46%</b>	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	12,000	6,225	2,679	(3,546)	-57%	
Ground Maintenance	0	0	130	130		
Other Expenses	79,220	26,320	14,453	(11,867)	-45%	\$11k favourable variance due to decrease in depreciation cost after revaluation of building assets.
<b>Child Care Centres and Play Groups Expenditure Total</b>	<b>91,220</b>	<b>32,545</b>	<b>17,261</b>	<b>(15,284)</b>	<b>-47%</b>	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,920	972	876	(96)	-10%	
<b>Child Care Centres and Play Groups Indirect Costs Total</b>	<b>2,920</b>	<b>972</b>	<b>876</b>	<b>(96)</b>	<b>-10%</b>	
<b>Child Care Centres and Play Groups Total</b>	<b>72,560</b>	<b>22,461</b>	<b>12,181</b>	<b>(10,280)</b>	<b>-46%</b>	
<b><u>Pre Schools and Kindergartens</u></b>						
Pre Schools and Kindergartens Revenue						
Revenue	(53,765)	(23,380)	(20,646)	2,734	-12%	
<b>Pre Schools and Kindergartens Revenue Total</b>	<b>(53,765)</b>	<b>(23,380)</b>	<b>(20,646)</b>	<b>2,734</b>	<b>-12%</b>	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	12,175	6,388	1,371	(5,017)	-79%	
Ground Maintenance	400	132	528	396	300%	
Other Expenses	53,010	18,894	16,077	(2,817)	-15%	
<b>Pre Schools and Kindergartens Expenditure Total</b>	<b>65,585</b>	<b>25,414</b>	<b>17,976</b>	<b>(7,438)</b>	<b>-29%</b>	
Pre Schools and Kindergartens Indirect Costs						
Allocations	2,080	692	623	(69)	-10%	
<b>Pre Schools and Kindergartens Indirect Costs Total</b>	<b>2,080</b>	<b>692</b>	<b>623</b>	<b>(69)</b>	<b>-10%</b>	
<b>Pre Schools and Kindergartens Total</b>	<b>13,900</b>	<b>2,726</b>	<b>(2,048)</b>	<b>(4,774)</b>	<b>-175%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Community and Welfare Centres</u></b>						
Community and Welfare Centres Revenue						
Revenue	(87,670)	(35,379)	(38,771)	(3,392)	10%	
<b>Community and Welfare Centres Revenue Total</b>	<b>(87,670)</b>	<b>(35,379)</b>	<b>(38,771)</b>	<b>(3,392)</b>	<b>10%</b>	
 Community and Welfare Centres Expenditure						
Building Maintenance	35,100	17,536	18,131	595	3%	
Ground Maintenance	5,500	2,168	1,351	(818)	-38%	
Other Expenses	188,020	60,714	58,670	(2,044)	-3%	
<b>Community and Welfare Centres Expenditure Total</b>	<b>228,620</b>	<b>80,418</b>	<b>78,152</b>	<b>(2,266)</b>	<b>-3%</b>	
 Community and Welfare Centres Indirect Costs						
Allocations	8,120	2,708	2,437	(271)	-10%	
<b>Community and Welfare Centres Indirect Costs Total</b>	<b>8,120</b>	<b>2,708</b>	<b>2,437</b>	<b>(271)</b>	<b>-10%</b>	
<b>Community and Welfare Centres Total</b>	<b>149,070</b>	<b>47,747</b>	<b>41,818</b>	<b>(5,929)</b>	<b>-12%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Department of Sports and Recreation Building</u></b>						
Dept of Sports and Recreation Building Revenue						
Revenue	(759,570)	(252,700)	(250,022)	2,678	-1%	
<b>Dept of Sports and Recreation Building Revenue Total</b>	<b>(759,570)</b>	<b>(252,700)</b>	<b>(250,022)</b>	<b>2,678</b>	<b>-1%</b>	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	143,550	53,318	91,204	37,886	71%	Painting service at DSR earlier than planned.
Ground Maintenance	9,900	3,628	4,004	376	10%	
Other Expenses	584,690	183,401	212,470	29,069	16%	\$29k unfavourable variance due to increase in depreciation cost after revaluation of building assets.
<b>Dept of Sports and Recreation Building Expenditure Total</b>	<b>738,140</b>	<b>240,347</b>	<b>307,678</b>	<b>67,331</b>	<b>28%</b>	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	14,170	4,724	4,252	(472)	-10%	
<b>Dept of Sports and Recreation Building Indirect Costs Total</b>	<b>14,170</b>	<b>4,724</b>	<b>4,252</b>	<b>(472)</b>	<b>-10%</b>	
<b>Department of Sports and Recreation Building Total</b>	<b>(7,260)</b>	<b>(7,629)</b>	<b>61,908</b>	<b>69,537</b>	<b>-911%</b>	
<b><u>nib Stadium</u></b>						
nib Stadium Revenue						
Revenue	(27,050)	(27,050)	(27,111)	(61)	0%	
<b>nib Stadium Revenue Total</b>	<b>(27,050)</b>	<b>(27,050)</b>	<b>(27,111)</b>	<b>(61)</b>	<b>0%</b>	
nib Stadium Expenditure						
Other Expenses	576,830	192,276	5,933	(186,343)	-97%	nib building assets not to be depreciated for the duration of lease with State Government, to be adjusted in mid year budget review.
<b>nib Stadium Expenditure Total</b>	<b>576,830</b>	<b>192,276</b>	<b>5,933</b>	<b>(186,343)</b>	<b>-97%</b>	
<b>nib Stadium Total</b>	<b>549,780</b>	<b>165,226</b>	<b>(21,177)</b>	<b>(186,403)</b>	<b>-113%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Leederville Oval</u></b>						
Leederville Oval Revenue						
Revenue	(213,010)	(71,005)	(72,242)	(1,237)	2%	
<b>Leederville Oval Revenue Total</b>	<b>(213,010)</b>	<b>(71,005)</b>	<b>(72,242)</b>	<b>(1,237)</b>	<b>2%</b>	
Leederville Oval Expenditure						
Building Maintenance	38,700	11,850	7,529	(4,321)	-36%	
Ground Maintenance	100,000	33,332	27,894	(5,438)	-16%	
Other Expenses	423,770	142,989	141,020	(1,969)	-1%	
<b>Leederville Oval Expenditure Total</b>	<b>562,470</b>	<b>188,171</b>	<b>176,443</b>	<b>(11,728)</b>	<b>-6%</b>	
Leederville Oval Indirect Costs						
Allocations	10,340	3,448	3,101	(347)	-10%	
<b>Leederville Oval Indirect Costs Total</b>	<b>10,340</b>	<b>3,448</b>	<b>3,101</b>	<b>(347)</b>	<b>-10%</b>	
<b>Leederville Oval Total</b>	<b>359,800</b>	<b>120,614</b>	<b>107,302</b>	<b>(13,312)</b>	<b>-11%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Loftus Centre</b>						
Loftus Centre Revenue						
Revenue	(696,280)	(224,818)	(209,861)	14,957	-7%	
<b>Loftus Centre Revenue Total</b>	<b>(696,280)</b>	<b>(224,818)</b>	<b>(209,861)</b>	<b>14,957</b>	<b>-7%</b>	
Loftus Centre Expenditure						
Building Maintenance	126,400	46,277	36,326	(9,951)	-22%	
Ground Maintenance	21,700	7,900	14,490	6,590	83%	
Other Expenses	922,420	288,823	324,925	36,102	12%	\$35k subsidy paid to Loftus Community Centre which was phased to be paid in later part of the financial year.
<b>Loftus Centre Expenditure Total</b>	<b>1,070,520</b>	<b>343,000</b>	<b>375,741</b>	<b>32,741</b>	<b>10%</b>	
Loftus Centre Indirect Costs						
Allocations	22,980	7,656	6,897	(759)	-10%	
<b>Loftus Centre Indirect Costs Total</b>	<b>22,980</b>	<b>7,656</b>	<b>6,897</b>	<b>(759)</b>	<b>-10%</b>	
<b>Loftus Centre Total</b>	<b>397,220</b>	<b>125,838</b>	<b>172,776</b>	<b>46,938</b>	<b>37%</b>	



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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Public Halls</b>						
Public Halls Revenue						
Revenue	(232,750)	(79,763)	(51,982)	27,781	-35%	Budget not in line with updated fees and charges, to be reviewed in mid year budget review.
<b>Public Halls Revenue Total</b>	<b>(232,750)</b>	<b>(79,763)</b>	<b>(51,982)</b>	<b>27,781</b>	<b>-35%</b>	
Public Halls Expenditure						
Building Maintenance	189,750	86,812	61,488	(25,324)	-29%	No major maintenance yet required.
Ground Maintenance	4,000	3,500	4,053	553	16%	
Other Expenses	231,760	76,125	77,862	1,737	2%	
<b>Public Halls Expenditure Total</b>	<b>425,510</b>	<b>166,437</b>	<b>143,403</b>	<b>(23,034)</b>	<b>-14%</b>	
Public Halls Indirect Costs						
Allocations	8,120	2,700	2,435	(265)	-10%	
<b>Public Halls Indirect Costs Total</b>	<b>8,120</b>	<b>2,700</b>	<b>2,435</b>	<b>(265)</b>	<b>-10%</b>	
<b>Public Halls Total</b>	<b>200,880</b>	<b>89,374</b>	<b>93,856</b>	<b>4,482</b>	<b>5%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Reserves Pavilions and Facilities</u></b>						
Reserves Pavilions and Facilities Revenue						
Revenue	(106,810)	(36,439)	(16,357)	20,082	-55%	Budget not in line with updated fees and charges, to be reviewed in mid year budget review.
<b>Reserves Pavilions and Facilities Revenue Total</b>	<b>(106,810)</b>	<b>(36,439)</b>	<b>(16,357)</b>	<b>20,082</b>	<b>-55%</b>	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	459,175	164,847	117,276	(47,571)	-29%	No major maintenance yet required.
Ground Maintenance	7,500	7,500	7,392	(108)	-1%	
Other Expenses	315,710	107,584	93,002	(14,582)	-14%	Made up of various favourable variances that are not individually material.
<b>Reserves Pavilions and Facilities Expenditure Total</b>	<b>782,385</b>	<b>279,931</b>	<b>217,670</b>	<b>(62,261)</b>	<b>-22%</b>	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	8,270	2,744	2,486	(258)	-9%	
<b>Reserves Pavilions and Facilities Indirect Costs Total</b>	<b>8,270</b>	<b>2,744</b>	<b>2,486</b>	<b>(258)</b>	<b>-9%</b>	
<b>Reserves Pavilions and Facilities Total</b>	<b>683,845</b>	<b>246,236</b>	<b>203,799</b>	<b>(42,437)</b>	<b>-17%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Sporting Clubs Buildings</u></b>						
Sporting Clubs Buildings Revenue						
Revenue	(139,610)	(58,226)	(53,596)	4,630	-8%	
<b>Sporting Clubs Buildings Revenue Total</b>	<b>(139,610)</b>	<b>(58,226)</b>	<b>(53,596)</b>	<b>4,630</b>	<b>-8%</b>	
 Sporting Clubs Buildings Expenditure						
Building Maintenance	64,570	36,224	21,328	(14,896)	-41%	No major maintenance yet required.
Ground Maintenance	14,500	14,500	1,584	(12,916)	-89%	No major maintenance yet required.
Other Expenses	866,270	291,302	220,764	(70,538)	-24%	\$56k favourable variance on depreciation expense after revaluation of buildings and \$14k timing variance on utilities.
<b>Sporting Clubs Buildings Expenditure Total</b>	<b>945,340</b>	<b>342,026</b>	<b>243,676</b>	<b>(98,350)</b>	<b>-29%</b>	
 Sporting Clubs Buildings Indirect Costs						
Allocations	25,020	8,340	7,504	(836)	-10%	
<b>Sporting Clubs Buildings Indirect Costs Total</b>	<b>25,020</b>	<b>8,340</b>	<b>7,504</b>	<b>(836)</b>	<b>-10%</b>	
<b>Sporting Clubs Buildings Total</b>	<b>830,750</b>	<b>292,140</b>	<b>197,583</b>	<b>(94,557)</b>	<b>-32%</b>	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Parks and Reserves Administration</b>						
Parks and Reserves Administration Revenue						
Revenue	(4,870)	(1,620)	(1,065)	555	-34%	
<b>Parks and Reserves Administration Revenue Total</b>	<b>(4,870)</b>	<b>(1,620)</b>	<b>(1,065)</b>	<b>555</b>	<b>-34%</b>	
Parks and Reserves Administration Expenditure						
Employee Costs	1,110,330	381,684	382,087	403	0%	
Other Employee Costs	34,850	11,625	19,766	8,141	70%	
Other Expenses	155,760	51,920	42,897	(9,023)	-17%	
<b>Parks and Reserves Administration Expenditure Total</b>	<b>1,300,940</b>	<b>445,229</b>	<b>444,750</b>	<b>(479)</b>	<b>0%</b>	
Parks and Reserves Administration Indirect Costs						
Allocations	782,935	279,824	256,776	(23,048)	-8%	
On Costs Recovery	(1,440,000)	(480,000)	(449,937)	30,063	-6%	
<b>Parks and Reserves Administration Indirect Costs Total</b>	<b>(657,065)</b>	<b>(200,176)</b>	<b>(193,161)</b>	<b>7,015</b>	<b>-4%</b>	
<b>Parks and Reserves Administration Total</b>	<b>639,005</b>	<b>243,433</b>	<b>250,524</b>	<b>7,091</b>	<b>3%</b>	
<b>Parks and Reserves</b>						
Parks and Reserves Revenue						
Revenue	(68,650)	(22,884)	(17,235)	5,649	-25%	
<b>Parks and Reserves Revenue Total</b>	<b>(68,650)</b>	<b>(22,884)</b>	<b>(17,235)</b>	<b>5,649</b>	<b>-25%</b>	
Parks and Reserves Expenditure						
Ground Maintenance	2,150,595	716,740	606,276	(110,464)	-15%	No major maintenance yet required.
Other Expenses	838,220	275,580	258,755	(16,825)	-6%	
<b>Parks and Reserves Expenditure Total</b>	<b>2,988,815</b>	<b>992,320</b>	<b>865,030</b>	<b>(127,290)</b>	<b>-13%</b>	
Parks and Reserves Indirect Costs						
Allocations	370	124	112	(12)	-10%	
<b>Parks and Reserves Indirect Costs Total</b>	<b>370</b>	<b>124</b>	<b>112</b>	<b>(12)</b>	<b>-10%</b>	
<b>Parks and Reserves Total</b>	<b>2,920,535</b>	<b>969,560</b>	<b>847,908</b>	<b>(121,652)</b>	<b>-13%</b>	

CITY OF VINCENT  
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
 BY SERVICE AREAS  
 AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Sporting Grounds</u></b>						
Sporting Grounds Revenue						
Revenue	(78,000)	(25,996)	(13,712)	12,284	-47%	Budget not in line with new fees and charges schedule, to be reviewed in mid year budget review.
<b>Sporting Grounds Revenue Total</b>	<b>(78,000)</b>	<b>(25,996)</b>	<b>(13,712)</b>	<b>12,284</b>	<b>-47%</b>	
 Sporting Grounds Expenditure						
Ground Maintenance	1,169,550	406,736	376,434	(30,302)	-7%	
Other Expenses	579,210	192,301	183,025	(9,276)	-5%	
<b>Sporting Grounds Expenditure Total</b>	<b>1,748,760</b>	<b>599,037</b>	<b>559,459</b>	<b>(39,578)</b>	<b>-7%</b>	
<b>Sporting Grounds Total</b>	<b>1,670,760</b>	<b>573,041</b>	<b>545,747</b>	<b>(27,294)</b>	<b>-5%</b>	
 <b><u>Road Reserves Expenditure</u></b>						
Road Reserves Expenditure						
Ground Maintenance	394,250	131,332	85,716	(45,616)	-35%	No major maintenance yet required, also delayed maintenance due to bad weather.
Other Expenses	16,190	7,704	2,652	(5,052)	-66%	
<b>Road Reserves Expenditure Total</b>	<b>410,440</b>	<b>139,036</b>	<b>88,368</b>	<b>(50,668)</b>	<b>-36%</b>	
<b>Road Reserves Expenditure Total</b>	<b>410,440</b>	<b>139,036</b>	<b>88,368</b>	<b>(50,668)</b>	<b>-36%</b>	

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Parks Other</u></b>						
Parks Other Revenue						
Revenue	(2,000)	(2,000)	(66)	1,934	-97%	
<b>Parks Other Revenue Total</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(66)</b>	<b>1,934</b>	<b>-97%</b>	
Parks Other Expenditure						
Other Expenses	2,061,910	765,381	884,278	118,897	16%	Variance due to Street tree pruning completed earlier than expected.
Money/Monger Street Trees Surgery	22,000	22,000	0	(22,000)	-100%	Timing variance.
<b>Parks Other Expenditure Total</b>	<b>2,083,910</b>	<b>787,381</b>	<b>884,278</b>	<b>96,897</b>	<b>12%</b>	
<b>Parks Other Total</b>	<b>2,081,910</b>	<b>785,381</b>	<b>884,212</b>	<b>98,831</b>	<b>13%</b>	
<b><u>Processable Waste Collection</u></b>						
Processable Waste Collection Revenue						
Revenue	(268,410)	(266,800)	(301,103)	(34,303)	13%	Increase in fees from \$285 to \$430 for 240L additional garbage collection.
<b>Processable Waste Collection Revenue Total</b>	<b>(268,410)</b>	<b>(266,800)</b>	<b>(301,103)</b>	<b>(34,303)</b>	<b>13%</b>	
Processable Waste Collection Expenditure						
Employee Costs	564,130	194,032	173,718	(20,314)	-10%	\$10k favourable variance in wages and other favourable variance that are not individually material.
Other Employee Costs	5,000	1,668	0	(1,668)	-100%	
Other Expenses	3,814,250	1,269,155	1,246,783	(22,372)	-2%	
<b>Processable Waste Collection Expenditure Total</b>	<b>4,383,380</b>	<b>1,464,855</b>	<b>1,420,500</b>	<b>(44,355)</b>	<b>-3%</b>	
Processable Waste Collection Indirect Costs						
Allocations	356,120	127,077	108,987	(18,090)	-14%	
On Costs Recovery	(530,000)	(176,664)	(184,417)	(7,753)	4%	
<b>Processable Waste Collection Indirect Costs Total</b>	<b>(173,880)</b>	<b>(49,587)</b>	<b>(75,431)</b>	<b>(25,844)</b>	<b>52%</b>	
<b>Processable Waste Collection Total</b>	<b>3,941,090</b>	<b>1,148,468</b>	<b>1,043,967</b>	<b>(104,501)</b>	<b>-9%</b>	



CITY OF VINCENT  
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
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 AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Other Waste Services</u></b>						
Other Waste Services Revenue						
Revenue	(1,200)	(400)	(1,282)	(882)	220%	
<b>Other Waste Services Revenue Total</b>	<b>(1,200)</b>	<b>(400)</b>	<b>(1,282)</b>	<b>(882)</b>	<b>220%</b>	
Other Waste Services Expenditure						
Other Expenses	673,750	76,352	21,593	(54,759)	-72%	\$20k timing variance on Waste Management Programmes and \$27k on general maintenance that is yet not required.
<b>Other Waste Services Expenditure Total</b>	<b>673,750</b>	<b>76,352</b>	<b>21,593</b>	<b>(54,759)</b>	<b>-72%</b>	
<b>Other Waste Services Total</b>	<b>672,550</b>	<b>75,952</b>	<b>20,311</b>	<b>(55,641)</b>	<b>-73%</b>	
<b><u>Recycling Expenditure</u></b>						
Recycling Expenditure						
Other Expenses	1,097,000	365,664	332,788	(32,876)	-9%	
<b>Recycling Expenditure Total</b>	<b>1,097,000</b>	<b>365,664</b>	<b>332,788</b>	<b>(32,876)</b>	<b>-9%</b>	
<b>Recycling Expenditure Total</b>	<b>1,097,000</b>	<b>365,664</b>	<b>332,788</b>	<b>(32,876)</b>	<b>-9%</b>	

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
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AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Public Works Overhead</b>						
Public Works Overhead Revenue						
Revenue	(49,110)	(13,849)	(12,472)	1,377	-10%	
<b>Public Works Overhead Revenue Total</b>	<b>(49,110)</b>	<b>(13,849)</b>	<b>(12,472)</b>	<b>1,377</b>	<b>-10%</b>	
Public Works Overhead Expenditure						
Employee Costs	503,800	173,207	118,697	(54,510)	-31%	\$33k variance due to a position being vacant, \$16k wages not yet required and other small favourable variances that are not individually material.
Other Employee Costs	20,000	5,004	6,360	1,356	27%	
Other Expenses	54,705	18,180	25,161	6,981	38%	
<b>Public Works Overhead Expenditure Total</b>	<b>578,505</b>	<b>196,391</b>	<b>150,218</b>	<b>(46,173)</b>	<b>-24%</b>	
Public Works Overhead Indirect Costs						
Allocations	606,175	216,617	193,305	(23,312)	-11%	
On Costs Recovery	(553,000)	(184,332)	(183,881)	452	0%	
<b>Public Works Overhead Indirect Costs Total</b>	<b>53,175</b>	<b>32,285</b>	<b>9,425</b>	<b>(22,860)</b>	<b>-71%</b>	
<b>Public Works Overhead Total</b>	<b>582,570</b>	<b>214,827</b>	<b>147,171</b>	<b>(67,656)</b>	<b>-31%</b>	
<b>Plant Operating</b>						
Plant Operating Expenditure						
Other Expenses	1,797,620	624,972	561,196	(63,776)	-10%	\$38k lower depreciation expense due to disposal of major plant which have not been replaced, and \$27k timing on plant operating cost.
<b>Plant Operating Expenditure Total</b>	<b>1,797,620</b>	<b>624,972</b>	<b>561,196</b>	<b>(63,776)</b>	<b>-10%</b>	
Plant Operating Indirect Costs						
Allocations	(1,837,620)	(612,536)	(503,664)	108,872	-18%	
<b>Plant Operating Indirect Costs Total</b>	<b>(1,837,620)</b>	<b>(612,536)</b>	<b>(503,664)</b>	<b>108,872</b>	<b>-18%</b>	
<b>Plant Operating Total</b>	<b>(40,000)</b>	<b>12,436</b>	<b>57,532</b>	<b>45,096</b>	<b>363%</b>	

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Recoverable Works</u></b>						
Recoverable Works Revenue						
Revenue	(100,000)	(50,000)	(28,867)	21,133	-42%	Timing variance on completion of recoverable works.
<b>Recoverable Works Revenue Total</b>	<b>(100,000)</b>	<b>(50,000)</b>	<b>(28,867)</b>	<b>21,133</b>	<b>-42%</b>	
Recoverable Works Expenditure						
Other Expenses	100,000	50,000	49,109	(891)	-2%	
<b>Recoverable Works Expenditure Total</b>	<b>100,000</b>	<b>50,000</b>	<b>49,109</b>	<b>(891)</b>	<b>-2%</b>	
<b>Recoverable Works Total</b>	<b>0</b>	<b>0</b>	<b>20,241</b>	<b>20,241</b>		
<b><u>Drainage Expenditure</u></b>						
Drainage Expenditure						
Other Expenses	279,250	94,618	123,574	28,956	31%	\$28k unfavourable variance due to higher general maintenance required.
<b>Drainage Expenditure Total</b>	<b>279,250</b>	<b>94,618</b>	<b>123,574</b>	<b>28,956</b>	<b>31%</b>	
<b>Drainage Expenditure Total</b>	<b>279,250</b>	<b>94,618</b>	<b>123,574</b>	<b>28,956</b>	<b>31%</b>	
<b><u>Footpaths/Cycleways Expenditure</u></b>						
Footpaths/Cycleways Expenditure						
Other Expenses	799,900	247,424	282,891	35,467	14%	\$35k unfavourable variance due to higher general maintenance required.
<b>Footpaths/Cycleways Expenditure Total</b>	<b>799,900</b>	<b>247,424</b>	<b>282,891</b>	<b>35,467</b>	<b>14%</b>	
<b>Footpaths/Cycleways Expenditure Total</b>	<b>799,900</b>	<b>247,424</b>	<b>282,891</b>	<b>35,467</b>	<b>14%</b>	
<b><u>Rights of Way Expenditure</u></b>						
Rights of Way Expenditure						
Other Expenses	192,830	62,188	70,025	7,837	13%	
<b>Rights of Way Expenditure Total</b>	<b>192,830</b>	<b>62,188</b>	<b>70,025</b>	<b>7,837</b>	<b>13%</b>	
<b>Rights of Way Expenditure Total</b>	<b>192,830</b>	<b>62,188</b>	<b>70,025</b>	<b>7,837</b>	<b>13%</b>	

CITY OF VINCENT  
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
 BY SERVICE AREAS  
 AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Roads Expenditure</u></b>						
Roads Expenditure						
Other Expenses	1,853,090	607,445	691,796	84,351	14%	\$72k depreciation expense higher than budget estimates, to be reviewed in mid year budget review.
<b>Roads Expenditure Total</b>	<b>1,853,090</b>	<b>607,445</b>	<b>691,796</b>	<b>84,351</b>	<b>14%</b>	
<b>Roads Expenditure Total</b>	<b>1,853,090</b>	<b>607,445</b>	<b>691,796</b>	<b>84,351</b>	<b>14%</b>	
<b><u>Street Cleaning Expenditure</u></b>						
Street Cleaning Expenditure						
Other Expenses	724,000	241,336	228,277	(13,059)	-5%	
<b>Street Cleaning Expenditure Total</b>	<b>724,000</b>	<b>241,336</b>	<b>228,277</b>	<b>(13,059)</b>	<b>-5%</b>	
<b>Street Cleaning Expenditure Total</b>	<b>724,000</b>	<b>241,336</b>	<b>228,277</b>	<b>(13,059)</b>	<b>-5%</b>	
<b><u>Traffic Control for Roadworks Expenditure</u></b>						
Traffic Control for Roadworks Expenditure						
Other Expenses	171,000	31,668	23,110	(8,558)	-27%	
<b>Traffic Control for Roadworks Expenditure Total</b>	<b>171,000</b>	<b>31,668</b>	<b>23,110</b>	<b>(8,558)</b>	<b>-27%</b>	
<b>Traffic Control for Roadworks Expenditure Total</b>	<b>171,000</b>	<b>31,668</b>	<b>23,110</b>	<b>(8,558)</b>	<b>-27%</b>	
<b><u>Roadwork Signs and Barricades Expenditure</u></b>						
Roadwork Signs and Barricades Expenditure						
Other Expenses	500	168	431	263	156%	
<b>Roadwork Signs and Barricades Expenditure Total</b>	<b>500</b>	<b>168</b>	<b>431</b>	<b>263</b>	<b>156%</b>	
<b>Roadwork Signs and Barricades Expenditure Total</b>	<b>500</b>	<b>168</b>	<b>431</b>	<b>263</b>	<b>156%</b>	

CITY OF VINCENT  
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Sump Expenditure</u></b>						
Sump Expenditure						
Other Expenses	2,500	0	0	0		
<b>Sump Expenditure Total</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Sump Expenditure Total</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b><u>Works Depot</u></b>						
Works Depot Expenditure						
Employee Costs	158,740	54,777	51,524	(3,253)	-6%	
Other Employee Costs	5,330	913	2,775	1,862	204%	
Other Expenses	4,170	566	3,020	2,454	434%	
<b>Works Depot Expenditure Total</b>	<b>168,240</b>	<b>56,256</b>	<b>57,318</b>	<b>1,062</b>	<b>2%</b>	
Works Depot Indirect Costs						
Allocations	(168,240)	(56,256)	(57,318)	(1,062)	2%	
<b>Works Depot Indirect Costs Total</b>	<b>(168,240)</b>	<b>(56,256)</b>	<b>(57,318)</b>	<b>(1,062)</b>	<b>2%</b>	
<b>Works Depot Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 OCTOBER 2017

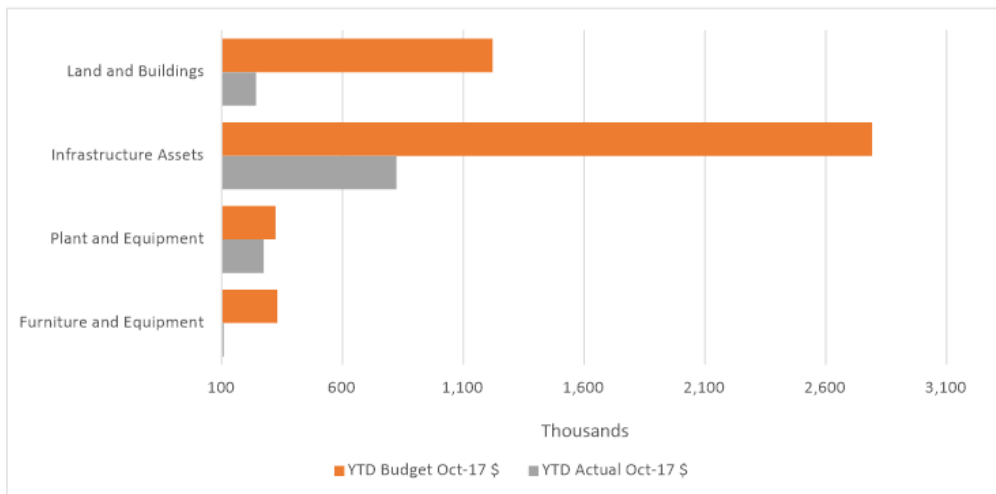


	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Depot Building</u></b>						
Depot Occupancy Costs						
Building Maintenance	93,650	29,732	36,161	6,429	22%	
Ground Maintenance	0	0	734	734		
Other Expenses	198,540	78,101	91,201	13,100	17%	\$14k unfavourable variance due to increase in depreciation cost after revaluation of building assets.
<b>Depot Occupancy Costs Total</b>	<b>292,190</b>	<b>107,833</b>	<b>128,097</b>	<b>20,264</b>	<b>19%</b>	
Depot Indirect Costs						
Allocations	(292,190)	(107,833)	(128,097)	(20,264)	19%	
<b>Depot Indirect Costs Total</b>	<b>(292,190)</b>	<b>(107,833)</b>	<b>(128,097)</b>	<b>(20,264)</b>	<b>19%</b>	
<b>Depot Building Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>		
<b>Net Operating</b>	<b>2,095,778</b>	<b>(20,693,814)</b>	<b>(21,727,015)</b>	<b>(1,033,201)</b>	<b>5%</b>	

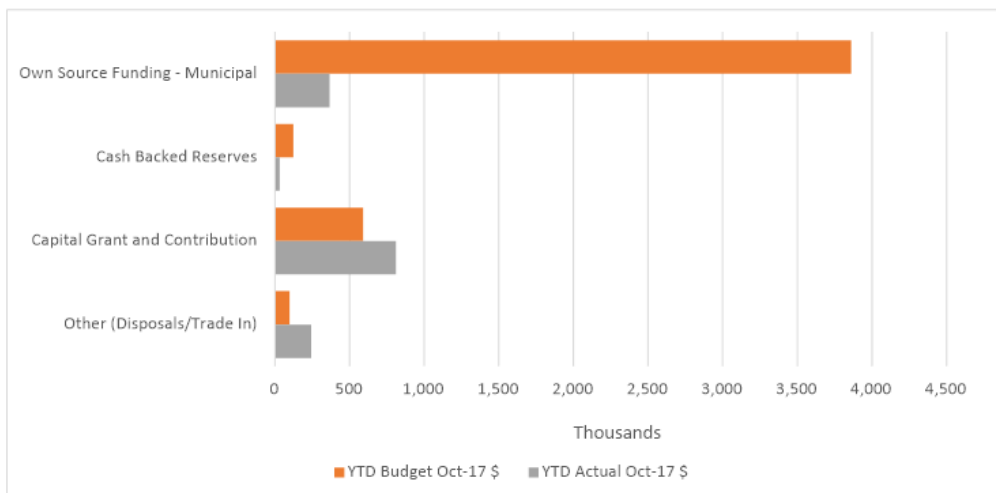


**CITY OF VINCENT**  
**NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18**  
**AS AT 31 OCTOBER 2017**

CAPITAL EXPENDITURE	Adopted Budget	YTD Budget	YTD Actual	YTD Variance	Variance
	2017/18	Oct-17	Oct-17		
	\$	\$	\$	\$	%
Land and Buildings	2,343,358	1,220,258	241,875	(978,383)	-80%
Infrastructure Assets	8,358,501	2,791,613	822,857	(1,968,756)	-71%
Plant and Equipment	1,597,846	322,636	273,162	(49,474)	-15%
Furniture and Equipment	1,111,615	329,615	107,340	(222,275)	-67%
<b>Total</b>	<b>13,411,320</b>	<b>4,664,122</b>	<b>1,445,234</b>	<b>(3,218,888)</b>	<b>-69%</b>



FUNDING	Adopted Budget	YTD Budget	YTD Actual	YTD Variance	Variance
	2017/18	Oct-17	Oct-17		
	\$	\$	\$	\$	%
Own Source Funding - Municipal	9,204,871	3,859,832	365,004	(3,494,828)	-91%
Cash Backed Reserves	1,309,605	120,290	30,367	(89,923)	-75%
Capital Grant and Contribution	2,692,344	588,000	809,666	221,666	38%
Other (Disposals/Trade In)	204,500	96,000	240,196	144,196	150%
<b>Total</b>	<b>13,411,320</b>	<b>4,664,122</b>	<b>1,445,234</b>	<b>(3,218,888)</b>	<b>-69%</b>



CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance Commentary
<b>LAND &amp; BUILDING ASSETS</b>					
<b>ADMINISTRATION &amp; CIVIC CENTRE</b>					
Fitout and relocation	700	700	4,261	3,561	509%
Fire compliance upgrade.	100,000	0	0	0	0%
Administration & Civic Centre, Workforce Accommodation Upgrade	270,000	0	19,665	19,665	100% Timing variance.
Community Partnerships - Workforce Relocation	30,000	30,000	0	(30,000)	-100% Timing variance, works due to be completed in November 2017.
<b>BEATTY PARK LEISURE CENTRE</b>					
Beatty Park Leisure Centre - Remedial Works (OMC 27/06/2017 - Item 10.3)	398,353	398,353	76,528	(321,825)	-81% Timing variance.
Changeroom Tiles replacement	120,000	0	0	0	0%
<b>DEPARTMENT OF SPORTS AND RECREATION</b>					
Zip Unit Renewal	10,000	0	0	0	0%
Carpet replacement	140,000	0	0	0	0%
<b>LOFTUS RECREATION CENTRE</b>					
Leveling Hardstand Escape Route for Drainage	8,000	8,000	0	(8,000)	-100%
Refrigerated A/C Plant Renewal	100,000	0	0	0	0%
Roof fall restraint system renewal	20,000	0	0	0	0%
Renewal of ceiling fabric and upgrade of lights throughout centre	250,000	250,000	0	(250,000)	-100% Project to commence in December 2017.
Escape Gate Upgrade	12,000	12,000	0	(12,000)	-100% Timing variance, project commenced in October 2017.
<b>LEEDERVILLE OVAL</b>					
Stadium - Electrical upgrade	70,000	70,000	0	(70,000)	-100% Project to commence in January 2018.

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b>MANDATORY BUILDING COMPLIANCE UPGRADE</b>						
Earlybird Playgroup Centre	4,137	4,137	0	(4,137)	-100%	
Dorrien Gardens (Azzurri Bocce Club)	10,120	10,120	0	(10,120)	-100%	Project delayed, to be completed by December 2017.
<b>WORKS DEPOT</b>						
Works Depot - Roof fall restraint system renewal	12,000	0	0	0	0%	
Roof sheet and screw renewal	20,000	0	0	0	0%	
Workplace Accommodation Depot staff computer kiosk	5,000	5,000	0	(5,000)	-100%	
<b>MISCELLANEOUS</b>						
Aircon re-gasification - various locations	70,000	70,000	0	(70,000)	-100%	Project to be scoped.
Anzac Cottage - Grant Interpretation	2,100	0	0	0	0%	
Birdwood Square Ablutions - Gas HWS Renewal	6,000	6,000	0	(6,000)	-100%	
Braithwaite Park public toilet block upgrade and refurbishment	270,000	150,000	18,520	(131,480)	-88%	Timing variance.
Dorrien Gardens - Perth Soccer Club	57,448	57,448	57,448	0	0%	
Earlybird Playgroup Centre - Replace ceilings	8,000	8,000	0	(8,000)	-100%	
Earlybird Playgroup Centre upgrade	20,000	20,000	0	(20,000)	-100%	Timing variance, project commenced in October 2017.
Earlybird Playgroup Centre - Switchboard Renewal	10,000	0	0	0	0%	
Forrest Park Croquet - Electrical HWS Renewal	4,000	4,000	0	(4,000)	-100%	
Highgate Child Health Clinic - Switchboard, lights and switches renewal	10,000	0	0	0	0%	
Highgate Child Health Clinic - Remove/Replace Lino Kitchen	5,000	5,000	5,000	0	0%	
Highgate Child Health Clinic - Replace ceilings	5,000	5,000	7,425	2,425	49%	
Leederville Child Health Clinic - Additional External Door	2,500	2,500	0	(2,500)	-100%	
Leederville Oval East Ablutions - Switchboard Renewal	4,000	0	0	0	0%	
Lycopodium - Misc Renewals	100,000	30,000	5,820	(24,180)	-81%	Project commenced in September 2017, to be completed by the end of financial year.
Mens Shed - Macerator Sewer Upgrade	50,000	0	0	0	0%	
Menzies Park Pavilion - Electric HWS Renewal	2,000	2,000	0	(2,000)	-100%	
North Perth Basketball club adjustable nets at Loftus Rec	15,000	15,000	0	(15,000)	-100%	Project delayed.

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
North Perth Bowling Club - Switchboard supply renewal	10,000	10,000	0	(10,000)	-100%	Timing variance, project commenced in October 2017.
North Perth Tennis Club - Boundary retaining wall	20,000	20,000	18,491	(1,509)	-8%	
Royal Park Hall - Carpet Renewal	12,000	12,000	12,496	496	4%	
Royal Park Hall - Electrical Renewal	15,000	15,000	14,856	(144)	-1%	
Woodville Reserve - Power upgrade	40,000	0	0	0	0%	
Woodville Reserve - Replace slabbed building surrounds with concrete	25,000	0	1,364	1,364	100%	
<b>FOR LAND &amp; BUILDING ASSETS</b>	<b>2,343,358</b>	<b>1,220,258</b>	<b>241,875</b>	<b>(978,383)</b>	<b>-80%</b>	

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b>INFRASTRUCTURE ASSETS</b>						
<b>TRAFFIC MANAGEMENT</b>						
Improvements at Vincent/Oxford Streets	40,000	40,000	0	(40,000)	-100%	Project on hold, pending on Main Roads WA approval.
Intersections at Bourke and Loftus Streets	150,000	75,000	0	(75,000)	-100%	
Intersections at Vincent and Fitzgerald Streets	79,560	79,560	0	(79,560)	-100%	Project completed, awaiting invoices from Main Roads WA.
William and Bulwer Streets Pedestrian Phasing Signals	207,580	207,580	2,252	(205,328)	-99%	Project commenced in September 2017, to be completed by end of financial year.
Improved pedestrian crossings at signalised intersections	230,000	0	0	0	0%	
Miscellaneous Traffic Management	80,000	20,000	8,797	(11,203)	-56%	On going project, to be completed by end of financial year.
Mid-block signalised pedestrian 'Pelican' crossings	250,000	0	2,438	2,438	100%	
Replace Fitzgerald Street speed cushions	25,000	0	0	0	0%	
Proposed Killarney Street intersection modifications at Scarb Bch Rd	30,000	0	1,000	1,000	100%	
Proposed Anzac Road Traffic Calming	65,000	0	0	0	0%	
<b>BLACK SPOT PROGRAM</b>						
Newcastle and Palmerston Streets	40,000	20,000	0	(20,000)	-100%	
Walcott and Raglan Streets	0	0	450	450	100%	Expenses related to 2016-17 financial year, to be adjusted in carry forward adjustments.
William and Forrest Streets	12,000	5,000	0	(5,000)	-100%	
Green and Matlock Streets	30,000	11,900	6,854	(5,046)	-42%	
Ruby and Fitzgerald Streets	30,000	11,900	1,000	(10,900)	-92%	

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b>STREETSCAPE IMPROVEMENTS</b>						
Axford Park Improvements	5,860	5,860	5,860	0	0%	
Streetscape improvements/Place Making - William Street - Street Furniture Improvements	30,000	0	0	0	0%	
Streetscape improvements/Place Making - Miscellaneous Renewals	30,000	5,000	0	(5,000)	-100%	
Streetscapes - Upgrade of street Litter bins	30,000	10,000	0	(10,000)	-100%	
Greening (Streetscapes)	300,000	90,000	55,594	(34,406)	-38%	Timing variance.
North Perth Public Open Space	114,000	114,000	0	(114,000)	-100%	Tender to be advertised in November 2017, works to start in February 2018 till end of financial year.
<b>ROADWORKS - LOCAL ROADS PROGRAM</b>						
Bennelong Street - Oxford St to Cul-de-sac	30,000	12,400	4,964	(7,436)	-60%	
Monmouth Street - York St to William St	30,000	12,400	570	(11,830)	-95%	
Gill Street - Charles St to London St	130,000	53,800	54,603	803	1%	
Ellesmere Street (Stage 1) - Charles St to London St	115,000	47,580	68,670	21,090	44%	Project commenced ahead of schedule.
Cleaver St - Carr St - Roundabout	50,000	20,700	0	(20,700)	-100%	Project delayed, to commence in February 2018.
Fleet Street - Richmond St to Bourke St	10,000	4,200	1,013	(3,187)	-76%	
Frame Court - Leederville Pde to Water Corp	30,000	12,400	336	(12,064)	-97%	
Hawthorn Street - Flinders St to Coogee St	30,000	12,400	19,713	7,313	59%	
Little Walcott Street - Mabel St to Blake St	50,000	20,700	336	(20,364)	-98%	Timing variance, project commenced in October 2017.
Norfolk Street - Vincent St to Chelmsford Rd	35,000	14,480	18,918	4,438	31%	
Westralia Street - East Pde to Joel Tce	25,000	10,320	17,826	7,506	73%	
Hutt Street - Grosvenor Rd to Raglan Rd	20,000	8,300	12,536	4,236	51%	
Dover Street - Scarborough Beach Rd to Matlock St	25,000	10,320	15,701	5,381	52%	



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NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b>ROADWORKS - REHABILITATION (MRRG PROGRAM)</b>						
Beaufort/Brisbane Street Intersection Improvements	139,970	100,000	2,177	(97,823)	-98%	Project on hold, pending on Main Roads WA approval.
Brisbane Street - Beaufort to William Street	134,214	134,214	0	(134,214)	-100%	Project on hold, pending on Main Roads WA approval.
Beaufort Street - Brisbane to Parry Street	51,043	20,000	0	(20,000)	-100%	Project on hold, pending on Main Roads WA approval.
Vincent Street - William to Beaufort Street	110,082	110,082	9,059	(101,023)	-92%	Timing variance.
Angove Street - Daphne to Fitzgerald Street	153,200	0	0	0	0%	
Angove Street - Charles to Daphne Street	327,400	0	0	0	0%	
Fitzgerald Street - Raglan Road to Angove Street	142,700	0	0	0	0%	
Scarborough Beach Road - Oxford to Fairfield Street	72,600	0	0	0	0%	
<b>ROADWORKS - ROADS TO RECOVERY PROGRAM</b>						
Newcastle Street - Oxford Street to Carr Place	48,794	48,794	26,234	(22,560)	-46%	Timing variance, to be completed by November 2017.
Roads to Recovery Program (Deferred from 2016-17)	201,248	10,000	0	(10,000)	-100%	To be reviewed at mid year budget review.
Tennyson Street - Oxford St to Scott St	100,000	17,380	1,191	(16,189)	-93%	
Barnet Street - Richmond St to Bourke St	55,145	9,600	0	(9,600)	-100%	
Richmond Street - Loftus St to Elven St	100,000	17,380	3,946	(13,434)	-77%	
Randell Street - Fitzgerald St to Palmerston St	90,000	15,640	0	(15,640)	-100%	Project to commence in first quarter of 2018.
<b>RIGHTS OF WAY</b>						
Nova Lane	98,900	65,000	1,383	(63,618)	-98%	Project to commence in February 2018.
Solar Lighting of Laneways	29,647	29,647	0	(29,647)	-100%	Project to commence in January 2018.
Rights of Way - Cowle/Charles Streets, West Perth	26,000	26,000	27,573	1,573	6%	
Rights of Way - Ruby/Knitsford Street, North Perth	45,000	45,000	47,221	2,221	5%	
Rights of Way - Rehabilitation	120,000	25,000	48,957	23,957	96%	Project ahead of schedule.

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NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b>SLAB FOOTPATH PROGRAMME</b>						
Newcastle St - Carr to Watercorp	85,000	50,000	0	(50,000)	-100%	Project on hold due to Watercorp works in the area.
Install Tactile pavers in Brisbane and Lake Streets, Perth	20,000	0	0	0	0%	
Kalgoorlie Street footpath, Berryman St to Scarborough Beach Road	36,000	0	0	0	0%	
Summer St footpath, Joel Terrace to the river	35,000	0	0	0	0%	
Purslowe Street - Brady St to East St	26,500	10,600	0	(10,600)	-100%	Project to commence in first quarter of 2018.
Ellesmere Street - Fairfield St to Shakespeare St	35,000	14,000	0	(14,000)	-100%	Project to commence in first quarter of 2018.
Anzac Road - Loftus St to Scarborough Beach Rd	0					
Cliveden Street - Walcot to No 19 (near Hunter St)	0					
Barnet Place - Barnet St to Cul-de-sac	6,000	2,400	0	(2,400)	-100%	
Gardiner Street - Zebina St to East Pde	10,000	4,000	0	(4,000)	-100%	
Lake Street - Glendower St to Primrose St	3,500	1,400	0	(1,400)	-100%	
Walcott Street - Alma St to Raglan Rd	0					
Alma Street - Fitzgerald St Cul-de-sac	7,000	2,800	0	(2,800)	-100%	
Ambleside Avenue - Lynton St to Cul-de-sac	10,000	4,000	0	(4,000)	-100%	
Angove Street - Albert St to Woodville St	8,000	3,200	0	(3,200)	-100%	
Barlee Street - Roy St to new development (45m)	5,500	2,200	0	(2,200)	-100%	
Brewer Street - Lacey St to Pier St	10,000	4,000	0	(4,000)	-100%	
Campsie Street - Bourke St RAB	0					
Bennelong Place - Oxford St to Cul-de-sac	0					
Emmerson Street - Loftus St to Alto Ln	6,000	2,400	0	(2,400)	-100%	
Farmer Street - Angove St to Pansy St	9,000	3,600	0	(3,600)	-100%	
Greenway Street - Beaufort St to Stirling St	0					
Fore Street - Beaufort St to 25m west	8,500	3,400	0	(3,400)	-100%	
Kalgoorlie Street - Berryman St to Scarborough Beach Rd	0					
William Street - Glendower St to Vincent St	5,000	2,000	0	(2,000)	-100%	
Charles Street - Carr St to Newcastle St	90,000	36,000	0	(36,000)	-100%	Project to commence in February 2018.
Robinson Avenue - Wellman St to William St	10,000	4,000	0	(4,000)	-100%	

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b>BICYCLE NETWORK</b>						
Bike Plan Network 2015-16 Implementation (Palmerston to Lord)	45,007	45,007	30,367	(14,640)	-33%	Project to be completed by November 2017.
Bicycle Network Oxford - Anzac to Scarb Bch Rd	190,000	20,000	0	(20,000)	-100%	Project on hold due to Watercorp works in the area.
Oxford Street Green - Bike Box	25,000	10,000	0	(10,000)	-100%	Awaiting Main Roads WA approval.
Bike Boulevard Stage 2	1,100,000	0	7,150	7,150	100%	
Bike Parking	15,000	5,000	2,778	(2,222)	-44%	
Carr/Cleaver Street - bike lanes	50,000	0	0	0	0%	
<b>CAR PARK DEVELOPMENT</b>						
Beatty Park Reserve car park - Lighting	2,500	2,500	0	(2,500)	-100%	
Berryman and The Boulevard - Angle Parking	90,000	0	0	0	0%	
Brisbane Street Car Park - Lighting	35,000	0	0	0	0%	
Chelmsford Road Car Park	78,000	0	0	0	0%	
Glebe Street - Angle Parking	85,000	0	0	0	0%	
North Perth ACROD Parking Bays	5,000	5,000	0	(5,000)	-100%	
Pansy Street Car Park - Lighting	1,600	1,600	0	(1,600)	-100%	
Parking Restriction Implementation	143,682	40,000	33,487	(6,513)	-16%	
Raglan Road Car Park - Resurfacing & Lighting	70,000	0	0	0	0%	
<b>DRAINAGE</b>						
Beatty Park Reserve - Flood Mitigation Works	3,033	3,033	0	(3,033)	-100%	
Beatty Park Reserve - Drainage Improvements	150,000	150,000	0	(150,000)	-100%	Project to commence in February 2018.
Gully Soakwell Program	75,000	40,000	63,890	23,890	60%	Project commenced ahead of schedule, to be completed by January 2018.
Lawler Street Sump - Infill	198,000	198,000	0	(198,000)	-100%	Project to commence in January 2018.
Miscellaneous Improvements	55,000	10,000	0	(10,000)	-100%	Requests not yet received.
Muriel Place Drainage Upgrade	20,000	20,000	0	(20,000)	-100%	Project to commence in first quarter of 2018.

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b>PARKS AND RESERVES</b>						
Axford Park - Redevelopment	200,000	0	0	0	0%	
Banks Reserve - Foreshore restoration stage 2	185,300	120,000	20,000	(100,000)	-83%	Timing variance.
Central Control Irrigation System (Stage 3)	60,000	30,000	32,622	2,622	9%	
Charles Veryard Reserve - Full/Partial Dog Exercise Fence & Landscaping	15,000	5,000	0	(5,000)	-100%	
Greening Plan - Oxford St, Scarb Bch Rd, Lord	0	0	8,032	8,032	100%	Expenses related to 2016-17. Project to be reviewed during carry forward adjustments.
Hyde Park - Re-asphalt pathways	72,336	72,336	53,639	(18,697)	-26%	Timing variance.
Kyilla Park - Replace/upgrade in ground reticulation system	65,000	0	0	0	0%	
Leake Street Public Open Space - Eco Zoning	5,000	5,000	3,456	(1,544)	-31%	
Les Lilleyman Reserve - Basketball and Netball installation	20,000	20,000	4,400	(15,600)	-78%	Timing variance, project commenced in October 2017.
Les Lilleyman Reserve - Eco-zoning	30,000	7,500	0	(7,500)	-100%	
Menzies Park - Replace groundwater bore	40,000	40,000	0	(40,000)	-100%	Project delayed, to commence in December 2017.
Miscellaneous - Parks and Reserves Upgrade	20,000	0	11,578	11,578	100%	
Parks BBQ installations	9,500	9,500	3,173	(6,327)	-67%	
Roads to Parks Demonstration Project - Hyde Street Park Mt Lawley	120,000	20,000	0	(20,000)	-100%	Project to commence in December 2017.
Synthetic Cricket Wicket Surfacing Program	25,000	0	11,430	11,430	100%	Timing variance.
Venables Park - Re-asphalt pathways and install barrier kerbing	20,000	20,000	2,408	(17,592)	-88%	

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b>MISCELLANEOUS</b>						
Axford Park - Uplighting trees	60,000	60,000	60,000	0	0%	
Install a pit and pump at Depot Dog Pound	41,000	20,000	0	(20,000)	-100%	Project under review.
New Parklets - Mt Hawthorn & North Perth	24,600	24,600	0	(24,600)	-100%	Project in planning stage, to be spend from January 2018.
Proposed Pedestrian Safety Ballustrade intersection Oxford and Bourke Streets, Leederville	8,000	8,000	7,273	(727)	-9%	
Robertson Park - Restump concrete boardwalk	15,000	15,000	0	(15,000)	-100%	Project to commence in November 2017.
Bus Shelters	40,000	0	0	0	0%	
Upgrade and install new street lighting	15,000	5,000	0	(5,000)	-100%	
<b>TOTAL EXPENDITURE FOR INFRASTRUCTURE ASSETS</b>	<b>8,358,501</b>	<b>2,791,613</b>	<b>822,857</b>	<b>(1,968,756)</b>	<b>-71%</b>	

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b><u>PLANT &amp; EQUIPMENT ASSETS</u></b>						
<b>LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME</b>						
Light Fleet - Annual Changeovers	280,500	198,000	166,609	(31,391)	-16%	Timing of vehicle change over impacted by availability of replacements.
<b>MAJOR PLANT REPLACEMENT PROGRAMME</b>						
Road Safety Trailer	29,500	29,500	29,220	(280)	-1%	
Side Loader Rubbish Compactor	380,000	0	0	0	0%	
Single Axle Truck (Flocon)	200,000	0	0	0	0%	
Tractor - Parks	120,000	0	0	0	0%	
Ride-on Rotary mower (zero turn) - Parks	42,000	0	0	0	0%	
All Terrain vehicle (ATV) - Hyde Park	30,000	0	0	0	0%	
<b>ADMINISTRATION &amp; CIVIC CENTRE</b>						
Beatty Park Server	19,000	19,000	0	(19,000)	-100%	Project on hold.
Upgrade of CCTV	42,800	0	0	0	0%	
<b>BEATTY PARK LEISURE CENTRE</b>						
Boiler Replacement	199,000	0	0	0	0%	
Upgrade fire panel	25,000	0	0	0	0%	
Ventilation in spa plant room	8,500	8,500	0	(8,500)	-100%	
Switchboard in top level of plantroom	12,500	0	0	0	0%	
25m pool pump	7,500	7,500	0	(7,500)	-100%	
Dry Chlorine feeder	12,000	12,000	0	(12,000)	-100%	Timing variance, project commenced in October 2017.
<b>POLICY AND PLACE</b>						
Installation of Device Sensors for Town Centre Performance	1,236	1,236	0	(1,236)	-100%	



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NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b>COMMUNITY SERVICES</b>						
Replace Autocite Units (mobile infringement hardware)	40,000	40,000	32,682	(7,318)	-18%	
5x 'Pay by Plate' parking ticket machines - Avenue Car Park	6,900	6,900	0	(6,900)	-100%	
Frame Court Car Park - Pay-by-Plate Parking Machines	50,000	0	34,071	34,071	100%	Project commenced ahead of schedule.
Parking Machines Asset Replacement Program	40,000	0	10,580	10,580	100%	Project commenced ahead of schedule.
Parking Sensors Pilot Project	51,410	0	0	0	0%	
<b>TOTAL EXPENDITURE</b>						
<b>FOR PLANT &amp; EQUIPMENT ASSETS</b>	<b>1,597,846</b>	<b>322,636</b>	<b>273,162</b>	<b>(49,474)</b>	<b>-15%</b>	

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance Commentary
<b><u>FURNITURE &amp; EQUIPMENT ASSETS</u></b>					
<b>CORPORATE SERVICES</b>					
Corporate Systems - Re-Implementation or Replacement	37,500	37,500	22,422	(15,078)	-40% Under review.
<b>BEATTY PARK LEISURE CENTRE</b>					
Replacement of Gym Equipment for Loftus Centre	54,615	54,615	53,750	(865)	-2%
Stereo upgrades - RPM studio, Studio 1&2 and Gym (Currently Leased)	41,000	0	0	0	0%
Pool Lane rope replacement	7,000	7,000	0	(7,000)	-100%
<b>INFORMATION TECHNOLOGY</b>					
Upgrade of IT Firewall	80,000	0	0	0	0%
Replace IT Servers	50,000	50,000	0	(50,000)	-100% Project to commence in December 2017.
Replacement PC Fleet (Currently Leased)	350,000	0	0	0	0%
Redevelopment of Website (stage 2)	30,000	30,000	520	(29,480)	-98% Ongoing project, to be completed by June 2018.
Upgrade of AV Devices	30,000	30,000	0	(30,000)	-100% Project to commence in January 2018.
Upgrade IT Network Remote Access Facility	30,000	0	0	0	0%
SOE Development	15,000	15,000	0	(15,000)	-100% Project linked to PC replacement project.
Online Lodgement of Applications	100,000	0	1,353	1,353	100%
Replacement of CARS Systems	60,000	0	0	0	0%
Upgrade Two Way Radio Fleet	100,000	0	0	0	0%
<b>LOFTUS RECREATION CENTRE</b>					
Loftus Recreation Equipment replacement	44,000	44,000	8,713	(35,287)	-80% Timing variance.
Replacement Stereo - Loftus Recreation	15,000	0	0	0	0%

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
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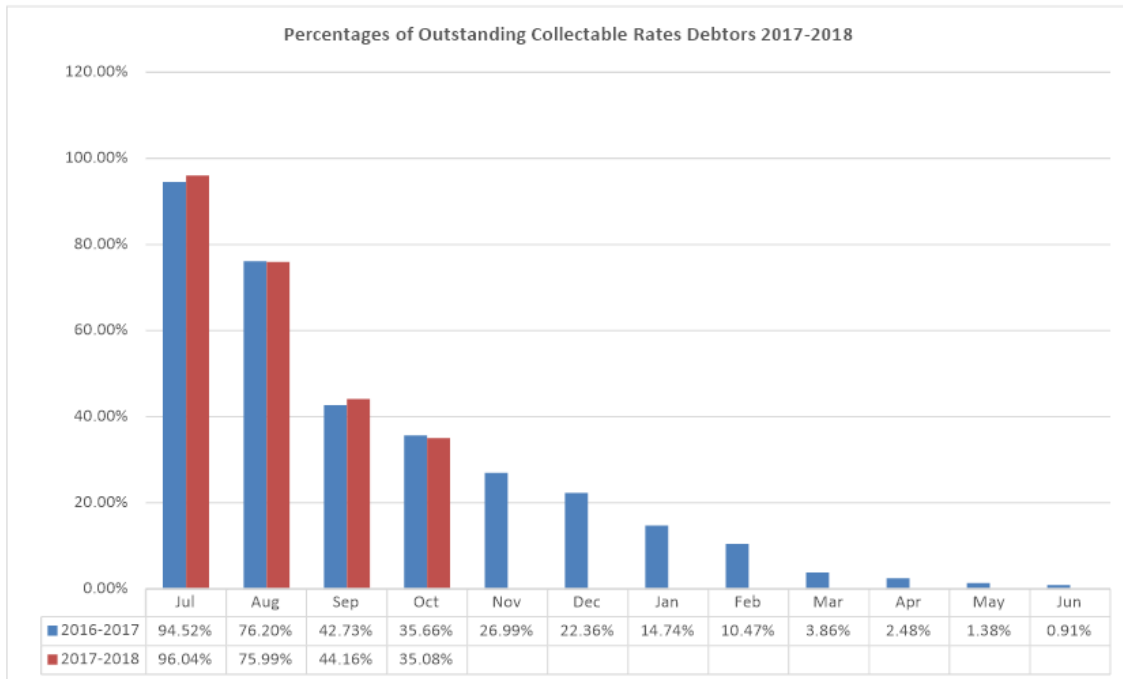
	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<b>PUBLIC HALLS</b>						
Renewal of furniture for municipal halls	6,000	0	0	0	0%	
Halls, Pavilions and Operational Buildings - Non Fixed Assets - Renewal	60,000	60,000	19,222	(40,778)	-68%	Ongoing project, to be completed by June 2018.
<b>WORKS DEPOT</b>						
New letter folding machine at the depot	1,500	1,500	1,360	(140)	-9%	
<b>TOTAL EXPENDITURE FOR FURNITURE &amp; EQUIPMENT ASSETS</b>	<b>1,111,615</b>	<b>329,615</b>	<b>107,340</b>	<b>(222,275)</b>	<b>-67%</b>	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>13,411,320</b>	<b>4,664,122</b>	<b>1,445,234</b>	<b>(3,218,888)</b>	<b>-69%</b>	

CITY OF VINCENT  
NOTE 6 - CASH BACKED RESERVES  
AS AT 31 OCTOBER 2017



Reserve Particulars	Budget Opening Balance 01-Jul-17 \$	Estimated Opening Balance 01-Jul-17 \$	FY Budget Transfers From Muni Funds \$	YTD Actual Transfers From Muni Funds \$	FY Budget Interest Earned \$	YTD Actual Interest Earned \$	FY Budget Transfers To Muni Funds \$	YTD Actual Transfers To Muni Funds \$	Budget Balance 30-Jun-18 \$	Actual Balance 31-Oct-17 \$
Administration Centre Reserve	11,418	10,587	0	0	178	96	(10,440)	0	1,156	10,683
Aged Persons and Senior Citizens Reserve	0	0	0	0	0	0	0	0	0	0
Asset Sustainability Reserve	3,246,209	3,251,804	0	0	92,983	29,371	0	0	3,339,192	3,281,175
Beatty Park Leisure Centre Reserve	252,933	253,819	0	0	4,739	2,515	(175,000)	0	82,672	256,334
Capital Reserve	8,264	7,470	0	0	237	68	0	0	8,501	7,538
Cash in Lieu Parking Reserve	782,114	781,449	60,000	13,213	20,756	7,102	(175,000)	0	687,870	801,764
Electronic Equipment Reserve	52,666	52,589	0	0	1,509	475	0	0	54,175	53,064
Hyde Park Lake Reserve	148,486	148,177	0	0	4,253	1,339	0	0	152,739	149,516
Land and Building Acquisition Reserve	277,340	276,761	0	0	7,944	2,499	0	0	285,284	279,260
Leederville Oval Reserve	217,145	216,694	0	0	5,217	1,957	(70,000)	0	152,362	218,651
Leederville Tennis Reserve	1,976	1,981	970	481	70	19	0	0	3,016	2,481
Light Fleet Replacement Reserve	0	0	0	0	0	0	0	0	0	0
Loftus Community Centre Reserve	17,899	17,811	6,150	3,081	601	172	0	0	24,650	21,064
Loftus Recreation Centre Reserve	39,329	39,123	57,060	18,971	1,380	418	(39,375)	0	58,394	58,512
North Perth Tennis Reserve	42,094	42,049	4,670	2,338	1,273	387	0	0	48,037	44,774
Office Building Reserve - 246 Vincent Street	528,131	527,031	0	0	12,979	4,760	(150,000)	0	391,110	531,791
Parking Facility Reserve	98,461	98,182	0	0	2,788	959	(2,250)	0	98,999	99,141
Parking Funded City Upgrade Reserve	0	0	0	0	0	0	0	0	0	0
Parking Funded Transport Initiatives Reserve	0	0	0	0	0	0	0	0	0	0
Percentage For Public Art Reserve	0	0	0	0	0	0	0	0	0	0
Plant and Equipment Reserve	303,210	300,763	0	0	4,539	2,716	(289,500)	0	18,249	303,479
State Gymnastics Centre Reserve	96,746	96,639	10,750	3,591	2,925	886	0	0	110,421	101,116
Strategic Waste Management Reserve	20,884	20,842	0	0	598	188	0	0	21,482	21,030
Tamala Park Land Sales Reserve	1,991,393	2,022,698	1,452,514	0	77,298	18,189	(48,040)	(30,367)	3,473,165	2,010,520
Underground Power Reserve	195,835	195,426	0	0	5,609	1,765	0	0	201,444	197,191
Waste Management Plant and Equipment Reserve	543,138	546,224	0	0	10,544	4,934	(350,000)	0	203,682	551,158
	8,875,671	8,908,119	1,592,114	41,675	258,420	80,815	(1,309,605)	(30,367)	9,416,600	9,000,242

**CITY OF VINCENT**  
**NOTE 7 - RATING INFORMATION GRAPH**  
**AS AT 31 OCTOBER 2017**



**CITY OF VINCENT  
NOTE 8 - RATING INFORMATION  
FOR THE MONTH ENDED 31 OCTOBER 2017**



	Rateable Value	Rate in Dollar Cents	Budget	Actual	Rates Levied to Budget %
	\$		\$	\$	%
<b>Rate Revenue</b>					
General Rate					
12936 Residential	304,582,890	6.289	19,164,597	19,155,218	100.0%
1607 Other	125,576,961	6.489	8,197,230	8,156,417	99.5%
50 Vacant Other	2,659,300	12.236	331,449	325,392	98.2%
Minimum Rate					
3129 Residential @ \$1,007	62,344,682	6.289	4,699,200	4,712,400	100.3%
94 Other @ \$1,007	1,423,005	6.489	136,400	141,900	104.0%
0 Vacant Other @ \$1,414	41,700	12.236	5,656	5,656	100.0%
Interim Rates	0		375,000	68,044	18.1%
Back Rates	0		30,000	0	0.0%
<b>Total Amount Made up from Rates</b>	<b>496,628,538</b>		<b>32,939,532</b>	<b>32,565,027</b>	
<b>Non Payment Penalties</b>					
Instalment Interest @ 5.5%			176,260	154,303	87.5%
Penalty Interest @ 11%			80,000	45,940	57.4%
Administration Charge - \$13 per instalment			200,000	241,352	120.7%
Legal Costs Recovered			25,000	4,529	18.1%
Other Reimbursements			600	260	43.3%
Interest Write Off			(200)	0	0.0%
			<b>33,421,192</b>	<b>33,011,409</b>	
<b>Other Revenue</b>					
Exempt Bins - Non Rated Properties			147,000	128,562	87.5%
Commercial / Residential Additional Bins			119,000	171,668	144.3%
Swimming Pools Inspection Fees			12,000	12,895	107.5%
			<b>33,699,192</b>	<b>33,324,535</b>	
<b>Opening Balance</b>				<b>218,492</b>	
<b>Total Collectable</b>			<b>33,699,192</b>	<b>33,543,027</b>	<b>99.54%</b>
<b>Less</b>					
Cash Received				20,874,164	
Overpayments of Rates 2016-17				(115,942)	
Rebates Allowed				1,017,508	
Refunds Allowed				0	
<b>Rates Balance To Be Collected</b>			<b>33,699,192</b>	<b>11,767,298</b>	<b>34.92%</b>
<b>Add</b>					
ESL Debtors				286,552	
Pensioner Rebates Not Yet Claimed				370,262	
ESL Rebates Not Yet Claimed				12,437	
<b>Less</b>					
Deferred Rates Debtors				(102,650)	
<b>Current Rates Debtors Balance</b>				<b>12,333,899</b>	



CITY OF VINCENT  
DEBTOR REPORT  
FOR THE MONTH ENDED 31 OCTOBER 2017



DESCRIPTION	CURRENT \$	31-59 DAYS \$	60-89 DAYS \$	OVER 90 DAYS \$	BALANCE \$
DEBTOR CONTROL - HEALTH LICENCES					0
DEBTOR CONTROL - RUBBISH CHARGES					0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	14,043	(1,215)		432,987	445,815
DEBTOR CONTROL - PROPERTY INCOME	145,354	17,540	24,716	44,279	231,889
DEBTOR CONTROL - RECOVERABLE WORKS	(50,310)	5,322	4,217	109,751	68,980
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	1,520	(380)			1,140
DEBTOR CONTROL - OTHER	4,383	1,020	595	40,250	46,248
DEBTOR CONTROL - % ART CONTRIBUTIONS					0
DEBTOR CONTROL - GST	53,490	(201,421)	159,303	42,118	53,490
DEBTOR CONTROL - INFRINGEMENT	107,780	108,495	60,438	2,168,554	2,445,266
PROVISION FOR DOUBTFUL DEBT					0
<b>TOTAL DEBTORS OUTSTANDING AS AT 31/10/2017</b>	<b>276,260</b>	<b>(70,639)</b>	<b>249,269</b>	<b>2,837,939</b>	<b>3,292,828</b>
UNDERGROUND POWER					58,156
ACCRUED INCOME					526,139
ACCRUED INTEREST					220,170
PREPAYMENTS					164,792
<b>TOTAL TRADE AND OTHER RECEIVABLES</b>					<b>4,262,085</b>

DATE	DEBTOR OVER 60 DAYS	AMOUNT	DEBT DETAILS & COMMENTS
25/02/2015	Subiaco Football Club	41,830.17	Turf maintenance & top dressing <i>Comment: Pending discussions on annual maintenance plan</i>
24/06/2016	Belgravia Leisure Pty Ltd	2,696.88	Maintenance recoup, Variable Outgoings <i>Comment: Pending confirmation on lease terms</i>
25/02/2015	East Perth Football Club	41,540.25	Turf maintenance & top dressing <i>Comment: Pending discussions on annual maintenance plan</i>
14/04/2016	Loftus Community Centre	1,417.97	FESA Levy 15/16 & Security Alarm Response <i>Comment: Request for write off</i>
12/09/2016	Tuart Hill Cricket Club	6,680.00	Charles Veryard Reserve for training/matches <i>Comment: Pending negotiation of ground hire</i>
30/03/2017	Vietnam Veterans Association of Australia	901.62	Pest treatment and statutory compliance costs <i>Comment: Negotiating on lease responsibilities</i>
01/05/2017	Department of Sports and Recreations	58,190.63	Variable Outgoings 2016/17 <i>Comment: Pending audit of variable outgoings</i>
04/11/2016	C Caferelli	28,600.00	Breaches of Planning Development Act <i>Comment: Referred to Fines Enforcement Registry</i>
<b>BALANCE OF 60 DAY DEBTORS OVER \$500.00</b>		<b>181,857.52</b>	

CITY OF VINCENT  
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION  
AS AT 31 OCTOBER 2017



	Full Year Budget 2017/18 \$	YTD Budget 2017/18 \$	YTD Actuals Oct-17 \$	YTD Actuals Oct-16 \$	Month Actuals Oct-17 \$	Month Actuals Oct-16 \$
<b>Administration</b>						
Expenditure	0	0	(0)	0	(0)	0
Revenue	0	0	(0)	0	(0)	0
Surplus/(Deficit)	0	0	(0)	0	(0)	0
<b>Swimming Pools Area</b>						
Expenditure	(3,548,760)	(1,230,184)	(1,272,985)	(1,068,756)	(382,986)	(343,842)
Revenue	2,246,180	658,646	622,281	605,156	186,232	180,021
Surplus/(Deficit)	(1,302,580)	(571,538)	(650,704)	(463,599)	(196,754)	(163,820)
<b>Swim School</b>						
Expenditure	(1,055,780)	(372,066)	(388,315)	(404,858)	(132,082)	(135,918)
Revenue	1,496,970	557,369	570,043	545,876	155,974	157,305
Surplus/(Deficit)	441,190	185,303	181,728	141,018	23,892	21,386
<b>Café</b>						
Expenditure	(761,030)	(245,271)	(263,045)	(242,124)	(95,646)	(81,817)
Revenue	715,970	225,907	210,338	200,928	64,340	64,949
Surplus/(Deficit)	(45,060)	(19,364)	(52,707)	(41,196)	(31,305)	(16,868)
<b>Retail Shop</b>						
Expenditure	(409,190)	(120,964)	(93,475)	(104,316)	(48,919)	(46,178)
Revenue	517,490	143,247	143,669	134,775	48,892	47,331
Surplus/(Deficit)	108,300	22,283	50,194	30,460	(27)	1,154
<b>Health &amp; Fitness</b>						
Expenditure	(1,317,370)	(478,205)	(457,534)	(495,920)	(155,045)	(180,846)
Revenue	1,596,000	553,377	537,187	506,563	134,845	118,966
Surplus/(Deficit)	278,630	75,172	79,653	10,643	(20,200)	(61,880)
<b>Group Fitness</b>						
Expenditure	(561,910)	(199,538)	(188,277)	(172,788)	(57,133)	(60,358)
Revenue	637,060	213,912	212,867	201,487	53,516	48,267
Surplus/(Deficit)	75,150	14,374	24,590	28,699	(3,617)	(12,091)
<b>Aquarobics</b>						
Expenditure	(140,270)	(49,742)	(49,958)	(44,893)	(16,547)	(13,753)
Revenue	226,990	75,370	75,619	70,521	19,120	17,168
Surplus/(Deficit)	86,720	25,628	25,661	25,628	2,573	3,415
<b>Creche</b>						
Expenditure	(329,490)	(115,883)	(109,498)	(110,310)	(34,791)	(36,514)
Revenue	54,020	18,431	22,708	27,740	5,216	6,838
Surplus/(Deficit)	(275,470)	(97,452)	(86,790)	(82,571)	(29,575)	(29,676)
<b>Surplus/(Deficit)</b>	<b>(633,120)</b>	<b>(365,594)</b>	<b>(428,376)</b>	<b>(350,918)</b>	<b>(255,013)</b>	<b>(258,380)</b>
Less: Depreciation	(546,950)	(182,316)	(386,968)	(179,397)	(96,656)	(45,517)
<b>Cash Surplus/(Deficit)</b>	<b>(86,170)</b>	<b>(183,278)</b>	<b>(41,408)</b>	<b>(171,521)</b>	<b>(158,357)</b>	<b>(212,863)</b>

Creditors Report - Payments by EFT 20/10/2017 to 22/11/2017				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
2160.6524-01	23/10/2017	Cr J Topelberg	Council meeting fee	\$ 1,916.66
2160.6524-01	23/10/2017	Cr J Topelberg	Information and communication technology allowance	\$ 1,750.00
2160.8808-01	23/10/2017	Cr J Hallett	Council meeting fee	\$ 1,916.66
2160.8808-01	23/10/2017	Cr J Hallett	Information and communication technology allowance	\$ 1,750.00
2161.2008-01	25/10/2017	Alinta Energy	Electricity and gas charges	\$ 54,135.23
2161.2029-01	25/10/2017	Bunnings Building Supplies	Hardware supplies	\$ 203.80
2161.2030-01	25/10/2017	Benara Nurseries	Supply of plants	\$ 2,889.15
2161.2033-01	25/10/2017	BOC Gases Australia Limited	Oxygen supplies	\$ 1,216.89
2161.2036-01	25/10/2017	Cabcharge Australia Pty Ltd	Cabcharge account keeping fee	\$ 6.09
2161.2043-01	25/10/2017	Chadson Engineering Pty Ltd	Repairs to aquatic wheel chairs	\$ 2,511.30
2161.2049-01	25/10/2017	City Of Perth	Cleaning of protected cycle lanes	\$ 353.99
2161.2051-01	25/10/2017	Cleansweep (WA) Pty Ltd	Road sweeper hire	\$ 3,687.75
2161.2052-01	25/10/2017	Cobblestone Concrete	Concrete extension to basketball court	\$ 4,345.00
2161.2053-01	25/10/2017	Coca-Cola Amatil (Aust) Pty Limited	Beatty Park Café supplies	\$ 909.32
2161.2072-01	25/10/2017	Landgate	Gross rental valuations	\$ 390.76
2161.2074-01	25/10/2017	Dickies Tree Service	Tree lopping services	\$ 5,544.00
2161.2087-01	25/10/2017	Department of Fire and Emergency Services (DFES)	Emergency services levy	\$ 71,046.51
2161.2106-01	25/10/2017	Programmed Integrated Workforce Ltd	Temporary staff	\$ 4,408.51
2161.2119-01	25/10/2017	Line Marking Specialists	Line marking services	\$ 343.20
2161.2122-01	25/10/2017	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 1,482.36
2161.2126-01	25/10/2017	Mayday Earthmoving	Bobcat and truck hire	\$ 14,883.55
2161.2136-01	25/10/2017	Mindarie Regional Council	Processable and non processable waste	\$ 104,456.52
2161.2188-01	25/10/2017	Running Bare Australia Pty Ltd	Apparel for retail	\$ 5,612.75
2161.2189-01	25/10/2017	SAS Locksmiths	Key cutting and lock maintenance service	\$ 559.50
2161.2192-01	25/10/2017	Sigma Chemicals	Chemical supplies	\$ 2,721.12
2161.2199-01	25/10/2017	Speedo Australia Pty Ltd	Apparel for retail	\$ 8,030.00
2161.2204-01	25/10/2017	Telstra Corporation Ltd	Telephone and internet charges	\$ 55.01
2161.2221-01	25/10/2017	Turfmaster Facility Management	Turf maintenance	\$ 7,110.13
2161.2232-01	25/10/2017	Walshy All Round Tradesman	Parks and Reserves repairs and maintenance	\$ 7,339.20
2161.2234-01	25/10/2017	Water Corporation	Hydrant standpipe charges	\$ 853.64
2161.3001-01	25/10/2017	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff	\$ 8,741.85
2161.3013-01	25/10/2017	Bollinger & Co Pty Ltd	Repair depot gates	\$ 219.01
2161.3038-01	25/10/2017	St John Ambulance Australia	Workplace first aid kit	\$ 660.00
2161.3057-01	25/10/2017	European Foods Wholesalers Pty Ltd.	Beatty Park Café supplies	\$ 1,464.43
2161.3091-01	25/10/2017	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 1,485.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2161.3096-01	25/10/2017	Toolmart Australia Pty Ltd	Gas torch and refill	\$ 98.00
2161.3150-01	25/10/2017	Northshore Unit Inc. - SES	FESA contribution	\$ 17,222.70
2161.3161-01	25/10/2017	Enzed Perth & Enzed Wangara	Hose clips	\$ 56.35
2161.3170-01	25/10/2017	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 2,797.42
2161.3213-01	25/10/2017	Domus Nursery	Supply of plants	\$ 1,493.86
2161.3215-01	25/10/2017	Les Mills	Licence fees for fitness classes	\$ 1,071.63
2161.3222-01	25/10/2017	Securepay Pty Ltd	Web payment fees	\$ 490.93
2161.3235-01	25/10/2017	My Best Friend Veterinary Centre	Vet services	\$ 1,487.71
2161.3239-01	25/10/2017	Award Contracting Pty Ltd	Locating services	\$ 10,659.00
2161.3246-01	25/10/2017	Ellenby Tree Farm Pty Ltd	Supply of plants and trees	\$ 1,787.50
2161.3299-01	25/10/2017	Baileys Fertilisers	Potting mix supplies	\$ 1,075.80
2161.3315-01	25/10/2017	RPG Auto Electrics	Truck repairs	\$ 1,894.64
2161.3337-01	25/10/2017	E Bentley	Reimbursement of expenses - digital music kits	\$ 143.97
2161.3359-01	25/10/2017	Department of Mines, Industry Regulation and Safety	Levy collection	\$ 11,374.95
2161.3397-01	25/10/2017	Fuji Xerox Australia Pty Ltd	Copy cost charges	\$ 3,073.52
2161.3410-01	25/10/2017	Allmark and Associates Pty Ltd	Name plates	\$ 238.15
2161.3424-01	25/10/2017	Lynford Motors Pty Ltd Osborne Park	Vehicle services and repairs	\$ 1,922.00
2161.3470-01	25/10/2017	Blyth Enterprises Pty Ltd	Supply of platform ladder; hardware supplies	\$ 658.90
2161.3492-01	25/10/2017	The West Australian Newspaper Ltd	Newspapers for resale	\$ 169.10
2161.3496-01	25/10/2017	Orbit Health & Fitness Solutions	Transport indoor walkers from Beatty park to auction	\$ 764.50
2161.3511-01	25/10/2017	City of Stirling	Meals on Wheels	\$ 915.35
2161.3560-01	25/10/2017	Winc Australia Pty Ltd	Office supplies and consumables	\$ 247.74
2161.3584-01	25/10/2017	KMart Australia Ltd	Microwave for customers - Beatty Park Leisure Centre	\$ 119.00
2161.3613-01	25/10/2017	Donegan Enterprises Pty Ltd	Playground repairs - Les Lilleyman Reserve	\$ 495.00
2161.3913-01	25/10/2017	Kennards Hire	Equipment hire - excavator	\$ 468.00
2161.3994-01	25/10/2017	Lasso Entertainment & Promotions Pty Ltd	Advertising services	\$ 770.00
2161.4017-01	25/10/2017	Trisley's Hydraulic Services Pty Ltd	Pool pump maintenance	\$ 359.30
2161.4034-01	25/10/2017	Penske Power System	Ad blue	\$ 582.27
2161.4085-01	25/10/2017	Parks and Leisure Australia	Staff training course	\$ 242.00
2161.4103-01	25/10/2017	Asphaltech Pty Ltd	Asphalt supplies	\$ 3,424.94
2161.4177-01	25/10/2017	W.A. Limestone Co	Limestone supplies	\$ 4,406.75
2161.4192-01	25/10/2017	Loftus Community Centre	Subsidy - Community budget bid	\$ 35,000.00
2161.4210-01	25/10/2017	Beaver Tree Services	Street trees & parks pruning/removal	\$ 11,039.60
2161.4214-01	25/10/2017	Kerbing West	Kerbing services	\$ 1,751.64
2161.4221-01	25/10/2017	Suez Recycling & Recovery Pty Ltd	Waste collection	\$ 2,794.90
2161.4272-01	25/10/2017	International Auto Services	Plant repairs	\$ 120.00
2161.4367-01	25/10/2017	Academy Services WA Pty Ltd	Cleaning services - various locations	\$ 45,961.80
2161.4418-01	25/10/2017	West-Sure Group Pty Ltd	Cash collection services	\$ 282.15
2161.4447-01	25/10/2017	Blackwoods Atkins	Hardware supplies	\$ 2,976.77

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2161.4481-01	25/10/2017	QuickMail	Supply & print envelopes	\$ 985.20
2161.4493-01	25/10/2017	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees	\$ 20,901.10
2161.4627-01	25/10/2017	Flexi Staff Pty Ltd	Temporary staff	\$ 18,858.13
2161.4637-01	25/10/2017	Multi Mix Concrete Pty Ltd	Concrete supplies	\$ 2,176.02
2161.4707-01	25/10/2017	Richgro Garden Products	Fertilizer supplies	\$ 980.00
2161.4768-01	25/10/2017	Optus Billing Services Pty Ltd	Telephone and internet charges	\$ 12,539.53
2161.4872-01	25/10/2017	Parkonsult Pty Ltd	Daily checks and minor maintenance	\$ 4,026.74
2161.4889-01	25/10/2017	Officeworks Superstores Pty Ltd	Paper supplies	\$ 499.00
2161.4971-01	25/10/2017	Totally Workwear	Uniform supplies	\$ 2,208.15
2161.5041-01	25/10/2017	Alsco Pty Ltd	Mat supplies	\$ 460.91
2161.5080-01	25/10/2017	Repco Auto Parts	Trailer parts	\$ 92.69
2161.5106-01	25/10/2017	Way Funky Company	Apparel for retail	\$ 7,082.68
2161.5193-01	25/10/2017	Protector Fire Services Pty Ltd	Service fire equipment	\$ 2,055.35
2161.5294-01	25/10/2017	A Team Printing	Printing services	\$ 347.60
2161.5301-01	25/10/2017	Kott Gunning	Employment advice	\$ 9,239.12
2161.5366-01	25/10/2017	WA Safety Tape & Mesh	Barricade tape supplies	\$ 385.00
2161.5368-01	25/10/2017	Tamala Park Regional Council	GST receivable from ATO for sale of land	\$ 27,009.34
2161.5398-01	25/10/2017	Subaru Osborne Park	Vehicle services and repairs	\$ 601.50
2161.5424-01	25/10/2017	T-Quip	Parts supplies	\$ 176.50
2161.5500-01	25/10/2017	Workwear Group Pty Ltd	Uniform supplies	\$ 412.25
2161.5553-01	25/10/2017	Structerre Consulting Engineers	Consultancy - structural engineering report	\$ 528.00
2161.5598-01	25/10/2017	Total Eden Pty Ltd	Supply of water meter	\$ 2,428.90
2161.5683-01	25/10/2017	Tourism Brochure Exchange	Distribution services	\$ 165.00
2161.5737-01	25/10/2017	Massey's Herd Milk Supply	Milk supplies	\$ 642.60
2161.5973-01	25/10/2017	Guardian Tactile Systems Pty Ltd	Supply and install tactile paving	\$ 3,122.25
2161.6072-01	25/10/2017	PFD Food Services Pty Ltd	Beatty Park Café supplies	\$ 4,676.75
2161.6081-01	25/10/2017	Boral Construction Materials Group	Concrete supplies	\$ 223.28
2161.6184-01	25/10/2017	Data 3	Annual security suite licensing	\$ 6,557.46
2161.6218-01	25/10/2017	Devco Builders	Small maintenance and repairs - various locations	\$ 1,985.92
2161.6258-01	25/10/2017	Sanderson's Outdoor Power Equipment	Chainsaw repairs	\$ 332.00
2161.6259-01	25/10/2017	Australian HVAC Services Pty Ltd	Air conditioning maintenance	\$ 2,588.91
2161.6278-01	25/10/2017	T&H Wilkes Pty Ltd	Gravel supplies	\$ 1,056.00
2161.6390-01	25/10/2017	Eric Hood Pty Ltd	Painting services	\$ 1,160.50
2161.6421-01	25/10/2017	Pirtek Pty Ltd	Bobcat repairs	\$ 795.05
2161.6451-01	25/10/2017	MizCo	Repairs to BMS system	\$ 5,830.00
2161.6458-01	25/10/2017	Specialised Security Shredding	Document shredding services	\$ 115.50
2161.6482-01	25/10/2017	Department of Transport	Vehicle ownership searches	\$ 26.80
2161.6486-01	25/10/2017	Blue Heeler Trading	Uniform supplies	\$ 468.60
2161.6524-01	25/10/2017	Cr J Topelberg	Refund of nomination bond	\$ 80.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2161.6557-01	25/10/2017	Disco Cantito Association	Kidsport voucher	\$ 200.00
2161.6628-01	25/10/2017	Hart Sport	Whistle and lanyard supplies	\$ 392.50
2161.6640-01	25/10/2017	Vertical Telecoms Pty Ltd	Two way radio repairs	\$ 632.06
2161.6650-01	25/10/2017	Thrifty Car Rental	Rental vehicle	\$ 290.99
2161.6743-01	25/10/2017	Elizabeth Richards School Supplies Pty Ltd	Library supplies	\$ 49.50
2161.6766-01	25/10/2017	Iredale Pedersen Hook Architects	Design advisory fee	\$ 440.00
2161.6799-01	25/10/2017	Beaufort Street Network Inc.	2017/18 Festival funding	\$ 1,477.00
2161.6815-01	25/10/2017	City Motors (1981) Pty Ltd	Vehicle services and repairs	\$ 359.60
2161.6872-01	25/10/2017	Truck Centre (WA) Pty Ltd	Truck repairs	\$ 174.08
2161.6903-01	25/10/2017	APARC Pty Ltd	Modification of parking meters - from credit card to coin	\$ 5,148.00
2161.6933-01	25/10/2017	Mackay Urbandesign	Design advisory fee	\$ 440.00
2161.7003-01	25/10/2017	Sonic HealthPlus Pty Ltd	Pre employment medicals	\$ 445.50
2161.7026-01	25/10/2017	Enviroblast Cannington	Pressure cleaning services	\$ 7,612.00
2161.7073-01	25/10/2017	Atom Supply	Hardware supplies - shovels	\$ 1,092.14
2161.7087-01	25/10/2017	Hans Andresen	Repair of street banners	\$ 291.50
2161.7118-01	25/10/2017	C Wood Distributors	Beatty Park Café supplies	\$ 1,453.78
2161.7189-01	25/10/2017	Steann Pty Ltd	Collect & dispose of illegally dumped goods	\$ 660.00
2161.7335-01	25/10/2017	Canningvale Flooring Xtra	Supply and install carpet tiles - Royal Park Hall	\$ 13,745.60
2161.7382-01	25/10/2017	Turf Developments (WA) Pty Ltd	Turf replacement - various parks	\$ 21,494.72
2161.7388-01	25/10/2017	Vorgee Pty Ltd	Swim accessories for retail	\$ 1,840.30
2161.7431-01	25/10/2017	BM Perich	Street tree services	\$ 5,853.10
2161.7445-01	25/10/2017	Scott Print	Printing services	\$ 503.80
2161.7477-01	25/10/2017	Expo Group	Printing services	\$ 317.90
2161.7480-01	25/10/2017	F Sauzier	Reimbursement of expenses - catering for various events	\$ 517.86
2161.7481-01	25/10/2017	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 11,799.51
2161.7505-01	25/10/2017	Imagesource	Printing services	\$ 1,804.00
2161.7593-01	25/10/2017	Yoshino Sushi	Beatty Park Café supplies	\$ 306.90
2161.7605-01	25/10/2017	Centropak	Beatty Park Cafe supplies	\$ 2,176.00
2161.7612-01	25/10/2017	Crimea Growers Market	Beatty Park Café supplies	\$ 1,428.54
2161.7654-01	25/10/2017	Worldwide Printing Solutions East Perth	Printing services	\$ 1,782.00
2161.7705-01	25/10/2017	D B Chenik and G Bentley	Heritage assistance fund	\$ 1,013.00
2161.7777-01	25/10/2017	Daniela Toffali	Fitness instructor fees	\$ 284.00
2161.7799-01	25/10/2017	Bent Logic	RFID card supplies	\$ 2,502.50
2161.7816-01	25/10/2017	Beilby Corporation	Advertising service	\$ 3,773.00
2161.7818-01	25/10/2017	The Pest Guys	Pest control services	\$ 1,097.36
2161.7886-01	25/10/2017	North Perth Community Garden Inc.	Community funding donation	\$ 450.00
2161.7906-01	25/10/2017	Price Consulting Group Pty Ltd	HR consulting services - CEO performance review	\$ 3,583.80
2161.7950-01	25/10/2017	Rawlicious Delights	Beatty Park Café supplies	\$ 254.10
2161.7955-01	25/10/2017	Synergy	Electricity charges	\$ 3,095.00



<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2161.7959-01	25/10/2017	Rosemount Hotel	Catering services	\$ 70.00
2161.8009-01	25/10/2017	Marketforce Express Pty Ltd	Advertising services	\$ 10,360.46
2161.8040-01	25/10/2017	Wilson Security	Security services	\$ 71.50
2161.8108-01	25/10/2017	Leo Heaney Pty Ltd	Street tree services	\$ 53,649.30
2161.8118-01	25/10/2017	Vendpro Vending Services	Vending machine hire	\$ 235.40
2161.8180-01	25/10/2017	Pedaling Beans	Supply of coffee - Ride to Work Breakfast	\$ 316.00
2161.8317-01	25/10/2017	J O'Keefe	Refund of nomination bond	\$ 80.00
2161.8318-01	25/10/2017	Spirit Gymsports	Kidsport vouchers	\$ 330.00
2161.8352-01	25/10/2017	Designworks Clothing Co Pty Ltd	Yoga mats for resale	\$ 217.14
2161.8383-01	25/10/2017	Roadline Removal	Line marking removal services	\$ 1,361.25
2161.8398-01	25/10/2017	Jean-Paul Barbier	Fitness instructor fees	\$ 238.00
2161.8423-01	25/10/2017	Organic Websites	Subscription	\$ 231.00
2161.8493-01	25/10/2017	Bike Dr Cycle Services Pty Ltd	Popup Bike Dr session	\$ 3,451.00
2161.8498-01	25/10/2017	Wheelers Books	Library books	\$ 309.33
2161.8510-01	25/10/2017	Brittany M King	Fitness instructor fees	\$ 55.00
2161.8515-01	25/10/2017	Institute of Public Administration Australia WA	Staff training course	\$ 550.00
2161.8519-01	25/10/2017	Non Organic Disposals	Rubbish tipping	\$ 5,837.60
2161.8520-01	25/10/2017	Transition Town Vincent	Compost & worm farming workshops	\$ 500.00
2161.8527-01	25/10/2017	Shanthi Bhavana Meditation & Yoga	Fitness instructor fees	\$ 89.10
2161.8547-01	25/10/2017	AWB Building Co.	Plumbing and painting services - various locations	\$ 40,669.37
2161.8576-01	25/10/2017	Work Metrics Pty Ltd	Online inductions	\$ 110.00
2161.8586-01	25/10/2017	Tree Amigos	Street trees & parks pruning/removal	\$ 5,192.88
2161.8593-01	25/10/2017	Colleagues Nagels	Integrated transferable parking permits	\$ 3,744.25
2161.8613-01	25/10/2017	Imperial Calisthenic College	Kidsport vouchers	\$ 400.00
2161.8620-01	25/10/2017	Boyan Electrical Services	Electrical services - various locations	\$ 18,843.15
2161.8628-01	25/10/2017	AV Trucks Services Pty Ltd	Truck repairs	\$ 384.07
2161.8631-01	25/10/2017	West Perth Glass	Bus shelter repairs - various locations	\$ 3,998.50
2161.8646-01	25/10/2017	Apollo Plumbing and Gas Pty Ltd	Plumbing services	\$ 300.00
2161.8649-01	25/10/2017	Club 55 Travel	Bus hire - seniors outing	\$ 1,917.50
2161.8672-01	25/10/2017	Brownes Food Operations Pty Ltd	Beatty Park Café supplies	\$ 1,487.98
2161.8684-01	25/10/2017	Ip Khalsa Pvt Ltd	Mail delivery service	\$ 86.66
2161.8698-01	25/10/2017	Empire Catering	Catering services	\$ 88.00
2161.8724-01	25/10/2017	Bamboo Catering	Catering services	\$ 1,606.88
2161.8737-01	25/10/2017	Unilever Australia Ltd	Beatty Park Café supplies	\$ 2,143.26
2161.8743-01	25/10/2017	Konica Minolta Business Solutions	Copy costs	\$ 1,372.68
2161.8744-01	25/10/2017	ZOHO Corporation Pvt Ltd	Licences	\$ 198.00
2161.8752-01	25/10/2017	Jackie Barron	Fitness instructor fees	\$ 227.54
2161.8757-01	25/10/2017	Suez Recycling & Recovery (Perth) Pty Ltd	Recycling services	\$ 90,997.85
2161.8763-01	25/10/2017	StrataGreen	Garden equipment and weedkiller supplies	\$ 2,159.18

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2161.8793-01	25/10/2017	Nightlife Music Pty Ltd	Crowd DJ	\$ 553.30
2161.8808-01	25/10/2017	Cr J Hallett	Refund of nomination bond	\$ 80.00
2161.8809-01	25/10/2017	Safari Building Products	Concrete tool supplies	\$ 469.92
2161.8820-01	25/10/2017	Inhouse Group Pty Ltd	Trendwise visitor analytics	\$ 999.96
2161.8833-01	25/10/2017	Noma Pty Ltd	Design advisory fee	\$ 440.00
2161.8834-01	25/10/2017	SIA Architects Pty Ltd	Architectural services for DAC	\$ 1,925.00
2161.8845-01	25/10/2017	Gymcare	Refurbishment of Beatty Park gym equipment	\$ 60,580.25
2161.8854-01	25/10/2017	Tyres 4U Pty Ltd	Tyre replacements and maintenance	\$ 1,332.67
2161.8878-01	25/10/2017	Cirrus Networks	Cisco licences and upgrades	\$ 4,725.16
2161.8890-01	25/10/2017	Vigilant Traffic Management	Traffic management services	\$ 15,698.25
2161.8899-01	25/10/2017	SJR Civil Consulting Pty Ltd	Administration and management cover	\$ 3,872.00
2161.8915-01	25/10/2017	Metal Artwork Creations	Name badges	\$ 88.00
2161.8922-01	25/10/2017	Hill Top Group Pty Ltd	Supply and install flooring; painting services	\$ 16,667.89
2161.8938-01	25/10/2017	Atmos Foods Pty Ltd	Beatty Park Café supplies	\$ 237.60
2161.8944-01	25/10/2017	RSA Signs Pty Ltd	Sign supplies	\$ 705.76
2161.8959-01	25/10/2017	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 1,510.87
2161.8960-01	25/10/2017	Hanes Brands Inc.	Apparel for retail	\$ 59.84
2161.8972-01	25/10/2017	Nao Williams	Fitness instructor fees	\$ 500.00
2161.8976-01	25/10/2017	Stott Hoare	Monitor supplies	\$ 2,480.50
2161.8994-01	25/10/2017	Discus on Demand	Flyers for dog registration	\$ 157.99
2161.8996-01	25/10/2017	West Australian Music Industry Association Inc	WAM Festival sponsorship 2017	\$ 5,500.00
2161.8997-01	25/10/2017	Fiona Oakshott	Fitness classes	\$ 113.68
2161.9001-01	25/10/2017	Cleanflow Environmental Solutions	Pressure jet cleaning services	\$ 1,022.45
2161.9004-01	25/10/2017	UWA Paediatric Exercise Program	Kidsport voucher	\$ 220.00
2161.9005-01	25/10/2017	Northern City Football Club	Kidsport vouchers	\$ 800.00
2161.9006-01	25/10/2017	Bickiboo Designs	Ribbon for Pride WA stall	\$ 221.00
2161.9009-01	25/10/2017	Event Artillery	Mayor's Christmas event - hire of tables and chairs	\$ 637.35
2161.9015-01	25/10/2017	Property Valuation & Advisory (WA) Pty Ltd	Property valuations	\$ 3,300.00
2161.9022-01	25/10/2017	McLernons	Office furniture	\$ 1,533.00
2162.98000-01	02/11/2017	Australian Taxation Office	Payroll deduction	\$ 163,088.00
2163.2020-01	02/11/2017	Australian Services Union	Payroll deduction	\$ 302.06
2163.2045-01	02/11/2017	Child Support Agency	Payroll deduction	\$ 931.24
2163.2153-01	02/11/2017	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
2163.2213-01	02/11/2017	City of Vincent	Payroll deduction	\$ 992.86
2163.2216-01	02/11/2017	City of Vincent Staff Social Club	Payroll deduction	\$ 448.00
2163.3133-01	02/11/2017	Depot Social Club	Payroll deduction	\$ 84.00
2163.6156-01	02/11/2017	Health Insurance Fund of WA	Payroll deduction	\$ 419.05
2163.8120-01	02/11/2017	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 852.02
2164.2008-01	02/11/2017	Alinta Energy	Electricity and gas charges	\$ 36.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2164.2120-01	02/11/2017	LO-GO Appointments	Temporary staff	\$ 7,385.68
2164.2136-01	02/11/2017	Mindarie Regional Council	Non processable waste	\$ 7,269.37
2164.2204-01	02/11/2017	Telstra Corporation Ltd	Telephone and internet charges	\$ 358.50
2164.2232-01	02/11/2017	Walshy All Round Tradesman	Parks and Reserves repairs and maintenance	\$ 955.90
2164.2234-01	02/11/2017	Water Corporation	Water charges	\$ 15,118.75
2164.3001-01	02/11/2017	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff	\$ 2,608.46
2164.4418-01	02/11/2017	West-Sure Group Pty Ltd	Cash collection services	\$ 5,766.26
2164.4768-01	02/11/2017	Optus Billing Services Pty Ltd	Telephone and internet charges	\$ 17.60
2164.5764-01	02/11/2017	Graffiti Force	Graffiti removal services	\$ 418.00
2164.6903-01	02/11/2017	APARC Pty Ltd	Parking meter maintenance	\$ 71,610.00
2164.7955-01	02/11/2017	Synergy	Electricity charges	\$ 4,979.45
2164.8009-01	02/11/2017	Marketforce Express Pty Ltd	Advertising services	\$ 1,176.32
2164.8364-01	02/11/2017	Complete Aquatic Services	Monthly HVAC service	\$ 2,882.00
2164.8369-01	02/11/2017	Technology One Ltd	GIS consulting services	\$ 5,324.00
2164.8890-01	02/11/2017	Vigilant Traffic Management	Traffic management services	\$ 11,130.37
2164.8940-01	02/11/2017	Global Industrial	Shelving and storage for trailers	\$ 726.66
2164.8974-01	02/11/2017	GTA Consultants (WA) Pty Ltd	Consultancy - analysis of Vincent/Oxford St intersection	\$ 3,991.42
2165.6524-01	07/11/2017	Cr J Topelberg	Council meeting fee	\$ 1,916.66
2165.7143-01	07/11/2017	Cr R Harley	Council meeting fee	\$ 1,916.66
2165.7862-01	07/11/2017	Mayor E Cole	Council meeting fee	\$ 7,797.33
2165.8435-01	07/11/2017	Cr D Loden	Council meeting fee	\$ 1,916.66
2165.8438-01	07/11/2017	Cr S Gontaszewski	Council meeting fee	\$ 3,223.49
2165.8449-01	07/11/2017	Cr J Murphy	Council meeting fee	\$ 1,916.66
2165.8808-01	07/11/2017	Cr J Hallett	Council meeting fee	\$ 1,916.66
2165.9018-01	07/11/2017	Cr A Castle	Council meeting fee	\$ 2,534.94
2165.9018-01	07/11/2017	Cr A Castle	Information and communication technology allowance	\$ 1,750.00
2165.9019-01	07/11/2017	Cr J Fotakis	Council meeting fee	\$ 2,534.94
2165.9019-01	07/11/2017	Cr J Fotakis	Information and communication technology allowance	\$ 1,750.00
2166.3345-01	07/11/2017	LGIS Liability	Liability insurance - 2nd instalment	\$ 117,549.80
2166.3346-01	07/11/2017	LGIS Workcare	Workcare insurance - 2nd instalment	\$ 108,545.82
2166.3347-01	07/11/2017	LGIS Property	Property insurance - 2nd instalment	\$ 68,406.66
2167.2007-01	08/11/2017	Aline Brick Paving	Brick paving services	\$ 1,705.00
2167.2008-01	08/11/2017	Alinta Energy	Electricity and gas charges	\$ 8,670.52
2167.2029-01	08/11/2017	Bunnings Building Supplies	Hardware supplies	\$ 888.05
2167.2033-01	08/11/2017	BOC Gases Australia Limited	Oxygen supplies	\$ 1,188.48
2167.2049-01	08/11/2017	City Of Perth	BA/DA archive retrievals	\$ 257.22
2167.2051-01	08/11/2017	Cleansweep (WA) Pty Ltd	Hire of road sweepers	\$ 594.00
2167.2072-01	08/11/2017	Landgate	Gross rental valuations	\$ 265.34
2167.2074-01	08/11/2017	Dickies Tree Service	Tree lopping services	\$ 2,002.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2167.2085-01	08/11/2017	Farinosi & Sons Pty Ltd	Hardware supplies	\$ 45.20
2167.2106-01	08/11/2017	Programmed Integrated Workforce Ltd	Temporary staff	\$ 3,109.84
2167.2119-01	08/11/2017	Line Marking Specialists	Line marking services	\$ 1,870.00
2167.2122-01	08/11/2017	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 359.10
2167.2126-01	08/11/2017	Mayday Earthmoving	Mini excavator hire	\$ 8,734.00
2167.2136-01	08/11/2017	Mindarie Regional Council	Non processable waste	\$ 15,666.09
2167.2188-01	08/11/2017	Running Bare Australia Pty Ltd	Apparel for retail	\$ 4,974.75
2167.2189-01	08/11/2017	SAS Locksmiths	Key cutting and lock maintenance service	\$ 436.50
2167.2192-01	08/11/2017	Sigma Chemicals	Pool chemicals	\$ 8,749.92
2167.2195-01	08/11/2017	Civica Pty Limited	Training - online animal renewals	\$ 1,185.25
2167.2199-01	08/11/2017	Speedo Australia Pty Ltd	Apparel for retail	\$ 6,578.00
2167.2203-01	08/11/2017	Tabata Australia Pty Ltd	Apparel for retail	\$ 267.20
2167.2204-01	08/11/2017	Telstra Corporation Ltd	Telephone and internet charges	\$ 1,299.25
2167.3001-01	08/11/2017	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff	\$ 10,832.06
2167.3013-01	08/11/2017	Bollinger & Co Pty Ltd	Service depot gates	\$ 179.00
2167.3030-01	08/11/2017	Rentokil Pest Control	Pest control services	\$ 1,831.24
2167.3040-01	08/11/2017	Shenton Enterprises Pty Ltd	Service of AIDS memorial fountain	\$ 1,138.50
2167.3057-01	08/11/2017	European Foods Wholesalers Pty Ltd.	Beatty Park Café supplies	\$ 2,210.75
2167.3091-01	08/11/2017	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 4,873.00
2167.3099-01	08/11/2017	Total Packaging WA Pty Ltd	Bin liner supplies	\$ 1,064.80
2167.3129-01	08/11/2017	Margaret River Agencies	Beverage supplies	\$ 264.00
2167.3137-01	08/11/2017	WALGA	Website redevelopment	\$ 4,906.00
2167.3161-01	08/11/2017	Enzed Perth & Enzed Wangara	Truck repairs	\$ 640.67
2167.3170-01	08/11/2017	Elliotts Irrigation Pty Ltd	Plumbing supplies	\$ 2,127.44
2167.3182-01	08/11/2017	P Cicanese	Reimbursement of expenses - parking	\$ 80.40
2167.3213-01	08/11/2017	Domus Nursery	Supply of plants	\$ 484.00
2167.3239-01	08/11/2017	Award Contracting Pty Ltd	Locating services	\$ 5,329.50
2167.3280-01	08/11/2017	Actimed Australia	Gym supplies	\$ 453.75
2167.3299-01	08/11/2017	Baileys Fertilisers	Soil wetter and fertiliser supplies	\$ 17,611.00
2167.3359-01	08/11/2017	Department of Mines, Industry Regulation and Safety	Levy collection	\$ 11,815.77
2167.3410-01	08/11/2017	Allmark and Associates Pty Ltd	Name plates	\$ 64.90
2167.3424-01	08/11/2017	Lynford Motors Pty Ltd Osborne Park	Vehicle service and repairs	\$ 808.95
2167.3492-01	08/11/2017	The West Australian Newspaper Ltd	Newspapers for resale	\$ 169.10
2167.3560-01	08/11/2017	Winc Australia Pty Ltd	Office supplies and consumables	\$ 2,372.06
2167.3613-01	08/11/2017	Donegan Enterprises Pty Ltd	Playground repairs and maintenance - various locations	\$ 7,381.00
2167.3662-01	08/11/2017	Western Resource Recovery Pty Ltd	Grease trap maintenance	\$ 128.70
2167.3750-01	08/11/2017	Primus Telecom	Telephone charges	\$ 32.08
2167.3757-01	08/11/2017	J & K Hopkins	Office furniture	\$ 239.00
2167.3929-01	08/11/2017	Chittering Valley Worm Farm	Worms and castings	\$ 1,155.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2167.4017-01	08/11/2017	Trisley's Hydraulic Services Pty Ltd	Pool service and maintenance	\$ 11,685.60
2167.4156-01	08/11/2017	Wanneroo Plant Farm	Supply of plants	\$ 220.00
2167.4161-01	08/11/2017	Instant Windscreens	Windscreen repairs	\$ 110.00
2167.4210-01	08/11/2017	Beaver Tree Services	Street trees & parks pruning/removal	\$ 15,046.90
2167.4214-01	08/11/2017	Kerbing West	Kerbing services - various locations	\$ 16,263.78
2167.4367-01	08/11/2017	Academy Services WA Pty Ltd	Cleaning services and washroom consumables	\$ 3,922.12
2167.4418-01	08/11/2017	West-Sure Group Pty Ltd	Cash collection services	\$ 1,598.85
2167.4447-01	08/11/2017	Blackwoods Atkins	PPE, hardware and hand cleaner supplies	\$ 841.30
2167.4493-01	08/11/2017	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 4,425.30
2167.4523-01	08/11/2017	SAI Global Limited	Supply of Australian standards	\$ 4,003.34
2167.4627-01	08/11/2017	Flexi Staff Pty Ltd	Temporary staff	\$ 8,162.97
2167.4768-01	08/11/2017	Optus Billing Services Pty Ltd	Handset	\$ 286.00
2167.4872-01	08/11/2017	Parkonsult Pty Ltd	Daily checks and minor maintenance	\$ 3,674.74
2167.4889-01	08/11/2017	Officeworks Superstores Pty Ltd	Paper supplies	\$ 499.00
2167.4971-01	08/11/2017	Totally Workwear	Uniform supplies	\$ 3,883.79
2167.5041-01	08/11/2017	Alsco Pty Ltd	Mat supplies	\$ 576.14
2167.5083-01	08/11/2017	Discus Digital Print	Printing services	\$ 55.00
2167.5084-01	08/11/2017	ATF Services Pty Ltd	Security fence	\$ 144.21
2167.5107-01	08/11/2017	Earlybirds Playgroup Inc	Subsidy - Community budget bid	\$ 10,000.00
2167.5193-01	08/11/2017	Protector Fire Services Pty Ltd	Quarterly fire equipment service - BPLC	\$ 6,047.25
2167.5294-01	08/11/2017	A Team Printing	Printing services	\$ 936.10
2167.5301-01	08/11/2017	Kott Gunning	Employment, prosecution and general protection advice	\$ 18,879.50
2167.5424-01	08/11/2017	T-Quip	Bearings	\$ 72.00
2167.5474-01	08/11/2017	Tow-Safe Pty Ltd	Trailer parts	\$ 217.00
2167.5500-01	08/11/2017	Workwear Group Pty Ltd	Uniform supplies	\$ 4,007.75
2167.5538-01	08/11/2017	Frediani Milk Wholesalers	Milk supplies	\$ 431.35
2167.5674-01	08/11/2017	PowerVac Pty Ltd	Service of cleaning equipment - BPLC	\$ 5,773.00
2167.5700-01	08/11/2017	Jack Lockers	Locker hire	\$ 1,185.00
2167.5898-01	08/11/2017	Replants.com Pty Ltd	Supply of grass trees	\$ 500.00
2167.5936-01	08/11/2017	Outsource Business Support Solutions Pty Ltd	Technical support to Authority system	\$ 2,310.00
2167.6009-01	08/11/2017	ZIP Heaters Aust Pty Ltd	Supply & install hydro tap	\$ 4,462.56
2167.6072-01	08/11/2017	PFD Food Services Pty Ltd	Beatty Park Café supplies	\$ 3,395.95
2167.6218-01	08/11/2017	Devco Builders	Small maintenance and repairs - various locations	\$ 5,907.00
2167.6258-01	08/11/2017	Sanderson's Outdoor Power Equipment	Plant repairs	\$ 901.00
2167.6259-01	08/11/2017	Australian HVAC Services Pty Ltd	Airconditioning maintenance and repairs	\$ 9,499.46
2167.6307-01	08/11/2017	Dulux Australia	Paint supplies	\$ 449.86
2167.6375-01	08/11/2017	KP Bardon	Reimbursement of expenses - recognition awards	\$ 100.00
2167.6383-01	08/11/2017	WC Convenience Management Pty Ltd	Maintenance exeloos	\$ 3,992.44
2167.6390-01	08/11/2017	Eric Hood Pty Ltd	Painting services	\$ 1,507.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2167.6455-01	08/11/2017	The BBQ Man	Bin and pressure cleaning services	\$ 1,149.50
2167.6501-01	08/11/2017	Shop for Shops	Retail carry bags and lost property tags	\$ 123.20
2167.6551-01	08/11/2017	iSUBSCRIBE Pty Ltd	Library magazine subscriptions	\$ 532.70
2167.6712-01	08/11/2017	Joe Crisafio Kia	Vehicle services and repairs	\$ 972.00
2167.6881-01	08/11/2017	Bridgestone Select West Perth/Osborne Park	Vehicle services & repairs	\$ 325.80
2167.6903-01	08/11/2017	APARC Pty Ltd	CMS licensing fees; parking meter maintenance	\$ 25,481.42
2167.7003-01	08/11/2017	Sonic HealthPlus Pty Ltd	Pre employment medicals	\$ 297.00
2167.7118-01	08/11/2017	C Wood Distributors	Beatty Park Café supplies	\$ 1,157.86
2167.7227-01	08/11/2017	EJ Australia Pty Ltd	Gully grate supplies	\$ 1,941.50
2167.7382-01	08/11/2017	Turf Developments (WA) Pty Ltd	Turf services	\$ 2,782.45
2167.7399-01	08/11/2017	Briskleen Supplies Pty Ltd	Toiletry and cleaning products; sanipod service	\$ 3,553.02
2167.7431-01	08/11/2017	BM Perich	Street tree services	\$ 5,853.10
2167.7477-01	08/11/2017	Expo Group	Printing services	\$ 4,038.10
2167.7505-01	08/11/2017	Imagesource	Printing services	\$ 891.00
2167.7572-01	08/11/2017	Compu-Stor	Records digitisation and off-site storage	\$ 326.70
2167.7593-01	08/11/2017	Yoshino Sushi	Beatty Park Café supplies	\$ 130.02
2167.7605-01	08/11/2017	Centropak	Beatty Park Café supplies	\$ 921.45
2167.7608-01	08/11/2017	Pride WA Inc	Sponsorship - Pride WA 2017	\$ 11,000.00
2167.7612-01	08/11/2017	Crimea Growers Market	Beatty Park Café supplies	\$ 1,059.30
2167.7657-01	08/11/2017	Shape Design	Graphic design service	\$ 1,549.63
2167.7664-01	08/11/2017	Raymond Sleeman	Fitness instructor fees	\$ 454.72
2167.7717-01	08/11/2017	Jomar Contracting	Pedestrian fencing repairs	\$ 2,799.50
2167.7733-01	08/11/2017	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 2,319.90
2167.7792-01	08/11/2017	Rainbird Australia Pty Ltd	Central control irrigation system plan	\$ 4,614.50
2167.7818-01	08/11/2017	The Pest Guys	Pest control services	\$ 1,396.91
2167.7886-01	08/11/2017	North Perth Community Garden Inc.	Community precinct group annual grant	\$ 316.00
2167.7921-01	08/11/2017	Offspring Magazine Pty Ltd	Advertising	\$ 1,430.00
2167.7946-01	08/11/2017	Connect Security Systems	Security camera repairs	\$ 1,429.73
2167.7950-01	08/11/2017	Rawlicious Delights	Beatty Park Café supplies	\$ 127.05
2167.7955-01	08/11/2017	Synergy	Electricity charges	\$ 71,454.05
2167.7961-01	08/11/2017	Spider Waste Collection Services Pty Ltd	Mattress collection services	\$ 1,316.70
2167.7967-01	08/11/2017	CS Legal	Debt recovery services	\$ 69.30
2167.8009-01	08/11/2017	Marketforce Express Pty Ltd	Advertising and graphic design service	\$ 8,088.82
2167.8040-01	08/11/2017	Wilson Security	Security services	\$ 412.50
2167.8108-01	08/11/2017	Leo Heaney Pty Ltd	Street tree services	\$ 16,375.04
2167.8111-01	08/11/2017	SimplePay Solutions Pty Ltd	Credit card transactions	\$ 8,064.38
2167.8118-01	08/11/2017	Vendpro Vending Services	Vending machine hire	\$ 235.40
2167.8120-01	08/11/2017	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 73.74
2167.8144-01	08/11/2017	Julie Armstrong	Fitness instructor fees	\$ 495.00



<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2167.8161-01	08/11/2017	North Perth Business & Community Association Inc.	Sponsorship - 6006 In The Park festival	\$ 38,500.00
2167.8283-01	08/11/2017	Lakeside Mowers & Motorcycles	Mowing equipment supplies	\$ 175.00
2167.8294-01	08/11/2017	Tunnel Vision	CCTV drain inspection	\$ 693.00
2167.8307-01	08/11/2017	MessageMedia	SMS integrating for Phoenix	\$ 194.43
2167.8364-01	08/11/2017	Complete Aquatic Services	Monthly HVAC service	\$ 2,882.00
2167.8369-01	08/11/2017	Technology One Ltd	GIS consulting services	\$ 3,608.00
2167.8399-01	08/11/2017	Barking Wolf	Imagine Vincent filming	\$ 7,415.59
2167.8403-01	08/11/2017	Challenge Chemicals Australia	Cleaning supplies	\$ 648.73
2167.8420-01	08/11/2017	Corsign WA Pty Ltd	Supply of bollards	\$ 792.00
2167.8425-01	08/11/2017	Paceway Osborne Park	Vehicle services and repairs	\$ 917.75
2167.8433-01	08/11/2017	See Clearly Now Pty Ltd	Staff training	\$ 2,915.00
2167.8465-01	08/11/2017	Risk Management Technologies Pty Ltd	Subscription - ChemAlert	\$ 2,622.40
2167.8489-01	08/11/2017	Capic	Water treatment services	\$ 211.20
2167.8498-01	08/11/2017	Wheelers Books	Library books	\$ 292.58
2167.8547-01	08/11/2017	AWB Building Co.	Plumbing services - various locations	\$ 11,799.58
2167.8576-01	08/11/2017	Work Metrics Pty Ltd	Online inductions	\$ 110.00
2167.8586-01	08/11/2017	Tree Amigos	Arboricultural services	\$ 5,463.15
2167.8593-01	08/11/2017	Colleagues Nagels	Integrated transferable parking permits	\$ 353.98
2167.8620-01	08/11/2017	Boyan Electrical Services	Electrical services - various locations	\$ 12,808.36
2167.8626-01	08/11/2017	The Black Mountains Art	Painting services	\$ 150.00
2167.8627-01	08/11/2017	Central Regional Tafe	Staff training	\$ 541.14
2167.8631-01	08/11/2017	West Perth Glass	Bus shelter repairs - various locations	\$ 4,229.50
2167.8646-01	08/11/2017	Apollo Plumbing and Gas Pty Ltd	Plumbing services	\$ 1,600.00
2167.8647-01	08/11/2017	Ron Gardner	Cleaning of box guttering	\$ 440.00
2167.8665-01	08/11/2017	Zumba Fitness Patricia Rojo	Fitness instructor fees	\$ 540.00
2167.8671-01	08/11/2017	Design Right	Architectural fees - various locations	\$ 6,358.00
2167.8672-01	08/11/2017	Brownes Food Operations Pty Ltd	Beatty Park Café supplies	\$ 1,044.60
2167.8737-01	08/11/2017	Unilever Australia Ltd	Beatty Park Café supplies	\$ 968.61
2167.8743-01	08/11/2017	Konica Minolta Business Solutions	Copy costs	\$ 846.56
2167.8752-01	08/11/2017	Jackie Barron	Fitness instructor fees	\$ 56.84
2167.8758-01	08/11/2017	P Di Perna	Reimbursement of expenses - parking and fuel	\$ 125.00
2167.8763-01	08/11/2017	StrataGreen	Tree guard supplies	\$ 1,698.74
2167.8797-01	08/11/2017	Fit 4 Business WA	Consultancy - sales and membership retention review	\$ 330.00
2167.8810-01	08/11/2017	Australia Post	Postage charges	\$ 15,464.32
2167.8820-01	08/11/2017	Inhouse Group Pty Ltd	Trendwise visitor analytics	\$ 499.98
2167.8829-01	08/11/2017	InterStream Pty Ltd	Webcast and hosting service	\$ 1,386.00
2167.8834-01	08/11/2017	SIA Architects Pty Ltd	Architectural services for DAC	\$ 825.00
2167.8841-01	08/11/2017	Edgefield Projects	Design advisory fee	\$ 660.00
2167.8845-01	08/11/2017	Gymcare	Gym equipment repairs and maintenance	\$ 239.93

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2167.8895-01	08/11/2017	Braestone Pty Ltd	Business systems review	\$ 2,062.51
2167.8915-01	08/11/2017	Metal Artwork Creations	Name badges	\$ 86.30
2167.8946-01	08/11/2017	Market Creations	Website design and development	\$ 1,430.00
2167.8951-01	08/11/2017	Source Separation Systems Pty Ltd	Compostable bin liners for café	\$ 110.63
2167.8954-01	08/11/2017	M.A. Lalli & Associates	Building structure rectification	\$ 275.00
2167.8959-01	08/11/2017	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 938.53
2167.8976-01	08/11/2017	Stott Hoare	Computer hard drives	\$ 2,790.70
2167.8991-01	08/11/2017	Securus	Security services	\$ 350.00
2167.8995-01	08/11/2017	Neto Graphics	Van signage	\$ 1,078.00
2167.9012-01	08/11/2017	Fieldey Art	Painting of mural - 50% deposit	\$ 1,190.00
2167.9015-01	08/11/2017	Property Valuation & Advisory (WA) Pty Ltd	Property valuations	\$ 1,650.00
2167.9016-01	08/11/2017	CM Promotions	Sunscreen supplies	\$ 306.00
2167.9017-01	08/11/2017	Lucija Shearwood	Fitness instructor fees	\$ 60.00
2168.98000-01	15/11/2017	Australian Taxation Office	Payroll deduction	\$ 167,358.00
2172.2019-01	16/11/2017	Australia Post (Agency Commission)	Commission charges	\$ 1,154.40
2172.2120-01	16/11/2017	LO-GO Appointments	Temporary staff	\$ 5,620.00
2172.2136-01	16/11/2017	Mindarie Regional Council	Processable waste	\$ 47,576.30
2172.2204-01	16/11/2017	Telstra Corporation Ltd	Telephone and internet charges	\$ 38.50
2172.2234-01	16/11/2017	Water Corporation	Water charges	\$ 8,567.90
2172.3144-01	16/11/2017	Caltex Australia Petroleum Pty Ltd	Fuel and oils	\$ 28,629.47
2172.3345-01	16/11/2017	LGIS Liability	Excess fee	\$ 2,191.20
2172.6743-01	16/11/2017	Elizabeth Richards School Supplies Pty Ltd	Library supplies	\$ 8.80
2172.7087-01	16/11/2017	Hans Andresen	Repair of street banners	\$ 374.00
2172.7955-01	16/11/2017	Synergy	Electricity charges	\$ 2,100.90
2172.8009-01	16/11/2017	Marketforce Express Pty Ltd	Advertising and graphic design service	\$ 343.88
2173.2008-01	22/11/2017	Alinta Energy	Electricity and gas charges	\$ 39,043.17
2173.2049-01	22/11/2017	City Of Perth	Rubbish and cardboard collection	\$ 2,666.18
2173.2051-01	22/11/2017	Cleansweep (WA) Pty Ltd	Hire of road sweepers	\$ 1,286.56
2173.2066-01	22/11/2017	D Morrissy	Reimbursement of expenses - Christmas decorations	\$ 170.50
2173.2072-01	22/11/2017	Landgate	Aerial imagery extraction	\$ 651.20
2173.2074-01	22/11/2017	Dickies Tree Service	Tree lopping services	\$ 12,017.00
2173.2105-01	22/11/2017	Inner City Newsagency	Newspaper delivery	\$ 107.88
2173.2106-01	22/11/2017	Programmed Integrated Workforce Ltd	Temporary staff	\$ 1,590.49
2173.2119-01	22/11/2017	Line Marking Specialists	Line marking services	\$ 6,667.98
2173.2120-01	22/11/2017	LO-GO Appointments	Temporary staff	\$ 1,981.00
2173.2122-01	22/11/2017	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 675.90
2173.2123-01	22/11/2017	Major Motors Pty Ltd	Truck repairs	\$ 1,272.66
2173.2126-01	22/11/2017	Mayday Earthmoving	Mini excavator hire	\$ 726.00
2173.2136-01	22/11/2017	Mindarie Regional Council	Processable and non processable waste	\$ 89,764.71

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2173.2189-01	22/11/2017	SAS Locksmiths	Key cutting and lock maintenance service	\$ 54.00
2173.2195-01	22/11/2017	Civica Pty Limited	Licence renewal - online applications	\$ 3,531.89
2173.2199-01	22/11/2017	Speedo Australia Pty Ltd	Apparel for retail	\$ 12,334.85
2173.3091-01	22/11/2017	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 2,673.00
2173.3110-01	22/11/2017	Depiazzi	Woodchips	\$ 4,491.19
2173.3146-01	22/11/2017	K.S. Black (WA) Pty Ltd	Bore maintenance and development	\$ 15,120.60
2173.3156-01	22/11/2017	Australian Plant Wholesalers	Supply of plants	\$ 567.60
2173.3170-01	22/11/2017	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 2,560.52
2173.3235-01	22/11/2017	My Best Friend Veterinary Centre	Vet services	\$ 1,582.89
2173.3239-01	22/11/2017	Award Contracting Pty Ltd	Locating services	\$ 4,807.00
2173.3246-01	22/11/2017	Ellenby Tree Farm Pty Ltd	Supply of plants and trees	\$ 203.50
2173.3299-01	22/11/2017	Baileys Fertilisers	Fertiliser supplies	\$ 6,295.31
2173.3315-01	22/11/2017	RPG Auto Electrics	Plant repairs	\$ 2,971.38
2173.3410-01	22/11/2017	Allmark and Associates Pty Ltd	Name plates	\$ 93.50
2173.3424-01	22/11/2017	Lynford Motors Pty Ltd Osborne Park	Vehicle services and repairs	\$ 51.90
2173.3511-01	22/11/2017	City of Stirling	Green waste tipping fees	\$ 650.70
2173.3613-01	22/11/2017	Donegan Enterprises Pty Ltd	Playground repairs and maintenance - various locations	\$ 2,189.00
2173.3757-01	22/11/2017	J & K Hopkins	Office furniture supply	\$ 907.00
2173.3897-01	22/11/2017	Komatsu Australia Pty Ltd	Plant repairs and service	\$ 2,847.89
2173.4103-01	22/11/2017	Asphaltech Pty Ltd	Asphalt supplies	\$ 1,652.94
2173.4210-01	22/11/2017	Beaver Tree Services	Street trees & parks pruning/removal	\$ 28,978.40
2173.4214-01	22/11/2017	Kerbing West	Kerbing services	\$ 29,776.51
2173.4221-01	22/11/2017	Suez Recycling & Recovery Pty Ltd	Waste collection	\$ 1,479.65
2173.4283-01	22/11/2017	Glenn Swift Entertainment	Story telling event	\$ 330.00
2173.4319-01	22/11/2017	Canon - Oce-Australia Pty Ltd	Ink supplies	\$ 457.14
2173.4367-01	22/11/2017	Academy Services WA Pty Ltd	Additional cleaning services	\$ 1,174.25
2173.4447-01	22/11/2017	Blackwoods Atkins	Wheelbarrows, PPE and hardware supplies	\$ 2,209.79
2173.4486-01	22/11/2017	J Fondacaro	Reimbursement of expenses - service call	\$ 29.20
2173.4627-01	22/11/2017	Flexi Staff Pty Ltd	Temporary staff	\$ 2,270.73
2173.4637-01	22/11/2017	Multi Mix Concrete Pty Ltd	Concrete supplies	\$ 858.00
2173.4749-01	22/11/2017	Picton Press	Printing services	\$ 104.01
2173.4768-01	22/11/2017	Optus Billing Services Pty Ltd	Telephone and internet charges	\$ 12,560.94
2173.5061-01	22/11/2017	Seaview Orthotics	Litter grabbers	\$ 1,168.50
2173.5079-01	22/11/2017	Statewide Oil Distributors	Oil supplies	\$ 1,257.37
2173.5080-01	22/11/2017	Repco Auto Parts	Parts supplies	\$ 69.95
2173.5301-01	22/11/2017	Kott Gunning	Prosecution advice	\$ 692.34
2173.5316-01	22/11/2017	McLeods Barristers & Solicitors	Legal services	\$ 9,995.13
2173.6139-01	22/11/2017	A-Flex Technology	Air pump and valves	\$ 390.50
2173.6184-01	22/11/2017	Data 3	Cisco maintenance contract	\$ 8,835.18

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2173.6211-01	22/11/2017	Fitness Australia	Registration renewal	\$ 750.00
2173.6259-01	22/11/2017	Australian HVAC Services Pty Ltd	Airconditioning maintenance and repairs	\$ 1,960.20
2173.6414-01	22/11/2017	EnvisionWare Pty Ltd	Additional licences	\$ 387.59
2173.6482-01	22/11/2017	Department of Transport	Vehicle ownership searches	\$ 6,512.40
2173.6551-01	22/11/2017	iSUBSCRIBE Pty Ltd	Library magazine subscriptions	\$ 567.80
2173.6712-01	22/11/2017	Joe Crisafio Kia	New vehicle purchases; services and repairs	\$ 41,114.70
2173.6815-01	22/11/2017	City Motors (1981) Pty Ltd	Vehicle services and repairs	\$ 167.28
2173.6881-01	22/11/2017	Bridgestone Select West Perth/Osborne Park	Vehicle services and repairs	\$ 230.00
2173.6903-01	22/11/2017	APARC Pty Ltd	Parking meter maintenance; software licensing for devices	\$ 46,854.50
2173.7189-01	22/11/2017	Steann Pty Ltd	Collect & dispose of illegally dumped goods & verge waste	\$ 17,908.00
2173.7343-01	22/11/2017	Sifting Sands	Sand cleaning services	\$ 1,643.24
2173.7359-01	22/11/2017	Leederville Camera House	Camera purchase	\$ 2,840.85
2173.7420-01	22/11/2017	Leederville Hotel (T/A Pent Pty Ltd)	Parking revenue distribution	\$ 32,749.63
2173.7477-01	22/11/2017	Expo Group	Printing services	\$ 764.50
2173.7481-01	22/11/2017	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 11,799.51
2173.7510-01	22/11/2017	Northsands Resources	Fill sand supplies	\$ 1,844.37
2173.7612-01	22/11/2017	Crimea Growers Market	Beatty Park Café supplies	\$ 906.91
2173.7924-01	22/11/2017	Alerton Australia	Computer servicing and maintenance	\$ 2,131.80
2173.7967-01	22/11/2017	CS Legal	Legal services	\$ 1,122.00
2173.7997-01	22/11/2017	Australia Wide First Aid	Staff first aid course	\$ 58.00
2173.8009-01	22/11/2017	Marketforce Express Pty Ltd	Advertising and graphic design service	\$ 9,857.91
2173.8111-01	22/11/2017	SimplePay Solutions Pty Ltd	Credit card transactions	\$ 8,310.23
2173.8263-01	22/11/2017	Amanzi Group Pty Ltd	Apparel for retail	\$ 2,878.70
2173.8274-01	22/11/2017	A Bargain Bin Service (GBB Services Pty Ltd)	Skip bin hire	\$ 1,720.00
2173.8335-01	22/11/2017	S E Hill	Reimbursement of expenses - garden competition	\$ 479.95
2173.8420-01	22/11/2017	Corsign WA Pty Ltd	Sign supplies	\$ 270.60
2173.8519-01	22/11/2017	Non Organic Disposals	Rubbish tipping	\$ 4,270.20
2173.8535-01	22/11/2017	Micktrics Pty Ltd	Hire and installation of lighting	\$ 949.30
2173.8593-01	22/11/2017	Colleagues Nagels	Infringement tickets; integrated transferable parking permits	\$ 5,428.40
2173.8627-01	22/11/2017	Central Regional Tafe	Staff training	\$ 541.14
2173.8637-01	22/11/2017	GC Sales (WA)	Bin supplies	\$ 2,288.00
2173.8672-01	22/11/2017	Brownes Food Operations Pty Ltd	Beatty Park Café supplies	\$ 506.36
2173.8684-01	22/11/2017	Ip Khalsa Pvt Ltd	Mail delivery service	\$ 86.66
2173.8743-01	22/11/2017	Konica Minolta Business Solutions	Copy costs	\$ 1,625.90
2173.8749-01	22/11/2017	Protonic Personal Training	Fitness instructor fees	\$ 45.00
2173.8763-01	22/11/2017	StrataGreen	Garden equipment supplies	\$ 702.87
2173.8765-01	22/11/2017	Bowden Tree Consultancy	Arboricultural services	\$ 1,144.00
2173.8798-01	22/11/2017	Shane McMaster Surveys	Surveying services	\$ 2,860.00
2173.8842-01	22/11/2017	Emerge Associates	Beatty Park drainage investigation	\$ 13,436.50

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2173.8868-01	22/11/2017	Poolwise Living	Maintenance - Hyde Park Water Playground	\$ 1,973.30
2173.8870-01	22/11/2017	Jessica Wyld Photography	Archived image retrieval fee	\$ 33.00
2173.8938-01	22/11/2017	Atmos Foods Pty Ltd	Beatty Park Café supplies	\$ 237.60
2173.8944-01	22/11/2017	RSA Signs Pty Ltd	Sign supplies	\$ 740.30
2173.8958-01	22/11/2017	G & A Lombardi	Trailer service and repairs	\$ 5,483.73
2173.8959-01	22/11/2017	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 869.92
2173.8964-01	22/11/2017	New Dimension Mechanical Services	Fridge repairs - BPLC	\$ 3,194.40
2173.8980-01	22/11/2017	Pro Crack Seal	Asphalt sealing services	\$ 756.25
2173.9003-01	22/11/2017	Monica Defendi Photography	Photography services - Dogtober event	\$ 420.00
2173.9012-01	22/11/2017	Fieldey Art	Painting of mural - balance paid	\$ 1,190.00
2173.9027-01	22/11/2017	Giraffe Removals Pty Ltd	Removals service	\$ 357.50
2174.2020-01	15/11/2017	Australian Services Union	Payroll deduction	\$ 302.06
2174.2045-01	15/11/2017	Child Support Agency	Payroll deduction	\$ 950.52
2174.2153-01	15/11/2017	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
2174.2213-01	15/11/2017	City of Vincent	Payroll deduction	\$ 1,025.08
2174.2216-01	15/11/2017	City of Vincent Staff Social Club	Payroll deduction	\$ 460.00
2174.3133-01	15/11/2017	Depot Social Club	Payroll deduction	\$ 84.00
2174.6156-01	15/11/2017	Health Insurance Fund of WA	Payroll deduction	\$ 419.05
2174.8120-01	15/11/2017	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 852.02
				<b>\$ 3,224,118.05</b>
<b>Direct Debit</b>				
Credit Card		Commonwealth Bank	Full listing in Attachment 3	<b>\$ 7,121.88</b>
Lease Fees	02/11/2017	Neopost 1659932	Franking machine	\$ 385.00
			<b>Total Lease Fees</b>	<b>\$ 385.00</b>
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Carpark, Beatty Park Leisure Centre	<b>\$ 147,118.84</b>
Bank Fees and Charges		Commonwealth Bank	Bank fees	<b>\$ 26,502.50</b>
<b>Total Direct Debit</b>				<b>\$ 181,128.22</b>

Creditors Report - Payments by Cheque 20/10/2017 to 22/11/2017				
<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
00081717	25/10/2017	Aranmore Catholic Primary School	Student citizenship donation - Year 6	\$ 294.00
00081718	25/10/2017	BCITF Building & Construction Industry	Levy collection	\$ 10,850.98
00081719	25/10/2017	Harvey Norman	Steamer - Beatty Park Café	\$ 299.00
00081720	25/10/2017	Highgate Primary School	Student citizenship donation - Year 6	\$ 294.00
00081721	25/10/2017	Kyilla Primary School	Student citizenship donation - Year 6	\$ 294.00
00081722	25/10/2017	Mount Hawthorn Primary School	Student citizenship donation - Year 6	\$ 294.00
00081723	25/10/2017	North Perth Primary School	Student citizenship donation - Year 6	\$ 294.00
00081724	25/10/2017	Petty Cash - Library	Petty cash recoup	\$ 76.50
00081725	25/10/2017	Primavera Quality Meats	Catering supplies for Ride to Work breakfast	\$ 130.00
00081726	25/10/2017	Sacred Heart Primary School	Student citizenship donation - Year 6	\$ 294.00
00081727	25/10/2017	The Estate of the late S J Hingley	Rates refund	\$ 1,308.52
00081728	25/10/2017	The Estate of the late S J Hingley	Rates refund	\$ 1,741.12
00081729	25/10/2017	The Estate of the late S J Hingley	Rates refund	\$ 1,308.52
00081730	25/10/2017	The Estate of the late S J Hingley	Rates refund	\$ 1,366.64
00081731	25/10/2017	L Heron & M Blair	Rates refund	\$ 633.56
00081732	25/10/2017	Leederville Tennis Club	Rates refund	\$ 1,459.21
00081733	25/10/2017	A W Crosswell	Rates refund	\$ 333.10
00081734	25/10/2017	D Chatfield & J Beckett	Refund of works bond	\$ 2,000.00
00081735	25/10/2017	M Construction (WA) Pty Ltd	Refund of works bond	\$ 2,000.00
00081736	25/10/2017	M G Sullivan	Refund of works bond	\$ 2,000.00
00081737	25/10/2017	C B Woodroffe	Refund of works bond	\$ 2,000.00
00081738	25/10/2017	F Bolger	Refund of works bond	\$ 2,000.00
00081739	25/10/2017	H T Wyeth	Refund of works bond	\$ 1,500.00
00081740	25/10/2017	Softwood Timberyards Pty Ltd	Refund of works bond	\$ 500.00
00081741	25/10/2017	D I Loden	Refund of works bond	\$ 500.00
00081742	25/10/2017	D M Guille	Refund of works bond	\$ 1,000.00
00081743	25/10/2017	Tranquility Homes WA	Refund of works bond	\$ 4,000.00
00081744	25/10/2017	L Kurtzmann	Refund of hall bond	\$ 300.00
00081745	25/10/2017	H D McLaughlin	Refund of hall bond	\$ 300.00
00081746	25/10/2017	Functional Fitness	Refund of key deposit	\$ 250.00
00081747	25/10/2017	J A Weinman	Refund of hall bond	\$ 2,100.00
00081748	25/10/2017	S Guise	Refund of hall bond	\$ 2,100.00
00081749	25/10/2017	V Warren	Refund of hall bond	\$ 300.00
00081750	25/10/2017	B Grozier	Refund of hall bond	\$ 300.00
00081751	25/10/2017	Perth NRM	Refund of hall bond	\$ 300.00



<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
00081752	25/10/2017	J Goldsmith	Refund of hire booking	\$ 108.00
00081753	25/10/2017	Earlybirds Playgroup	Rates refund	\$ 1,169.73
00081754	25/10/2017	D M Faraone	Rates refund	\$ 1,490.83
00081755	25/10/2017	Urals Pty Ltd	Rates refund	\$ 1,252.47
00081756	25/10/2017	Dental Health Services	Rates refund	\$ 256.25
00081757	25/10/2017	A N & N L De Saxe	Rates refund	\$ 2,980.11
00081758	25/10/2017	J M Fotakis	Refund of nomination bond	\$ 80.00
00081759	25/10/2017	R M Dawson	Refund of nomination bond	\$ 80.00
00081760	25/10/2017	A Castle	Refund of nomination bond	\$ 80.00
00081761	25/10/2017	A Olszewski	Refund of nomination bond	\$ 80.00
00081762	25/10/2017	M Nguyen	Refund of nomination bond	\$ 80.00
00081763	25/10/2017	N Fox	Donation for 'Lightbox Laneway' artist	\$ 1,000.00
00081764	25/10/2017	C Cafarelli	Development application fee refund	\$ 1,600.00
00081765	25/10/2017	M Purdom	Part refund of swim pass	\$ 15.20
00081766	25/10/2017	M Yan	Part refund of dog registration	\$ 30.00
00081767	25/10/2017	E and A Nana	Winner - Imagine Vincent competition	\$ 1,000.00
00081768	25/10/2017	Solargain PV Pty Ltd	Development application fee refund - overcharge	\$ 30.00
00081769	25/10/2017	Lacey & Co Conveyancing	Refund of order and requisition charge	\$ 121.00
00081770	25/10/2017	D Meredith	Refund for duplicate parking ticket	\$ 29.29
00081771	25/10/2017	J Du Pont	Part refund of Beatty Park Leisure Centre fees	\$ 96.55
00081772	25/10/2017	K I'Anson	Dog sterilisation subsidy	\$ 55.00
00081773	25/10/2017	K Kissell	Part refund of Beatty Park Leisure Centre fees	\$ 85.71
00081774	25/10/2017	Bicycles for Humanity (WA) Inc	Donation of income from bike swap meet	\$ 290.00
00081775	25/10/2017	J Dutertre	Part refund of dog registration	\$ 77.50
00081776	25/10/2017	C Sultan	Refund of reserve hire - charged twice in error	\$ 270.00
00081777	25/10/2017	L J Hooker City Residential	Rates refund	\$ 446.85
00081778	25/10/2017	Office of State Revenue	ESL refund due to incorrect card number	\$ 65.43
00081779	30/10/2017	C Cohen	2017 'Greening' Vincent garden competition - winner	\$ 500.00
00081780	30/10/2017	S and D Woodley	2017 'Greening' Vincent garden competition - winner	\$ 300.00
00081781	30/10/2017	M Nicholas and L Howells	2017 'Greening' Vincent garden competition - winner	\$ 200.00
00081782	30/10/2017	Casa Bianchi	2017 'Greening' Vincent garden competition - winner	\$ 250.00
00081783	30/10/2017	Manic Botanic	2017 'Greening' Vincent garden competition - winner	\$ 150.00
00081784	30/10/2017	Angove Street Collective - Stomp Coffee	2017 'Greening' Vincent garden competition - winner	\$ 100.00
00081785	30/10/2017	J Saunders	2017 'Greening' Vincent garden competition - winner	\$ 250.00
00081786	30/10/2017	K Hicks	2017 'Greening' Vincent garden competition - winner	\$ 150.00
00081787	30/10/2017	D Williamson	2017 'Greening' Vincent garden competition - winner	\$ 100.00
00081788	30/10/2017	M Nicholas and L Howells	2017 'Greening' Vincent garden competition - winner	\$ 250.00
00081789	30/10/2017	L Mazzella and G Weekes	2017 'Greening' Vincent garden competition - winner	\$ 150.00
00081790	30/10/2017	L Oakey	2017 'Greening' Vincent garden competition - winner	\$ 100.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
00081791	30/10/2017	T Ngo	2017 'Greening' Vincent garden competition - winner	\$ 250.00
00081792	30/10/2017	L Lee	2017 'Greening' Vincent garden competition - winner	\$ 150.00
00081793	30/10/2017	M Santini	2017 'Greening' Vincent garden competition - winner	\$ 100.00
00081794	30/10/2017	G Mifsud	2017 'Greening' Vincent garden competition - winner	\$ 250.00
00081795	30/10/2017	Z and H Jolakoski	2017 'Greening' Vincent garden competition - winner	\$ 150.00
00081796	30/10/2017	R Clark and R Consentino	2017 'Greening' Vincent garden competition - winner	\$ 100.00
00081797	30/10/2017	Z and H Jolakoski	2017 'Greening' Vincent garden competition - winner	\$ 500.00
00081798	30/10/2017	L Quinn	2017 'Greening' Vincent garden competition - winner	\$ 300.00
00081799	30/10/2017	L Lee	2017 'Greening' Vincent garden competition - winner	\$ 200.00
00081800	31/10/2017	S Kohzad	Part refund of Beatty Park Leisure Centre fees	\$ 585.80
00081801	07/11/2017	Department of Water and Environmental Regulation	Application for transfer of water entitlement	\$ 200.00
00081802	08/11/2017	Petty cash - Library	Petty cash recoup	\$ 177.00
00081803	08/11/2017	BCITF Building & Construction Industry	Levy collection	\$ 10,689.48
00081804	08/11/2017	J M Barter & N I Dalkin	Rates refund	\$ 517.09
00081805	08/11/2017	M V Zampogna	Rates refund	\$ 447.04
00081806	08/11/2017	R Zampogna	Rates refund	\$ 460.04
00081807	08/11/2017	M Zampogna	Rates refund	\$ 460.04
00081808	08/11/2017	M Zampogna	Rates refund	\$ 460.04
00081809	08/11/2017	M Zampogna	Rates refund	\$ 460.04
00081810	08/11/2017	M Zampogna	Rates refund	\$ 560.12
00081811	08/11/2017	A J & C G Singh	Rates refund	\$ 564.33
00081812	08/11/2017	J L Shilbury	Rates refund	\$ 934.04
00081813	08/11/2017	C N Nielsen	Rates refund	\$ 354.98
00081814	08/11/2017	A M Mileto	Rates refund	\$ 445.03
00081815	08/11/2017	S L Tsang	Rates refund	\$ 420.02
00081816	08/11/2017	S L Tsang	Rates refund	\$ 354.98
00081817	08/11/2017	M F & C A Gent	Rates refund	\$ 354.98
00081818	08/11/2017	Powerwide Pty Ltd	Rates refund	\$ 380.22
00081819	08/11/2017	J Hosken	Rates refund	\$ 395.01
00081820	08/11/2017	S J Rose	Rates refund	\$ 345.24
00081821	08/11/2017	K S Bow	Rates refund	\$ 326.28
00081822	08/11/2017	P J Xu	Rates refund	\$ 455.04
00081823	08/11/2017	B M Anderson	Rates refund	\$ 337.49
00081824	08/11/2017	C L Wharton	Rates refund	\$ 341.80
00081825	08/11/2017	F Minhinnick	Refund of grounds bond	\$ 250.00
00081826	08/11/2017	B Wilson	Refund of hall bond	\$ 2,100.00
00081827	08/11/2017	J Chew	Refund of hall bond	\$ 2,100.00
00081828	08/11/2017	St Gerard's Primary School	Refund of grounds bond	\$ 250.00
00081829	08/11/2017	S Momen	Refund of hall bond	\$ 700.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
00081830	08/11/2017	C Cantello	Refund of grounds bond	\$ 250.00
00081831	08/11/2017	S O'Brien	Refund of grounds bond	\$ 250.00
00081832	08/11/2017	J Priemus	Refund of grounds bond	\$ 250.00
00081833	08/11/2017	R Mondello	Refund of hall bond	\$ 2,100.00
00081834	08/11/2017	D Bowler	Refund of hall bond	\$ 2,100.00
00081835	08/11/2017	Rosewood Care Group Inc.	Refund of works bond	\$ 6,048.00
00081836	08/11/2017	J C & R A Ricketts	Refund of works bond	\$ 2,775.00
00081837	08/11/2017	Amanda Kendle Consulting	Presentation - Online safety for eSmart week	\$ 352.00
00081838	08/11/2017	D Dyer	Refund of hall bond	\$ 300.00
00081839	08/11/2017	P Cabrera	Refund of hall bond	\$ 1,500.00
00081840	08/11/2017	J Bruining	Refund of hall bond	\$ 5,000.00
00081841	08/11/2017	O Kopyl	Part refund of Beatty Park Leisure Centre fees	\$ 89.90
00081842	08/11/2017	L W Bevan	Part refund of Beatty Park pool only membership	\$ 545.48
00081843	08/11/2017	Multicultural Wellness Centre	Community funding - donation	\$ 500.00
00081844	08/11/2017	K Cranley	Part refund of Beatty Park Leisure Centre fees	\$ 15.42
00081845	08/11/2017	K Zacklova	Part refund of dog registration	\$ 30.00
00081846	08/11/2017	R Stevens	Local history workshop - Writing your life story	\$ 300.00
00081847	08/11/2017	L O'Donohue	Membership refund due to administration error	\$ 85.71
00081848	08/11/2017	I Coleman-Heard	Part refund of Beatty Park Leisure Centre fees	\$ 743.21
00081849	08/11/2017	R Canterbury	Refund for a worm café - composting equipment	\$ 75.00
00081850	08/11/2017	S Griffin	Part refund of dog registration	\$ 150.00
00081851	08/11/2017	T Danh	Refund of commercial parking permit	\$ 1,710.00
00081852	08/11/2017	S O'Dowd	Refund of parking permit	\$ 173.20
00081853	08/11/2017	K A Saunders	Part refund of dog registration	\$ 7.50
00081854	22/11/2017	Petty cash - Beatty Park Leisure Centre	Petty cash recoup	\$ 185.00
00081855	22/11/2017	Petty cash - Library	Petty cash recoup	\$ 190.05
00081856	22/11/2017	M V Honan	Refund of hall bond	\$ 2,500.00
00081857	22/11/2017	J Doyle	Refund of hall bond	\$ 1,600.00
00081858	22/11/2017	D Allia	Refund of grounds bond	\$ 210.00
00081859	22/11/2017	D M Guille	Refund of works bond	\$ 3,500.00
00081860	22/11/2017	M A Daoud	Refund of works bond	\$ 2,500.00
00081861	22/11/2017	N Melentis	Refund of works bond	\$ 2,000.00
00081862	22/11/2017	M K Cleaver	Refund of works bond	\$ 1,000.00
00081863	22/11/2017	Xceed Real Estate	Rates refund	\$ 630.23
00081864	22/11/2017	Dale Alcock Home	Refund of works bond	\$ 1,600.00
00081865	22/11/2017	R D Duane	Refund of works bond	\$ 2,000.00
00081866	22/11/2017	B Munro	Refund of works bond	\$ 500.00
00081867	22/11/2017	L Austin	Refund of works bond	\$ 1,000.00
00081868	22/11/2017	J L Warwick	Refund of works bond	\$ 2,000.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
00081869	22/11/2017	K W Holmes	Refund of works bond	\$ 2,000.00
00081870	22/11/2017	Associated Shopfitters Pty Ltd	Refund of works bond	\$ 1,000.00
00081871	22/11/2017	Nightowl Holdings Pty Ltd	Rates refund	\$ 232.10
00081872	22/11/2017	D Allia	Refund of bin bond	\$ 250.00
00081873	22/11/2017	L Hickman	Refund of grounds bond	\$ 250.00
00081874	22/11/2017	S Tjing	Refund of hall bond	\$ 300.00
00081875	22/11/2017	D Terace	Refund of grounds bond	\$ 250.00
00081876	22/11/2017	J Mezger	Refund of booking changes	\$ 20.00
				<b>\$ 139,585.00</b>
<b>Cancelled Cheques</b>				
00081436	20/07/2017	P Badiyani	Cancelled, monies held for future bond	-\$ 300.00
00081532	16/08/2017	M Yan	Cancelled, reissued cheque 81766	-\$ 30.00
00081701	11/10/2017	S Kohzad	Cancelled, reissued cheque 81800	-\$ 585.80
00081732	25/10/2017	Leederville Tennis Club	Cancelled, issued in error	-\$ 1,459.21
00081672	27/09/2017	Amanda Kendle Consulting	Cancelled, reissued cheque 81837	-\$ 352.00
<b>Total Cancelled Cheques</b>				<b>-\$ 2,727.01</b>
<b>Total Nett Cheque Payments</b>				<b>\$ 136,857.99</b>

Credit Card Transactions for the Period 07 October - 06 November 2017				
<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Chief Executive Officer	07/10/2017	Shortlist	Refreshments at meeting	\$ 76.00
	07/10/2017	Pathways Australia	Training	\$ 115.50
	13/10/2017	Leaf and Bean Emporium	Refreshments at meeting	\$ 12.50
	13/10/2017	City of Perth carpark	Parking fee	\$ 23.18
	16/10/2017	Pathways Australia	Training	\$ 385.00
	27/10/2017	Leaf and Bean Emporium	Refreshments at meeting	\$ 8.50
	27/10/2017	Leaf and Bean Emporium	Refreshments at meeting	\$ 4.00
	30/10/2017	CPP Council House	Parking fee	\$ 10.08
<b>Total</b>				<b>\$ 634.76</b>
Director Corporate Services				
<b>Total</b>				<b>\$ -</b>
Director Technical Services				
<b>Total</b>				<b>\$ -</b>
Director Community Engagement	07/10/2017	Device Experts	Ipad repair	\$ 279.00
	12/10/2017	Woolworths	Imagine Vincent - gift cards	\$ 100.00
<b>Total</b>				<b>\$ 379.00</b>
Manager Marketing and Communications	07/10/2017	Creatsend.com	Email campaign	\$ 28.15
	10/10/2017	Woolworths	Dog registration competition - prize pack	\$ 17.25
	10/10/2017	Pets Meats Suppliers	Dog registration competition- dog accessories	\$ 106.20
	10/10/2017	Mailchimp	Email campaign	\$ 193.48
	10/10/2017	International Transaction Fee	Email campaign	\$ 4.84
	12/10/2017	Coles	Community panel - vouchers	\$ 500.00
	13/10/2017	Coles	Community panel - vouchers	\$ 500.00
	19/10/2017	Treasa Pty Ltd	Dymocks gift vouchers	\$ 160.00
	20/10/2017	Woolworths	Community panel - vouchers	\$ 300.00

<b>Card Holder</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	23/10/2017	Leederville Camera	Camera cable	\$ 24.95
	23/10/2017	STK Shutterstock Inc	Subscription	\$ 49.00
	25/10/2017	Coles	Halloween event supplies	\$ 101.76
	25/10/2017	STK Shutterstock Inc	Subscription	\$ 99.00
	27/10/2017	Funky Bunches	Staff recognition	\$ 65.00
	27/10/2017	Post Office	Community panel - vouchers	\$ 350.00
	30/10/2017	Lolly Warehouse	Halloween event supplies	\$ 45.90
	30/10/2017	Doyles Fancy	Halloween event supplies	\$ 305.50
	30/10/2017	Doyles Fancy	Halloween event supplies	\$ 38.50
	31/10/2017	Creatsend.com	Email campaign	\$ 26.52
	31/10/2017	Facebook	Advertising	\$ 3.55
	01/11/2017	Clever Starfish	Electronic news support	\$ 30.25
	01/11/2017	Clever Starfish	Electronic news support	\$ 30.25
	01/11/2017	Shortlist	Coffee - sponsor meeting	\$ 24.50
	02/10/2017	Doyles Fancy	Refund of deposit - Halloween event	-\$ 100.00
	04/11/2017	Rivuu Content Approval	Social media monitoring and posting service	\$ 117.21
	04/11/2017	International Transaction Fee	Social media monitoring and posting service	\$ 2.93
<b>Total</b>				<b>\$ 3,024.74</b>
Manager Human Resources	11/10/2017	JB Hi-Fi	Voice recorder	\$ 109.00
	16/10/2017	EB 10th Australasian	Training	\$ 450.00
	17/10/2017	Hospitality Institute of Australia	Training	\$ 17.50
<b>Total</b>				<b>\$ 576.50</b>
Human Resources Advisor				\$ -
<b>Total</b>				<b>\$ -</b>
Purchasing Officer	07/10/2017	Booktopia	Books for library	\$ 280.80
	07/10/2017	Jacqueline Perry-Strickland	Book for library	\$ 32.95
	07/10/2017	JB Hi-Fi	DVD for library	\$ 8.67



<b>Card Holder</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	07/10/2017	Prime Impact	Library magazine subscription	\$ 114.90
	07/10/2017	Jacqueline Perry-Strickland	Book for library	\$ 32.95
	07/10/2017	Hostaway Pty Ltd	Heritage publicity and promotion	\$ 220.00
	10/10/2017	Institute of Public Works Engineering	Building condition guidelines	\$ 297.00
	11/10/2017	Sanity Music	DVD for library	\$ 21.47
	11/10/2017	Sanity Music	DVDs for library	\$ 64.47
	16/10/2017	Tenderlink.com	Public tender advertising	\$ 165.00
	18/10/2017	Coles	Catering - Travelsmart breakfast	\$ 222.06
	24/10/2017	APRA Limited	Music licence for hall	\$ 56.64
	24/10/2017	APRA Limited	Music licence for hall	\$ 56.64
	24/10/2017	APRA Limited	Music licence for hall	\$ 56.63
	25/10/2017	SAI Global Limited	Australian standards	\$ 405.50
	31/10/2017	Foxtel Management	Monthly plan - final payment	\$ 99.00
	01/11/2017	Westnet	Wi-Fi Council chambers	\$ 39.95
	02/11/2017	iLocks	Key supply	\$ 38.50
	03/11/2017	Royal Historical Society of Victoria	Book for library	\$ 38.75
	03/11/2017	Golden Bakery WA	Catering services - OHS meeting at depot	\$ 255.00
<b>Total</b>				<b>\$ 2,506.88</b>
<b>Total Corporate Credit Cards</b>				<b>\$ 7,121.88</b>

CITY OF VINCENT  
2017/18 Capital Expenditure Budget  
Carry Forward Budget Review

ATTACHMENT 1

LINE ITEMS WITH CARRY FORWARD COMPONENT	2016/17				2017/18 Adopted Budget				2017/18 Revised Budget	
	Budget \$	Projected Actual \$	Audited Actual \$	Available Balance \$	Estimated Surplus \$	Forward Budget \$	Actual to 31/10/17 \$	Total Budget \$	Adjustment to Budget Carry \$	Adjusted Carry Forward 2017-18 \$
<b>ADMINISTRATION &amp; CIVIC CENTRE</b>										
Filout and relocation	\$81,113	\$72,190	\$71,970	\$9,143	\$8,923	\$700	\$4,261	\$700	\$8,443	\$9,143
<b>BEATTY PARK LEISURE CENTRE</b>										
Beatty Park Leisure Centre - Remedial Works	\$400,000	\$1,648	\$1,648	\$398,353	\$398,352	\$398,353	\$76,528	\$398,353	\$0	\$398,353
<b>LEEDERVILLE OVAL</b>										
Stadium - Electrical upgrade	\$70,000	\$0	\$0	\$70,000	\$70,000	\$70,000	\$0	\$70,000	\$0	\$70,000
<b>MANDATORY BUILDING COMPLIANCE UPGRADE</b>										
Earlybird Playgroup Centre	\$5,000	\$863	\$863	\$4,137	\$4,137	\$4,137	\$0	\$4,137	\$0	\$4,137
Dorrien Gardens (Azzurri Bocce Club)	\$11,000	\$880	\$880	\$10,120	\$10,120	\$10,120	\$0	\$10,120	\$0	\$10,120
<b>Miscellaneous</b>										
Anzac Cottage - Grant Interpretation	\$4,360	\$2,260	\$2,260	\$2,100	\$2,100	\$2,100	\$0	\$2,100	\$0	\$2,100
Dorrien Gardens - Perth Soccer Club	\$120,995	\$63,547	\$63,547	\$57,448	\$57,448	\$57,448	\$57,448	\$57,448	\$0	\$57,448
Earlybird Playgroup Centre - Replace ceilings	\$8,000	\$0	\$0	\$8,000	\$8,000	\$8,000	\$0	\$8,000	\$0	\$8,000
Highgate Child Health Clinic - Remove/Replace Lino Kitchen	\$5,000	\$0	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$5,000
Highgate Child Health Clinic - Replace ceilings	\$5,000	\$0	\$0	\$5,000	\$5,000	\$5,000	\$7,425	\$5,000	\$0	\$5,000
<b>TRAFFIC MANAGEMENT</b>										
Improvements at Vincent/Oxford Streets	\$40,000	\$0	\$0	\$40,000	\$40,000	\$40,000	\$0	\$40,000	\$0	\$40,000
Intersections at Bourke and Loftus Streets	\$150,000	\$0	\$0	\$150,000	\$150,000	\$150,000	\$0	\$150,000	\$0	\$150,000
Intersections at Vincent and Fitzgerald Streets	\$80,000	\$440	\$440	\$79,560	\$79,560	\$79,560	\$0	\$79,560	\$0	\$79,560
William and Bulwer Streets Pedestrian Phasing Signals	\$210,000	\$2,420	\$2,420	\$207,580	\$207,580	\$207,580	\$2,252	\$207,580	\$0	\$207,580
<b>BLACK SPOT PROGRAMME</b>										
Newcastle and Palmerston Streets	\$40,000	\$0	\$0	\$40,000	\$40,000	\$40,000	\$0	\$40,000	\$0	\$40,000
Walcott and Raglan Streets	\$20,000	\$20,000	\$15,724	\$4,276	\$0	-	\$450	-	\$450	\$450
<b>STREETSCAPE IMPROVEMENTS</b>										
Axford Park Improvements	\$20,000	\$4,300	\$4,300	\$15,700	\$15,700	\$5,860	\$5,860	\$5,860	\$0	\$5,860
<b>ROADWORKS - REHABILITATION (MRRG PROGRAM)</b>										
Beaufort/Brisbane Street Intersection Improvements	\$139,970	\$0	\$0	\$139,970	\$139,970	\$139,970	\$2,177	\$139,970	\$0	\$139,970
Brisbane Street - Beaufort to William Street	\$134,316	\$102	\$102	\$134,214	\$134,214	\$134,214		\$134,214	\$0	\$134,214
Beaufort Street - Brisbane to Parry Street	\$51,043	\$0	\$0	\$51,043	\$51,043	\$51,043		\$51,043	\$0	\$51,043
Vincent Street - William to Beaufort Street	\$360,586	\$239,860	\$286,962	\$73,624	\$120,726	\$110,082	\$9,059	\$110,082	(\$36,458)	\$73,624
<b>ROADWORKS - ROADS TO RECOVERY PROGRAM</b>										
Newcastle Street - Oxford Street to Carr Place	\$50,000	\$1,206	\$1,206	\$48,794	\$48,794	\$48,794	\$26,234	\$48,794	\$0	\$48,794
Roads to Recovery Program (Deferred to 2017-18)	\$201,248	\$0	\$0	\$201,248	\$201,248	\$201,248	\$0	\$201,248	\$0	\$201,248
<b>RIGHTS OF WAY</b>										
Nova Lane	\$100,000	\$1,100	\$1,100	\$98,900	\$98,900	\$98,900	\$1,383	\$98,900	\$0	\$98,900
Solar Lighting of Laneways	\$30,000	\$353	\$21,853	\$8,147	\$29,647	\$29,647	\$0	\$29,647	(\$21,500)	\$8,147
<b>SLAB FOOTPATH PROGRAMME</b>										
Newcastle St - Carr to Watercorp	\$85,000	\$0	\$0	\$85,000	\$85,000	\$85,000	\$0	\$85,000	\$0	\$85,000
<b>BICYCLE NETWORK</b>										
Bike Plan Network 2015-16 Implementation (Palmerston to Lord)	\$305,290	\$260,283	\$227,013	\$78,277	\$45,007	\$45,007	\$30,367	\$45,007	\$33,270	\$78,277
Bicycle Network Oxford - Anzac to Scarb Bch Rd	\$190,000	\$0	\$0	\$190,000	\$190,000	\$190,000	\$0	\$190,000	\$0	\$190,000

LINE ITEMS WITH CARRY FORWARD COMPONENT	2016/17				2017/18 Adopted Budget				2017/18 Revised Budget	
	Budget	Projected Actual	Audited Actual	Available Balance	Estimated Surplus	Carry Forward Budget	Actual to 31/10/17	Total Budget	Adjustment to Budget Carry	Adjusted Carry Forward 2017-18
Oxford Street Green - Bike Box	\$25,000	\$0	\$0	\$25,000	\$25,000	\$25,000	\$0	\$25,000	\$0	\$25,000
<b>CAR PARKING</b>										
Parking Restriction Implementation	\$185,000	\$41,318	\$41,318	\$143,682	\$143,682	\$143,682	\$33,487	\$143,682	\$0	\$143,682
<b>DRAINAGE</b>										
Beatty Park Reserve - Flood Mitigation Works	\$18,000	\$14,967	\$14,967	\$3,033	\$3,033	\$3,033	\$0	\$3,033	\$0	\$3,033
<b>PARKS DEVELOPMENT</b>										
Banks Reserve - Foreshore restoration stage 2	\$185,300	\$0	\$0	\$185,300	\$185,300	\$185,300	\$20,000	\$185,300	\$0	\$185,300
Charles Varyard Res - Full/Partial Dog Exercise Fence & Landscaping	\$15,000	\$0	\$0	\$15,000	\$15,000	\$15,000	\$0	\$15,000	\$0	\$15,000
Hyde Park - Re-asphalt pathways	\$100,000	\$25,002	\$51,057	\$48,943	\$74,998	\$72,336	\$53,639	\$72,336	(\$23,393)	\$48,943
<b>MISCELLANEOUS</b>										
Axford Park - Uplighting trees	\$60,000	\$0	\$0	\$60,000	\$60,000	\$60,000	\$0	\$60,000	\$0	\$60,000
Install a pit and pump at Depot Dog Pound	\$41,000	\$0	\$0	\$41,000	\$41,000	\$41,000	\$0	\$41,000	\$0	\$41,000
New Parklets - Mt Hawthorn & North Perth	\$25,000	\$400	\$400	\$24,600	\$24,600	\$24,600	\$0	\$24,600	\$0	\$24,600
<b>MAJOR PLANT REPLACEMENT PROGRAMME</b>										
Road Safety Trailer	\$29,500	\$0	\$0	\$29,500	\$29,500	\$29,500	\$29,220	\$29,500	\$0	\$29,500
<b>INFORMATION TECHNOLOGY</b>										
Beatty Park Server	\$19,000	\$0	\$0	\$19,000	\$19,000	\$19,000	\$0	\$19,000	\$0	\$19,000
<b>POLICY AND PLACE</b>										
Installation of Device Sensors for Town Centre Performance	\$10,000	\$8,764	\$8,764	\$1,236	\$1,236	\$1,236	\$0	\$1,236	\$0	\$1,236
<b>BEATTY PARK LEISURE CENTRE</b>										
Boiler Replacement	\$199,000	\$0	\$16,599	\$182,401	\$199,000	\$199,000	\$0	\$199,000	(\$16,599)	\$182,401
Upgrade fire panel	\$25,000	\$0	\$0	\$25,000	\$25,000	\$25,000	\$0	\$25,000	-	\$25,000
<b>COMMUNITY SERVICES</b>										
Replace Autocite Units (mobile infringement hardware)	\$40,000	\$0	\$0	\$40,000	\$40,000	\$40,000	\$32,682	\$40,000	\$0	\$40,000
5x 'Pay by Plate' parking ticket machines - Avenue Car Park	\$41,400	\$34,500	\$34,500	\$6,900	\$6,900	\$6,900	\$0	\$6,900	\$0	\$6,900
<b>CORPORATE SERVICES</b>										
Corporate Systems - Re-Implementation or Replacement	\$100,000	\$0	\$0	\$100,000	\$100,000	\$37,500	\$22,422	\$37,500	\$0	\$37,500
<b>BEATTY PARK LEISURE CENTRE</b>										
Replacement of Gym Equipment for Loftus Centre	\$138,115	\$83,500	\$83,500	\$54,615	\$54,615	\$54,615	\$53,750	\$54,615	\$0	\$54,615
<b>PROPERTY MANAGEMENT</b>										
Renewal of furniture for municipal halls	\$6,000	\$0	\$0	\$6,000	\$6,000	\$6,000	\$0	\$6,000	\$0	\$6,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$4,180,236</b>	<b>\$879,903</b>	<b>\$953,393</b>	<b>\$3,226,843</b>	<b>\$3,300,333</b>	<b>\$3,206,465</b>	<b>\$473,644</b>	<b>\$3,206,465</b>	<b>(\$55,787)</b>	<b>\$3,150,678</b>
<b>FUNDING SOURCES FOR ABOVE PROJECTS</b>										
Municipal Funds								\$2,663,776	-\$89,057	\$2,574,719
Reserve Funds								\$175,290	\$33,270	\$208,560
Grant Funds								\$367,399	\$0	\$367,399
Contribution								\$0	\$0	\$0
<b>Total</b>								<b>\$3,206,465</b>	<b>-\$55,787</b>	<b>\$3,150,678</b>

**LOCAL GOVERNMENT ACT 1995***City of Vincent***Parking and Parking Facilities Amendment Local Law 2017**

Under the powers conferred by the *Local Government Act 1995* and by all other powers enabling it, the Council of the City of Vincent resolved on 12 December 2017 to make the following local law.

**1. Citation**

This local law may be cited as the *City of Vincent Parking and Parking Facilities Amendment Local Law 2017*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law amended**

This local law amends the *City of Vincent Parking and Parking Facilities Local Law 2007* published in the *Government Gazette* on 21 November 2007 and amended as published in the *Government Gazette* on 5 August 2008, 27 February 2009, 12 July 2011, 30 October 2012 and 26 July 2013.

**4. Table of Contents**

In the table of contents delete Schedules 6 and 7 and insert-

"Schedule 6—Notice of Intent to Revoke Permit"

**5. Clause 1.6 amended**

In clause 1.6 insert the following definitions in alphabetical order-

"bicycle lane" has the meaning given to it by the Code;

"clearway" means a length of carriageway which carries a high traffic volume that has clearway no stopping signs erected appurtenant to it, to facilitate the unhindered flow of traffic;

"head of a cul-de-sac" means the part of a road that is closed at one end and is shaped in such a way that it can be used for vehicles to turn, and includes bulb or hammer-head shaped closed roads;

**6. Clause 1.8 amended**

In clause 1.8 delete- ", by resolution,";

**7. Clause 3.1 amended**

In clause 3.1 delete- " by resolution";

**8. Clause 4.1 amended**

Clause 4.1 is amended as follows:

(1) In subclause 4.1(3) -

(a) in paragraph (b) delete "or";

(b) in paragraph (c) delete "." and insert "; or"; and

(c) after paragraph (c) insert - "(d) within the head of a cul-de-sac;"

- (2) After subclause (5) insert-

"(6) A person shall not stop or park a vehicle in a bicycle lane or on a bicycle path."

**9. Clause 4.13 amended**

- (1) In clause 4.13(1)(a)(i)-

(a) delete "an unexpired" and insert "a valid";

(b) delete "or unexpired" and insert "or valid";

- (2) In subclause 4.13(1)(c)(ii) delete "unexpired" and insert "valid";

**10. Clause 5.1 amended**

In clause 5.1(1)(b):

(a) delete "sign" and insert "sign"; and

(b) delete the words " "no stopping" " and insert ""no stopping" or "clearway""

**11. Clause 5.3 amended**

After clause 5.3(2) insert-

"(3) A person driving a taxi must not leave the taxi unattended while it is in a taxi zone/rank."

**12. Clause 6.4 amended**

In clause 6.4(2)(b) delete the word "unexpired" and insert "valid";

**13. Clause 7.1 amended**

In clause 7.1 -

- (1) Delete the definition for "**eligible person**".

- (2) Delete the definition for "**visitor's parking permit**".

- (3) Insert in alphabetical order-

" **"eligible person"** where used in relation to an application for a –

(a) "**residential parking permit**" means an owner or occupier of a single house, grouped dwelling or multiple dwelling;

(b) "**commercial parking permit**" means the proprietor of a commercial business; ";

" **"temporary parking permit"** means a permit issued to a business or individual by the local government pursuant to clause 7.4. "

**14. Clause 7.3 amended**

In clause 7.3 -

- (a) In subclause 7.3(1) delete the words "in the form of Item 1 of Schedule 6";

- (c) In subclause 7.3(3) delete the words "in the form of Item 3 of Schedule 6";

- (e) Delete subclause 7.3(2) and insert-

"(2) The local government may upon written application of an eligible person issue a temporary parking permit."

- (d) In subclause 7.3(5) after the word "residential" delete ", visitor's";

**15. Clause 7.4 amended**

Delete clause 7.4 and replace with-

**"7.4 Discretionary authority**

The local government may approve the issue of one additional residential parking permit to any occupier on such terms and conditions as the local government sees fit."

**16. Clause 7.5 amended**

In clause 7.5 -

- (1) After the word "residential" delete ", visitor's";
- (2) In subclause 7.5(a) after the words "it is issued" insert:-  
"or midnight of the expiry date shown on the permit"

**17. Clause 7.7 amended**

In clause 7.7 after the word "residential" delete ", visitor's";

**18. Clause 7.8 amended**

In clause 7.8(1) after the word "residential" delete ", visitor's";

**19. Clause 7.9 amended**

Delete clause 7.9 and insert-

**"7.9 Display of parking permits**

- (1) A person shall not stop or park a vehicle in an area set aside for persons or vehicles of a particular class during any permitted period unless a valid permit is displayed inside the vehicle.
- (2) The permit must be clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.
- (3) Resident parking permits must be affixed to the inside left hand side of the vehicle windscreen to which it was issued in order to be valid."

**20. Clause 8.8 amended**

Delete clause 8.8 and insert-

**"8.8 Vehicles not to obstruct a public place or thoroughfare**

- (1) A person shall not park or leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.
- (2) A vehicle which is parked in any portion of a public place where vehicles may be lawfully parked, is deemed to cause an obstruction and may be impounded where—
- (a) the vehicle is so parked during any period in which the parking of vehicles is prohibited or restricted by a sign; or
- (b) the vehicle is abandoned, unregistered or disused."

**21. Schedule 2 amended**



Delete the existing Schedule 2 — *Prescribed Offences* — and insert::

## SCHEDULE 2

### Local Government Act 1995

### City of Vincent Parking and Parking Facilities Local Law 2007

#### PRESCRIBED OFFENCES

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
1	2.2(1), (2)	Failure to comply with signs	60
2	2.3(a)	Unauthorised display, marking, setting up, exhibiting of a sign	135
3	2.3(b)	Unauthorised removal, defacing or misuse of a sign	80
4	2.3(c)	Unauthorised affixing anything to a sign	70
5	3.2(1)(a)	Failure to park parallel to and as close to the kerb as practicable in a parking stall	70
6	3.2(1)(b)	Failure to park wholly within parking stall	70
7	3.2(1)(c)	Failure to park in the direction of the movement of traffic in a parking stall	70
8	3.2(4)	Failure to park wholly within parking area	60
9	3.3(1)(a)	Causing obstruction in parking station	135
10	3.3(1)(b)	Parking contrary to sign in parking station	60
11	3.3(1)(c)	Parking contrary to directions of authorised person in a parking station	160
12	3.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	60
13	4.1(1)(a)	Parking by vehicles of a different class	95
14	4.1(1)(b)	Parking by persons of a different class	95
15	4.1(1)(c)	Parking during prohibited period	95
16	4.1(3)(a)	Parking in no parking area	95
17	4.1(3)(b)	Parking contrary to signs or limitations	60
18	4.1(3)(c)	Parking vehicle in motor cycle only area	60
19	4.1(3)(d)	Parking within head of cul-de-sac	95
20	4.1(4)	Park or stop motor cycle in stall not marked 'M/C'	60
21	4.1(5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	95
22	4.1(6)	Park or stop in bicycle lane or path	135
23	4.2(1)(a)	Failure to park on the left of two-way carriageway	70
24	4.2(1)(b)	Failure to park on boundary of one-way carriageway	70
25	4.2(1)(a) or 4.2(1)(b)	Parking against the flow of traffic	70
26	4.2(1)(c)	Parking when distance from farther boundary less than 3 metres	110
27	4.2(1)(d)	Parking closer than 1 metre from another vehicle	60
28	4.2(1)(e)	Causing obstruction	135
29	4.3(b)	Failure to park at approximate right angle	60
30	4.4(2)	Failure to park at an appropriate angle	60
31	4.5(2)(a)	Double parking	135
32	4.5(2)(b)	Parking on or adjacent to a median strip	70
33	4.5(2)(c)	Denying access to private drive or right of way	135
34	4.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	135
35	4.5(2)(e)	Parking within 10 metres of traffic island	70
36	4.5(2)(f)	Parking on footpath/pedestrian crossing	160
37	4.5(2)(g)	Parking closer than 3 metres to double longitudinal lines	135

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
38	4.5(2)(h)	Parking on intersection	160
39	4.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	60
40	4.5(2)(j)	Parking within 3 metres of public letter box	60
41	4.5(2)(k)	Parking within 10 metres of intersection	70
42	4.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	60
43	4.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	60
44	4.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	60
45	4.6	Parking contrary to direction of authorised person in a thoroughfare	160
46	4.7(1), (2) or (3)	Moving vehicle to avoid time limitation	95
47	4.8(a)	Parking in thoroughfare for purpose of sale	135
48	4.8(b)	Parking unlicensed vehicle in thoroughfare	110
49	4.8(c)	Parking a trailer/caravan on a thoroughfare	110
50	4.8(d)	Parking in thoroughfare for purpose of repairs	135
51	4.9(2)	Parking on land that is not a parking facility without consent	135
52	4.9(3)	Parking on land not in accordance with consent	135
53	4.10	Driving or parking on a reserve	135
54	4.11	Parking on a verge	70
55	4.13(1)	Failure to display a valid parking ticket (Parking Station)	70
56	4.13(2)(a)	Deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket	160
57	4.13(2)(b)	Display a defaced, altered obliterated or otherwise interfered with parking ticket	160
58	4.13(2)(c)	Produce a defaced, altered obliterated or otherwise interfered with parking ticket	160
59	5.1(1)(a)	Stopping contrary to a "no stopping" sign	135
60	5.1(1)(b)	Stopping during the times a sign specifies a "no stopping" or "clearway" restriction is in operation	270
61	5.1(2)	Parking contrary to a no parking sign	95
62	5.1(3)	Stopping within continuous yellow lines	135
63	5.2	Stopping unlawfully in a loading zone	95
64	5.3(1)	Stopping unlawfully in a taxi zone or bus zone	110
65	5.3(3)	Leave taxi unattended in taxi zone/rank	110
66	5.4	Stopping unlawfully in a mail zone	80
67	5.5	Stopping in a zone contrary to a sign	60
68	5.6	Stopping in a shared zone	60
69	5.7(1)	Double parking	135
70	5.8	Stopping near an obstruction	135
71	5.9	Stopping on a bridge or tunnel	110
72	5.1	Stopping on crests/curves etc	110
73	5.11	Stopping near fire hydrant	80
74	5.12(1)	Stopping near bus stop	95
75	5.13	Stopping on path, median strip or traffic island	135
76	5.14(1)	Stopping on verge	70
77	5.15	Obstructing path, a driveway etc	135
78	5.16	Stopping near letter box	60
79	5.17	Stopping heavy or long vehicles on carriageway	95
80	5.18	Stopping in bicycle parking area	70
81	5.19	Stopping in motorcycle parking area	70
82	5.20	Stopping or parking in a stall set up as an eating area	95

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
83	5.21	Stopping or parking contrary to requirements of a permit	70
84	5.22	Stopping or parking a vehicle (other than a bicycle or motor cycle) in a parking stall approved for motor cycles	70
85	6.2(1)	Damaging or interfering with ticket issuing machine	160
86	6.2(2)	Affixing a board, sign, placard or notice or marking any ticket issuing machine	70
87	6.2(3)	Inserting other than a coin in a ticket issuing machine	60
88	6.2(4)	Operating a ticket issuing machine contrary to instructions	60
89	6.3(2)	Failure to pay appropriate fee	70
90	6.4(1)(a)	Failure to display an unexpired parking ticket	70
91	6.4(1)(b)	Failure to display a valid parking ticket	70
92	6.5(1)	Stopping or parking for longer than the maximum period	70
93	6.6(1)(a)	Failure to stop or park parallel to the kerb in a ticket machine zone	70
94	6.6(1)(b)	Failure to stop or park as close to the kerb as practicable in a ticket machine zone	70
95	6.6(1)(c)	Failure to stop or park wholly within a parking stall in a ticket machine zone	70
96	6.6(1)(d)	Failure to stop or park in direction of movement of traffic in a ticket machine zone	60
97	7.9	Failure to display a valid permit	95
98	8.3	Failure to comply with a lawful direction of an authorised person	160
99	8.4	Failure to leave local government property when lawfully directed to do so by an authorised person	160
100	8.5(2)	Removing or interfering with a lawful mark on a tyre	160
101	8.6	Removing a notice on a vehicle	135
102	8.8(1)	Leaving a vehicle in a public place or thoroughfare so as to cause an obstruction	135
103	8.9	Attempting to or removing, damaging, defacing, misusing or interfering with any part of a parking station or parking facility	160

**22. Schedule 6 deleted**

Delete Schedule 6 published in the *Government Gazette* on 12 July 2011; and

Delete Schedule 6 published in the *Government Gazette* on 21 November 2007.

**23. Schedule 7 amended**

Delete Schedule 7 and insert-

**SCHEDULE 6**

Local Government Act 1995

City of Vincent Parking and Parking Facilities Local Law 2007

**ITEM 3(a) NOTICE OF INTENT TO REVOKE A PERMIT**

**Local Government Act 1995  
City of Vincent  
Parking and Parking Facilities Local Law 2007  
NOTICE OF INTENT TO REVOKE A PERMIT**

**CITY OF VINCENT**

Take notice that within seven days from the ..... day of ..... the person to whom (Residential Parking Permit/Commercial Parking Permit)\* No ..... was issued is required to give the local government notice in writing of any reason why that permit should not be revoked. If no written notice is received by the local government within that time, the local government may revoke that permit.

.....

for and on behalf of the CITY OF VINCENT

.....  
Date of Service

\* Delete whichever is inapplicable

**ITEM 3(b) NOTICE OF REVOCATION OF A PERMIT**

**Local Government Act 1995  
City of Vincent  
Parking and Parking Facilities Local Law 2007  
NOTICE OF REVOCATION OF A PERMIT**

**CITY OF VINCENT**

Take notice that from and including the ..... day of ..... (Residential Parking Permit /Commercial Parking Permit)\* No ..... is revoked and invalid.

.....

for and on behalf of the CITY OF VINCENT

\* Delete whichever is inapplicable

\*\*\*Insert common seal\*\*\*

## LOCAL GOVERNMENT ACT 1995

*City of Vincent*

## Parking and Parking Facilities Amendment Local Law 2017

Under the powers conferred by the *Local Government Act 1995* and by all other powers enabling it, the Council of the City of Vincent resolved on ~~<xx/xx/xxxx>~~ 12 December 2017 to make the following local law.

**1. Citation**

This local law may be cited as the *City of Vincent Parking and Parking Facilities Amendment Local Law 2017*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law amended**

~~In t~~This local law amends the *City of Vincent Parking and Parking Facilities Local Law 2007* published in the *Government Gazette* on 21 November 2007 and amended as published in the *Government Gazette* on 5 August 2008, 27 February 2009, 12 July 2011, 30 October 2012 and 26 July 2013 ~~is referred to as the principal local law. The principal local law is amended.~~

**4. Table of Contents**

~~(1) — In the table of contents D~~delete Schedules 6 and 7 and insert-

"Schedule 6—Notice of Intent to Revoke Permit"

**5. Clause 1.6 amended**

In clause 1.6 iinsert the following definitions in alphabetical order-

"bicycle lane" has the meaning given to it by the Code;

"clearway" means a length of carriageway which carries a high traffic volume that has clearway no stopping signs erected appurtenant to it, to facilitate the unhindered flow of traffic;

"head of a cul-de-sac" means the part of a road that is closed at one end and is shaped in such a way that it can be used for vehicles to turn, and includes bulb or hammer-head shaped closed roads;

**6. Clause 1.8 amended**

In clause 1.8 Ddelete- ", by resolution,";

**7. Clause 3.1 amended**

In clause 3.1 Ddelete- " by resolution";

**8. Clause 4.1 amended**

Clause 4.1 is amended as follows:

(1) In subclause 4.1(3) ~~in alphabetical order~~

(a) in paragraph (b) delete "or";

(b) in paragraph (c) delete "." and insert "; or"; and

(c) after paragraph (c) insert - "(d) within the head of a cul-de-sac;"

(2) In numerical order- After subclause (5) insert-

"(6) A person shall not stop or park a vehicle in a bicycle lane or on a bicycle path."

**9. Clause 4.13 amended**

(1) In ~~sub~~clause 4.13(1)(a)(i)-

(a) delete "an unexpired" and insert "a valid";

(b) delete "or unexpired" and insert "or valid";

(2) In subclause 4.13(1)(c)(ii) delete "unexpired" and insert "valid";

**10. Clause 5.1 amended**

In ~~sub~~clause 5.1(1)(b):

(a) delete "sign" and insert "sign"; and

(b) delete the words "no stopping" and insert "'no stopping" or "clearway"'

**11. Clause 5.3 amended**

After ~~sub~~clause 5.3(2) insert-

"(3) A person driving a taxi must not leave the taxi unattended while it is in a taxi zone/rank."

**12. Clause 6.4 amended**

In ~~sub~~clause 6.4(2)(b) delete the word "unexpired" and insert "valid";

**13. Clause 7.1 amended**

In clause 7.1 -

(1) Delete the definition for "**eligible person**".

(2) Delete the definition for "**visitor's parking permit**".

(3) Insert in alphabetical order-

"**eligible person**" where used in relation to an application for a –

(a) "**residential parking permit**" means an owner or occupier of a single house, grouped dwelling or multiple dwelling;

(b) "**commercial parking permit**" means the proprietor of a commercial business; "

"**temporary parking permit**" means a permit issued to a business or individual by the local government pursuant to clause 7.4. "

**14. Clause 7.3 amended**

In clause 7.3 -

(a1) In subclause 7.3(1) delete the words "in the form of Item 1 of Schedule 6";

~~(2) Delete subclause 7.3(2);~~

(c2) In subclause 7.3(3) delete the words "in the form of Item 3 of Schedule 6";

~~(3) Renumber subclause 7.3(3) as 7.3(2);~~

(e4) ~~After-Delete~~ subclause 7.3(2) insert-

"(23) The local government may upon written application of an eligible person issue a temporary parking permit."

(d) In subclause 7.3(5) after the word "residential" delete ", visitor's";

**15. Clause 7.4 amended**

Delete clause 7.4 and replace with-

**"7.4 Discretionary authority**

The local government may approve the issue of one additional residential parking permit to any occupier on such terms and conditions as the local government sees fit."

**16. Clause 7.5 amended**

In clause 7.5 -

(1) After the word "residential" delete ", visitor's";

(2) In subclause 7.5(a) after the words "it is issued" insert:-  
"or midnight of the expiry date shown on the permit"

**17. Clause 7.7 amended**

~~(1)~~—In clause 7.7 Aafter the word "residential" delete ", visitor's";

**18. Clause 7.8 amended**

~~(1)~~—In ~~sub~~clause 7.8(1) after the word "residential" delete ", visitor's";

**19. Clause 7.9 amended**

Delete clause 7.9 and insert-

**"7.9 Display of parking permits**

- (1) A person shall not stop or park a vehicle in an area set aside for persons or vehicles of a particular class during any permitted period unless a valid permit is displayed inside the vehicle.
- (2) The permit must be clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.
- (3) Resident parking permits must be affixed to the inside left hand side of the vehicle windscreen to which it was issued in order to be valid."

**20. Clause 8.8 amended**

Delete clause 8.8 and insert-

**"8.8 Vehicles not to obstruct a public place or thoroughfare**

- (1) A person shall not park or leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.
- (2) A vehicle which is parked in any portion of a public place where vehicles may be lawfully parked, is deemed to cause an obstruction and may be impounded where—



- (a) the vehicle is so parked during any period in which the parking of vehicles is prohibited or restricted by a sign; or
- (b) the vehicle is abandoned, unregistered or disused."

## 21. Schedule 2 amended

Delete the existing Schedule 2 — *Prescribed Offences* — and insert: ~~Schedule 2 — Prescribed Offences — as follows —~~:

### SCHEDULE 2

#### Local Government Act 1995

#### City of Vincent Parking and Parking Facilities Local Law 2007

#### PREScribed OFFENCES

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
1	2.2(1), (2)	Failure to comply with signs	60
2	2.3(a)	Unauthorised display, marking, setting up, exhibiting of a sign	135
3	2.3(b)	Unauthorised removal, defacing or misuse of a sign	80
4	2.3(c)	Unauthorised affixing anything to a sign	70
5	3.2(1)(a)	Failure to park parallel to and as close to the kerb as practicable in a parking stall	70
6	3.2(1)(b)	Failure to park wholly within parking stall	70
7	3.2(1)(c)	Failure to park in the direction of the movement of traffic in a parking stall	70
8	3.2(4)	Failure to park wholly within parking area	60
9	3.3(1)(a)	Causing obstruction in parking station	135
10	3.3(1)(b)	Parking contrary to sign in parking station	60
11	3.3(1)(c)	Parking contrary to directions of authorised person in a parking station	160
12	3.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	60
13	4.1(1)(a)	Parking by vehicles of a different class	95
14	4.1(1)(b)	Parking by persons of a different class	95
15	4.1(1)(c)	Parking during prohibited period	95
16	4.1(3)(a)	Parking in no parking area	95
17	4.1(3)(b)	Parking contrary to signs or limitations	60
18	4.1(3)(c)	Parking vehicle in motor cycle only area	60
19	4.1(3)(d)	Parking within head of cul-de-sac	95
20	4.1(4)	Park or stop motor cycle in stall not marked 'M/C'	60
21	4.1(5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	95
22	4.1(6)	Park or stop in bicycle lane or path	135
23	4.2(1)(a)	Failure to park on the left of two-way carriageway	70
24	4.2(1)(b)	Failure to park on boundary of one-way carriageway	70
25	4.2(1)(a) or 4.2(1)(b)	Parking against the flow of traffic	70
26	4.2(1)(c)	Parking when distance from farther boundary less than 3 metres	110
27	4.2(1)(d)	Parking closer than 1 metre from another vehicle	60
28	4.2(1)(e)	Causing obstruction	135
29	4.3(b)	Failure to park at approximate right angle	60
30	4.4(2)	Failure to park at an appropriate angle	60

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
31	4.5(2)(a)	Double parking	135
32	4.5(2)(b)	Parking on or adjacent to a median strip	70
33	4.5(2)(c)	Denying access to private drive or right of way	135
34	4.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	135
35	4.5(2)(e)	Parking within 10 metres of traffic island	70
36	4.5(2)(f)	Parking on footpath/pedestrian crossing	160
37	4.5(2)(g)	Parking closer than 3 metres to double longitudinal lines	135
38	4.5(2)(h)	Parking on intersection	160
39	4.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	60
40	4.5(2)(j)	Parking within 3 metres of public letter box	60
41	4.5(2)(k)	Parking within 10 metres of intersection	70
42	4.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	60
43	4.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	60
44	4.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	60
45	4.6	Parking contrary to direction of authorised person in a thoroughfare	160
46	4.7(1), (2) or (3)	Moving vehicle to avoid time limitation	95
47	4.8(a)	Parking in thoroughfare for purpose of sale	135
48	4.8(b)	Parking unlicensed vehicle in thoroughfare	110
49	4.8(c)	Parking a trailer/caravan on a thoroughfare	110
50	4.8(d)	Parking in thoroughfare for purpose of repairs	135
51	4.9(2)	Parking on land that is not a parking facility without consent	135
52	4.9(3)	Parking on land not in accordance with consent	135
53	4.10	Driving or parking on a reserve	135
54	4.11	Parking on a verge	70
55	4.13(1)	Failure to display a valid parking ticket (Parking Station)	70
56	4.13(2)(a)	Deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket	160
57	4.13(2)(b)	Display a defaced, altered obliterated or otherwise interfered with parking ticket	160
58	4.13(2)(c)	Produce a defaced, altered obliterated or otherwise interfered with parking ticket	160
59	5.1(1)(a)	Stopping contrary to a "no stopping" sign	135
60	5.1(1)(b)	Stopping during the times a sign specifies a "no stopping" or "clearway" restriction is in operation	270
61	5.1(2)	Parking contrary to a no parking sign	95
62	5.1(3)	Stopping within continuous yellow lines	135
63	5.2	Stopping unlawfully in a loading zone	95
64	5.3(1)	Stopping unlawfully in a taxi zone or bus zone	110
65	5.3(3)	Leave taxi unattended in taxi zone/rank	110
66	5.4	Stopping unlawfully in a mail zone	80
67	5.5	Stopping in a zone contrary to a sign	60
68	5.6	Stopping in a shared zone	60
69	5.7(1)	Double parking	135
70	5.8	Stopping near an obstruction	135
71	5.9	Stopping on a bridge or tunnel	110
72	5.1	Stopping on crests/curves etc	110
73	5.11	Stopping near fire hydrant	80
74	5.12(1)	Stopping near bus stop	95

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
75	5.13	Stopping on path, median strip or traffic island	135
76	5.14(1)	Stopping on verge	70
77	5.15	Obstructing path, a driveway etc	135
78	5.16	Stopping near letter box	60
79	5.17	Stopping heavy or long vehicles on carriageway	95
80	5.18	Stopping in bicycle parking area	70
81	5.19	Stopping in motorcycle parking area	70
82	5.20	Stopping or parking in a stall set up as an eating area	95
83	5.21	Stopping or parking contrary to requirements of a permit	70
84	5.22	Stopping or parking a vehicle (other than a bicycle or motor cycle) in a parking stall approved for motor cycles	70
85	6.2(1)	Damaging or interfering with ticket issuing machine	160
86	6.2(2)	Affixing a board, sign, placard or notice or marking any ticket issuing machine	70
87	6.2(3)	Inserting other than a coin in a ticket issuing machine	60
88	6.2(4)	Operating a ticket issuing machine contrary to instructions	60
89	6.3(2)	Failure to pay appropriate fee	70
90	6.4(1)(a)	Failure to display an unexpired parking ticket	70
91	6.4(1)(b)	Failure to display a valid parking ticket	70
92	6.5(1)	Stopping or parking for longer than the maximum period	70
93	6.6(1)(a)	Failure to stop or park parallel to the kerb in a ticket machine zone	70
94	6.6(1)(b)	Failure to stop or park as close to the kerb as practicable in a ticket machine zone	70
95	6.6(1)(c)	Failure to stop or park wholly within a parking stall in a ticket machine zone	70
96	6.6(1)(d)	Failure to stop or park in direction of movement of traffic in a ticket machine zone	60
97	7.9	Failure to display a valid permit	95
98	8.3	Failure to comply with a lawful direction of an authorised person	160
99	8.4	Failure to leave local government property when lawfully directed to do so by an authorised person	160
100	8.5(2)	Removing or interfering with a lawful mark on a tyre	160
101	8.6	Removing a notice on a vehicle	135
102	8.8(1)	Leaving a vehicle in a public place or thoroughfare so as to cause an obstruction	135
103	8.9	Attempting to or removing, damaging, defacing, misusing or interfering with any part of a parking station or parking facility	160

**22. Schedule 6 ~~amended~~deleted**

Delete ~~S~~schedule 6 published in the Government Gazette on 12 July 2011; and-  
Delete Schedule 6 published in the Government Gazette on 21 November 2007.

**23. Schedule 7 amended**

Delete Schedule 7 and insert-

**SCHEDULE 6**

Local Government Act 1995

City of Vincent Parking and Parking Facilities Local Law 2007

**ITEM 3(a) NOTICE OF INTENT TO REVOKE A PERMIT**

**Local Government Act 1995  
City of Vincent  
Parking and Parking Facilities Local Law 2007  
NOTICE OF INTENT TO REVOKE A PERMIT**

**CITY OF VINCENT**

Take notice that within seven days from the ..... day of ..... the person to whom (Residential Parking Permit/Commercial Parking Permit)\* No ..... was issued is required to give the local government notice in writing of any reason why that permit should not be revoked. If no written notice is received by the local government within that time, the local government may revoke that permit.

.....  
for and on behalf of the CITY OF VINCENT

.....  
Date of Service

\* Delete whichever is inapplicable

**ITEM 3(b) NOTICE OF REVOCATION OF A PERMIT**

**Local Government Act 1995  
City of Vincent  
Parking and Parking Facilities Local Law 2007  
NOTICE OF REVOCATION OF A PERMIT**

**CITY OF VINCENT**

Take notice that from and including the ..... day of ..... (Residential Parking Permit /Commercial Parking Permit)\* No ..... is revoked and invalid.

.....  
for and on behalf of the CITY OF VINCENT

\* Delete whichever is inapplicable

\*\*\*Insert common seal\*\*\*



## **CITY OF VINCENT**

**LOCAL GOVERNMENT ACT 1995**

## **PARKING AND PARKING FACILITIES LOCAL LAW 2007**

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## CITY OF VINCENT

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**LOCAL GOVERNMENT ACT 1995****CITY OF VINCENT****PARKING AND PARKING FACILITIES LOCAL LAW 2007**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Vincent resolved to make the following local law on the 25th day of September 2007.

**PART 1 - PRELIMINARY****1.1 Citation**

This local law may be cited as the *City of Vincent Parking and Parking Facilities Local Law 2007*.

**1.2 Objective**

- (1) The objective of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.
- (2) The effect of this local law is that a person parking a vehicle within the parking region is to comply with the provisions of this local law.

**1.3 Commencement**

This local law comes into operation 14 days after the date of its publication in the Government Gazette.

**1.4 Repeal**

The City of Vincent Local Law Relating to Parking Facilities published in the Government Gazette on 23 May 2000 and as amended from time to time, is repealed.

**1.5 Application**

- (1) Subject to subclause (2), this local law applies to the parking region.
- (2)
  - (a) The local government may enter into an agreement in writing with the owner or occupier of a parking facility or a parking station that is not owned or occupied by the local government for the application of this local law to the facility or station.
  - (b) The agreement referred to in subclause (2)(a) may be made on such terms and conditions as the parties may agree.

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

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- (3) This local law does not apply to a parking facility or a parking station that is not occupied by the local government, unless the local government and the owner or occupier of that facility or station have agreed in writing that this local law will apply to that facility or station.
- (4) Where a parking facility or a parking station is determined to be under the care, control and management of the City, then the facility or station shall be deemed to be a facility or station to which this local law applies and it shall not be necessary to prove that it is the subject of an agreement referred to in subclause (2).
- (5) The provisions of Parts 3, 4 and 5 do not apply to a bicycle parked at a bicycle rail or bicycle rack.

## 1.6 Interpretation

- (1) In this local law unless the context requires otherwise –

**“ACROD sticker”** has the meaning given to it by the *Local Government (Parking for Disabled Persons) Regulations 1998*;

**“Act”** means the *Local Government Act 1995*;

**“AS”** means Australian Standard published by *Standards Association of Australia*;

**“attended parking station”** means a parking station attended by an officer of the local government and in respect of which fees for the parking of a vehicle are payable immediately prior to the removal of the vehicle from the station;

**“authorised person”** means a person authorised by the local government under section 9.10 of the Act, to perform any of the functions of an authorised person under this local law;

**“authorised vehicle”** means a vehicle authorised by the local government, the Chief Executive Officer or an authorised person or by any written law to park on a thoroughfare or parking facility;

**“bicycle”** has the meaning given to it by the Code;

**“bicycle lane”** has the meaning given to it by the Code;

**“bicycle path”** has the meaning given to it by the Code;

**“bus”** has the meaning given to it by the Code;

**“bus embayment”** has the meaning given to it by the Code;

**“bus stop”** has the meaning given to it by the Code;

**“bus zone”** has the meaning given to it by the Code;

**“caravan”** means a vehicle that is fitted or designed to allow human habitation and which is drawn by another vehicle, or which is capable of self-propulsion;

## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

**“carriageway”** means a portion of a thoroughfare that is improved, 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; and where a thoroughfare has two or more of those portions divided by a median strip, the expression means each of those portions, separately;

**“centre”** in relation to a carriageway, means a line or a series of lines, marks or other indications –

- (a) for a two-way carriageway – placed so as to delineate vehicular traffic travelling in different directions; or
- (b) in the absence of any such lines, marks or other indications – the middle of the main, travelled portion of the carriageway;

**“CEO”** means the Chief Executive Officer of the local government;

**“children’s crossing”** has the meaning given to it by the Code;

**“clearway”** means a length of carriageway which carries a high traffic volume that has clearway no stopping signs erected appurtenant to it, to facilitate the unhindered flow of traffic;

**“Code”** means the *Road Traffic Code 2000*;

**“coin”** means any coin which is legal tender pursuant to the *Currency Act 1965 (Commonwealth)*;

**“commercial vehicle”** means a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers, and includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

**“head of a cul-de-sac”** means the part of a road that is closed at one end and is shaped in such a way that it can be used for vehicles to turn, and includes bulb or hammer-head shaped closed roads;

**“district”** means the district of the local government;

**“driver”** means any person driving or in control of a vehicle;

**“eating area”** means an area in which tables, chairs and other structures are provided for the purpose of the supply of food and beverages to a member of the public or the consumption of food and beverages by a member of the public;

**“edge line”** for a carriageway, means a line marked along the carriageway at or near the far left or the far right of the carriageway;

**“emergency vehicle”** has the meaning given to it by the Code;

**“fire hydrant”** means an upright pipe with a spout, nozzle or other outlet for drawing water from a main or service pipe in case of fire or other emergency;

**“footpath”** has the meaning given to it by the Code;

**“GVM”** (which stands for 'gross vehicle mass') has the meaning given to it by the Code;

## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

**“kerb”** means any structure, mark, marking or device to delineate or indicate the edge of a carriageway;

**“loading zone”** means a parking stall which is set aside for use by commercial vehicles if there is a sign referable to that stall marked ‘Loading Zone’;

**“local government”** means the *City of Vincent*;

**“mail zone”** has the meaning given to it by the Code;

**“median strip”** has the meaning given to it by the Code;

**“metered space”** means a section or part of a metered zone that is controlled by a parking meter and that is marked or defined in any way to indicate where a vehicle may be parked on payment of a fee or charge;

**“metered zone”** means any road or reserve, or part of any road or reserve, in which parking meters regulate the stopping or parking of vehicles;

**“motor cycle”** has the meaning given to it by the Code;

**“motor vehicle”** means a self-propelled vehicle that is not operated on rails; and the expression includes a trailer, semi-trailer or caravan while attached to a motor vehicle, but does not include a power assisted pedal cycle;

**“no parking area”** means a portion of a carriageway to which a “no parking” sign applies or an area to which a no parking sign applies;

**“no parking sign”** means a sign with the words “no parking” in red letters on a white background, or the letter “P” within a red annulus and a red diagonal line across it on a white background;

**“no stopping area”** means a portion of a carriageway to which a “no stopping” sign applies or an area to which a “no stopping” sign applies;

**“no stopping sign”** means a sign with the words “no stopping” or “no standing” in red letters on a white background or the letter “S” within a red annulus and a red diagonal line across it on a white background;

**“obstruct”** means to prevent or impede or to make difficult the normal passage of any vehicle, wheelchair, perambulator or pedestrian and *“obstruction”* shall have a corresponding meaning;

**“occupier”** has the meaning given to it by the Act;

**“omnibus”** has the same meaning given to it in the *Road Traffic Act*;

**“owner”**

- (a) where used in relation to a vehicle licensed under the *Road Traffic Act*, means the person in whose name the vehicle has been registered under the *Road Traffic Act*;
- (b) where used in relation to any other vehicle, means the person who owns, or is entitled to possession of that vehicle; and
- (c) where used in relation to land, has the meaning given to it by the Act;

**“park”** in relation to a vehicle, means to permit a vehicle, whether attended or not by any person, to remain stationary except for the purpose of –

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

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- (a) avoiding conflict with other traffic; or
- (b) complying with the provisions of any law; or
- (c) taking up or setting down persons or goods (maximum of 2 minutes);

**“parking area”** means a portion of a carriageway to which a *“permissive parking”* sign applies or an area to which a permissive parking sign applies;

**“parking facilities”** includes land, buildings, shelters, road reserve, parking area, metered zone, ticket machine zone, parking bay, parking station, attended parking station, parking stalls and other facilities open to the public generally for the parking of vehicles whether or not a fee is charged, and includes any signs, notices and facilities used in connection with the parking of vehicles;

**“parking region”** means the area described in Schedule 1;

**“parking stall”** means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked, but does not include a metered space;

**“parking station”** means any land, or structure provided for the purpose of accommodating vehicles;

**“parking ticket”** means a ticket which is issued from a ticket issuing machine and which authorises the parking of a vehicle in a parking stall or a parking station or part of a parking station;

**“pedestrian crossing”** has the meaning given to it by the Code;

**“permit”** means a permit issued under this local law;

**“public place”** means any place to which the public has access whether or not that place is on private property;

**“reserve”** means any land –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

**“residential street”** means a thoroughfare where the majority of properties abutting the thoroughfare are used for residential purposes;

**“right of way”** means a portion of land that is –

- (a) shown and marked *“Right of Way”* or *“ROW”*, or coloured or marked in any other way to signify that the portion of land is a right of way, on any plan or diagram deposited with the Registrar of Titles that is subject to the provisions of section 167A of the *Transfer of Land Act 1893*;
- (b) shown on a diagram or plan of survey relating to a subdivision that is created as a “right of way” and vested in the Crown under section 152 of the Planning and Development Act 2005; and

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

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- (c) shown and marked as a right of way on a map or plan deposited with the Registrar of Titles and transferred to the Crown under the *Transfer of Land Act 1893*,

but does not include:

- (d) private driveways; and
- (e) a "right of way" created by a deed of easement between two or more parties;

**"Road Traffic Act"** means the *Road Traffic Act 1974*;

**"Schedule"** means a schedule to this local law;

**"shared zone"** has the meaning given to it by the Code;

**"sign"** includes a traffic sign, inscription, road marking, mark, structure or device on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking or stopping of vehicles;

**"special purpose vehicle"** has the meaning given to it by the Code;

**"stop"** in relation to a vehicle means to stop a vehicle and permit it to remain stationary, except for the purposes of avoiding conflict with other traffic or of complying with the provisions of any law;

**"symbol"** includes, but is not limited to, any symbol specified by *Australian Standard 1742.11-1999* and any symbol specified from time to time by Standards Australia for use in the regulation of parking;

**"tare weight"** in relation to a vehicle, means the weight of the vehicle without any passengers or load;

**"taxi"** means a taxi within the meaning of the *Taxi Act 1994* or a taxi-car in section 47Z of the *Transport Co-ordination Act 1966*;

**"taxi zone"** has the meaning given to it by the Code;

**"ticket issuing machine"** means a machine or device which is installed in a parking facility and which upon the insertion of coins or a token, pass, card, key or device issues a parking ticket;

**"ticket machine zone"** means a parking facility in which ticket issuing machines are installed but does not include a parking station;

**"thoroughfare"** has the meaning given to it by the Act;

**"traffic island"** has the meaning given to it by the Code;

**"trailer"** means any vehicle without motive power of its own, designed for attachment to a motor vehicle for the purpose of being towed, but does not include the rear portion of an articulated vehicle, or a side car;

**"tourist bus"** means any omnibus which is used, hired or chartered for any purpose and includes a charter bus but does not include a public bus;

**"truck"** means a vehicle which as a load capacity exceeding 1000 kilograms;



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**“unattended”** in relation to a vehicle, means that the driver has left the vehicle so that the driver is more than 3 metres from the closest point of the vehicle;

**“vehicle”** has the meaning given to it by the Road Traffic Act; and

**“verge”** means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line but does not include a footpath.

- (2) For the purposes of the application of the definitions *“no parking area”* and *“parking area”* an arrow inscribed on a sign erected at an angle to the boundary of the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the boundary.
- (3) A reference to a word or expression inscribed on a sign includes a reference to a symbol depicting the word or expression.
- (4) A reference to a parking station, ticket machine zone or metered zone includes a reference to part of the parking station, ticket machine zone or metered zone.
- (5) Unless the context otherwise requires, where a term is used, but not defined in this local law and:
  - (a) it is defined in the Act, it shall have the meaning given to it in the Act; and
  - (b) it is defined in the Road Traffic Act or in the Code, it shall have the meaning given to it in the Road Traffic Act or the Code.

#### **1.7 Classes of vehicles**

For the purpose of this local law, vehicles are divided into the following classes—

- (a) buses;
- (b) commercial vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; and
- (e) all other vehicles.

#### **1.8 Powers of the local government**

The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region, but must do so consistently with the provisions of this local law.

#### **1.9 Determination of fees, charges and costs**

All fees, charges and costs referred to in this local law shall be determined and imposed by the local government from time to time in accordance with sections 6.16 to 6.19 of the Act.

**PART 2 – SIGNS****2.1 Erection of signs**

The local government may erect a sign for the purposes of this local law on any land, building or other structure within the parking region.

**2.2 Compliance with signs**

- (1) A person shall comply with the direction on every sign displayed, marked, placed or erected pursuant to this local law.
- (2) An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

**2.3 Unauthorised signs and defacing of signs**

A person shall not without the approval of the local government –

- (a) display, mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to, or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

**2.4 General provisions about signs**

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare or in a parking station is, in the absence of evidence to the contrary to be deemed to be a sign marked, erected, set up, established or displayed under the authority of this local law.
- (2) The first three letters of any day of the week when used on a sign indicate that day of the week.
- (3) For the purpose of this local law, the local government may use (AS 1742.11-1999), as a guide for the development or marking of signs, but is not bound to do so and, where it does use it as a guide may vary any of the provisions of (AS 1742.11-1999) as it sees fit.

**2.5 Application of this local law to pre-existing signs and private properties**

- (1) A sign that –
  - (a) was erected by the local government or the Commissioner of Main Roads prior to the coming into operation of this local law; and
  - (b) relates to the parking of vehicles within the parking region,shall be deemed for the purposes of this local law to have been erected by the local government under the authority of this local law.
- (2) A sign that was erected on a private property prior to the coming into operation of this local law, and that states or stated to the effect that there was no unauthorised parking and that the local law repealed under clause 1.4 (the “repealed local law”) applied to the private property, shall be deemed for the purposes of this local law to have been erected under the authority of this local law and to refer to this local law instead of the repealed local law.

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- (3) An inscription or symbol on a sign referred to in subclause (1) or (2) operates and has effect according to its tenor.
- (4) Where prior to the coming into operation of this local law, a private property was registered with the local government for the purpose of enforcing clause 67 of the repealed local law, that registration and any terms or conditions attaching to that registration shall continue to have effect for the purpose of enforcing clause 4.9(2) of this local law.

**2.6 Part of a thoroughfare to which sign applies**

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which –

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

**PART 3 - PARKING STALLS AND PARKING STATIONS****3.1 Determination of parking stalls and parking stations**

The local government may by resolution constitute, determine and vary and also indicate by signs –

- (a) parking stalls;
- (b) parking stations;
- (c) permitted time and conditions of parking in parking stalls and parking stations which may vary with the locality;
- (d) permitted classes of vehicles which may park in parking stalls and parking stations;
- (e) permitted classes of persons who may park in specified parking stalls or parking stations; and
- (f) the manner of parking in parking stalls and parking stations.

**3.2 Vehicles to be within parking stalls on thoroughfare**

- (1) Subject to subclauses (2), (3) and (4), a person shall not park a vehicle in a parking stall in a thoroughfare otherwise than –
  - (a) parallel to and as close to the kerb as is practicable;
  - (b) wholly within the stall; and
  - (c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the stall is situated.
- (2) Subject to subclause (3) where a parking stall in a thoroughfare is set out otherwise than parallel to the kerb, then a person must park a vehicle in that stall wholly within it.

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- (3) If a vehicle is too long or too wide to fit completely within a single parking stall then the person parking the vehicle shall do so within the minimum number of parking stalls needed to park that vehicle.
- (4) A person shall not park a vehicle partly within and partly outside a parking area.

**3.3 Parking prohibitions and restrictions**

- (1) A person shall not –
  - (a) stop or park a vehicle in a parking station so as to obstruct any entrance, exit, carriageway, passage or thoroughfare of the parking station;
  - (b) except with the permission of the local government or an authorised person park a vehicle on any part of a parking station contrary to a sign referable to that part;
  - (c) permit a vehicle to park on any part of a parking station, if an authorised person directs the driver of such vehicle to move the vehicle from such part or from the parking station; or
  - (d) park or attempt to park a vehicle in a parking stall in which another vehicle is parked but this paragraph does not prevent the parking of a motorcycle and a bicycle together in a stall marked 'M/C', if the bicycle is parked in accordance with subclause (2).
- (2) No person shall park any bicycle –
  - (a) in a parking stall other than in a stall marked 'M/C'; and
  - (b) in such stall other than against the kerb,unless it is parked at a bicycle rail or in a bicycle rack.
- (3) Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a parking stall or station (except in a parking area for people with disabilities) for twice the period of time permitted by the sign, provided that –
  - (a) the driver's vehicle displays an ACROD sticker; and
  - (b) a person with disabilities to which that ACROD sticker relates is either the driver of or a passenger in the vehicle.

**PART 4 - PARKING GENERALLY****4.1 Restrictions on parking in particular areas**

- (1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station –
  - (a) if by a sign it is set apart for the parking of vehicles of a different class;
  - (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or
  - (c) during any period when the parking of vehicles is prohibited by a sign.

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- (2) (a) In subclause (2)(b) "driver" means a driver where –
- (i) the driver's vehicle displays an ACROD sticker; and
  - (ii) a disabled person to which the ACROD sticker relates is either the driver of the vehicle or a passenger in the vehicle.
- (b) A driver may park a vehicle in a thoroughfare or part of a thoroughfare or part of a parking station, except in a thoroughfare or part of a thoroughfare or part of a parking station to which a disabled parking sign relates, for twice the period of time permitted by a sign referable to the thoroughfare or the part of the thoroughfare or the part of the parking station.
- (3) A person shall not park a vehicle –
- (a) in a no parking area;
  - (b) in a parking area, except in accordance with both the signs associated with the parking area and with this local law;
  - (c) in a stall marked "M/C" unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle;
  - (d) within the head of a cul-de-sac;
- (4) A person shall not park a motorcycle without a sidecar or a trailer, or a bicycle in a parking stall unless the stall is marked "M/C".
- (5) A person shall not, without the prior permission of the local government, or an authorised person, park a vehicle in an area designated by a sign stating "Authorised Vehicles Only".
- (6) A person shall not stop or park a vehicle in a bicycle lane or on a bicycle path.

**4.2 Parking vehicle on a carriageway**

- (1) A person parking a vehicle on a carriageway other than in a parking stall shall park it –
- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
  - (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
  - (c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or any continuous line or median strip, or between the vehicle and a vehicle parked on the farther side of the carriageway;
  - (d) so that the front and the rear of the vehicle respectively are not less than 1 metre from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law; and
  - (e) so that it does not obstruct any vehicle on the carriageway,

unless otherwise indicated by a sign.

(2) In this clause, “*continuous dividing line*” means –

- (a) a single continuous dividing line only;
  - (b) a single continuous dividing line to the left or right of a broken dividing line; or
  - (c) two parallel continuous dividing lines.
- (3) (a) The driver of any vehicle standing on any carriageway in any park or reserve shall place and keep the same close to and parallel with the road edge, kerb or footpath on the left of such vehicle, except where channels or other obstructions prevent this from being done;
- (b) Subclause (3)(a) shall not apply to a vehicle parked in an area where the parking bays have been marked other than parallel to the road edge.

#### **4.3 When parallel and right-angled parking apply**

Where a sign associated with a parking area is not inscribed with the words “*angle parking*” (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates, or marks on the carriageway indicate, that vehicles have to park in a different position, where the parking area is –

- (a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area shall park it as near as practicable to and parallel with that boundary; and
- (b) at or near the centre of the carriageway, a person parking a vehicle in that parking area shall park it at approximately right angles to the centre of the carriageway.

#### **4.4 When angle parking applies**

(1) This clause does not apply to –

- (a) a passenger vehicle or a commercial vehicle with a mass including any load, of over three tonnes; or
  - (b) a person parking either a motor cycle without a trailer or a bicycle.
- (2) Where a sign associated with a parking area is inscribed with the words “*angle parking*” (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area shall park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or by marks on the carriageway.

#### **4.5 General prohibitions on parking**

- (1) (a) This clause does not apply to a vehicle parked in a parking stall.
  - (b) Subclauses (2)(c), (e) and (g) do not apply to a vehicle which parks in a bus embayment.
- (2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle so that any portion of the vehicle is –
- (a) between any other stationary vehicles and the centre of the carriageway;

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- (b) on or adjacent to a median strip;
  - (c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
  - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
  - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
  - (f) on any footpath or pedestrian crossing;
  - (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
  - (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
  - (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
  - (j) within 3 metres of a public letter box, unless the vehicle is being used for the purposes of collecting postal articles from the public letter box; or
  - (k) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked,
- unless a sign indicates otherwise.
- (3) A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of –
    - (a) a sign inscribed with the words “*Bus Stop*” or “*Hail Bus Here*” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or
    - (b) a children’s crossing or pedestrian crossing.
  - (4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side of –
    - (a) a sign inscribed with the words “*Bus Stop*” or “*Hail Bus Here*” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;
    - (b) a children’s crossing or pedestrian crossing.
  - (5) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

**4.6 Authorised person may order vehicle on thoroughfare to be moved**



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The driver of a vehicle shall not park a vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

**4.7 No movement of vehicles to avoid time limitation**

- (1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time allowed for parking in the parking facility.
- (2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle along that thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the thoroughfare for at least two hours.
- (3) Where parking in a thoroughfare is restricted as to time and a vehicle has been parked in that thoroughfare a person shall not park that vehicle again in that thoroughfare unless there is between the place where the vehicle had been parked and the place where the vehicle is subsequently parked another thoroughfare that meets or intersects that thoroughfare.

**4.8 No parking of vehicles exposed for sale and in other circumstances**

A person shall not park a vehicle on any part of a thoroughfare –

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is not licensed under the Road Traffic Act;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle; or
- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

**4.9 Parking on private land**

- (1) In this clause a reference to “*land*” does not include land –
  - (a) which belongs to the local government;
  - (b) of which the local government is the management body under the *Land Administration Act 1997*;
  - (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;
  - (d) which is the subject of an agreement referred to in clause 1.5(2); or
  - (e) which is determined by a Council resolution to be a parking station under the care, control and management of the City.
- (2) A person shall not park a vehicle on land without the consent of the owner or occupier of the land on which the vehicle is parked.
- (3) Where the owner or occupier of the land, by a sign referable to that land or otherwise, consents to the parking of vehicles of a specified class or classes on the land for a limited period, a person shall not park a vehicle on the land otherwise than in accordance with the consent.

**4.10 Parking on reserves**

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No person other than an employee or approved contractor of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

**4.11 Parking on verges**

- (1) A person shall not –
- (a) park a vehicle;
  - (b) park a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle; or
  - (c) park a vehicle during any period when the parking of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,

so that any portion of it is on a verge.

- (2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to park the vehicle so that any portion of it is on the verge.
- (3) Subclause (1)(b) does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the commercial vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a footpath.

**4.12 Suspension of parking limitations for urgent, essential or official duties**

- (1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government or an authorised person may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.
- (2) Where permission is granted under subclause (1), the local government or an authorised person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

**4.13 Parking in a parking station**

(1) Display of Tickets

- (a) Subject to subclause (2) a person shall not stop or park a vehicle in any part of a parking station equipped with a ticket issuing machine or a parking facility during any permitted period unless:
- (i) an ~~unexpired~~valid parking ticket or ~~unexpired~~valid parking tickets applicable to that part of the parking station and issued on that day; and
  - (ii) the date and time of issue or expiry of the ticket, as the case may be, and the number of the ticket, if any, printed thereon, are displayed inside the vehicle and clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in that part of the parking station.

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- (b) For the purposes of subclause (1), a parking ticket issued in respect of any parking station or any part of a parking station which has been set aside under this local law shall be applicable only to that parking station or that part of that parking station, as the case may be.
- (c) A reference in this clause to:
  - (i) **“permitted period”** means the period stated on the ticket issuing machines in the parking station during which the parking of vehicle is permitted upon the purchase of a parking ticket;
  - (ii) **“unexpired valid parking ticket”** means a parking ticket on which:
    - (A) a date and expiry time is printed and that time has not expired; or
    - (B) a date and time of issue is printed and the period for which that ticket remains valid as stated on the ticket issuing machine from which the ticket was purchased has not expired.

(2) Use of Parking Tickets

A person shall not –

- (a) deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket or any information, printing or imprint thereon;
- (b) park a vehicle in a parking station or parking facility if there is displayed in that vehicle so as to be visible from outside the vehicle a parking ticket which has been defaced, altered, added to, erased, obliterated or otherwise interfered with; or
- (c) produce to an authorised person or the local government to accept payment of parking fees, a parking ticket which is, or any information, printing or imprint on which is defaced, altered, added to, erased, obliterated or otherwise interfered with.

(3) Fees for Motor Cycles in Parking Stations

- (a) A fee payable for the parking of a motor cycle and the period of application of the fee in a parking station may be determined and imposed by the local government.
- (b) The local government shall not be obliged to accept payment of any fee referred to in this clause.

(4) Parking Position for Motor Cycles

A person shall not stop or park a motor cycle in a parking station equipped with a ticket issuing machine unless –

- (a) wholly within a parking stall marked with the symbol “M/C” or otherwise designated as being set aside for the parking of motor cycles;
- (b) that person has paid to the local government the fee; and
- (c) during the period for which the fee is applicable.

(5) Set aside Parking Stations for Multiple Occupants

The local government in respect of any period or time may by the use of signs set aside any parking station or any part of a parking station and prohibit entry thereto by vehicles other than vehicles carrying at least one other person in addition to the driver.

(6) Parking Restrictions for Vehicles with Multiple Occupants

- (a) The local government may determine and impose a fee payable for the parking of a vehicle in any parking station or part of a parking station at any time or for specified times.
- (b) A person shall not stop or park a vehicle in any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless the vehicle is carrying at least one other person.
- (c) A person shall not enter any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless that person is the driver of or passenger in a vehicle carrying at least one other person.

**4.14 Special event parking**

- (1) The local government may by the use of signs, set aside for any period specified on the signs, any parking station, parking facility or other land owned or controlled by the local government for the parking of vehicles by persons attending a special event.
- (2) A person shall not park or stop a vehicle in a parking station, parking facility or land owned or controlled by the local government set aside under subclause (1) during the period for which it is set aside unless a ticket purchased on entry to that parking station, parking facility or land with respect to the special event is clearly visible to and readable by an authorised person from outside a vehicle.
- (3) A fee payable for special event parking may be determined and imposed by the local government.
- (4) For the purpose of this clause a “*special event*” means any event or occurrence considered by the local government to be special and likely to attract a substantial number of persons driving vehicles.
- (5) During the period referred to in subclause (1) the provisions of clause 6.5 shall not apply to the parking station, parking facility or other land.

**PART 5 – PARKING AND STOPPING*****Division 1 - Parking and stopping generally*****5.1 No stopping and no parking signs, and yellow edge lines****(1) No stopping**

A driver shall not stop on any part of a carriageway, or in an area –

- (a) to which a “no stopping” sign applies; or
- (b) during the times a ~~sign~~ sign specifies a “no stopping” or “clearway” restriction is in operation.

**(2) No parking**

A driver shall not stop on a part of a carriageway or in an area to which a 'no parking' sign applies, unless the driver is –

- (a) dropping off, or picking up, passengers or goods;
- (b) does not leave the vehicle unattended; and
- (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.

**(3) No stopping on a carriageway with yellow edge lines**

A driver shall not stop at the side of a carriageway marked with a continuous yellow edge line.

***Division 2 - Stopping in zones for particular vehicles*****5.2 Stopping in a loading zone**

A person shall not stop a vehicle in a loading zone unless it is –

- (a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
- (b) a motor vehicle taking up or setting down passengers,

but, in any event, shall not remain in that loading zone:

- (c) for longer than a time indicated on the “loading zone” sign; or
- (d) longer than 30 minutes (if no time is indicated on the sign).

**5.3 Stopping in a taxi or bus zone**

- (1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.
- (2) A driver shall not stop in a bus zone unless the driver is driving a public bus, or a bus of a type that is permitted to stop at the bus zone by information on or with the “bus zone” sign applying to the bus zone.

(3) A person driving a taxi must not leave the taxi unattended while it is in a taxi zone/rank.

**5.4 Stopping in a mail zone**

A person shall not stop a vehicle in a mail zone.

**5.5 Other limitations in zones**

A person shall not stop a vehicle in a zone to which a sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles, or specific activities allowed, as indicated by additional words on a sign that applies to the zone.

***Division 3 - Other places where stopping is restricted*****5.6 Stopping in a shared zone**

A driver shall not stop in a shared zone unless –

- (a) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign;
- (b) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;
- (c) the driver is dropping off, or picking up, passengers or goods; or
- (d) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

**5.7 Double parking**

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is between any other stopped vehicle and the centre of the carriageway.
- (2) This clause does not apply to –
  - (a) a driver stopped in traffic; or
  - (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

**5.8 Stopping near an obstruction**

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

**5.9 Stopping on a bridge or in a tunnel, etc**

- (1) A driver shall not stop a vehicle on a bridge, causeway, ramp or similar structure unless –
  - (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a sign does not prohibit stopping or parking; or
  - (b) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.
- (2) A driver shall not stop a vehicle in a tunnel or underpass unless –
  - (a) the carriageway is at least as wide in the tunnel or underpass as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
  - (b) the driver of a motor vehicle stops at a bus stop, or in a bus zone or parking area marked on the carriageway, for the purpose of setting down or taking up passengers.



**5.10 Stopping on crests, curves, etc**

- (1) Subject to subclause (2), a driver shall not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.
- (2) A driver may stop on a crest or curve on a carriageway that is not in a built-up area if the driver stops at a place on the carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

**5.11 Stopping near a fire hydrant etc**

A driver shall not stop a vehicle so that any portion of the vehicle is within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless –

- (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and does not leave the bus unattended; or
- (b) the driver is driving a taxi, and the driver stops in a taxi zone and does not leave the taxi unattended.

**5.12 Stopping at or near a bus stop**

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop, or within 10 metres of the departure side of a bus stop, unless –
  - (a) the vehicle is a public bus stopped to take up or set down passengers; or
  - (b) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.
- (2) In this clause –
  - (a) distances are measured in the direction in which the driver is driving; and
  - (b) a trailer attached to a public bus is deemed to be a part of the public bus.

**5.13 Stopping on a path, median strip, or traffic island**

The driver of a vehicle (other than a bicycle or an animal) shall not stop so that any portion of the vehicle is on a path, traffic island or median strip, unless the driver stops in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

**5.14 Stopping on verge**

- (1) A person shall not –
  - (a) stop a vehicle (other than a bicycle);
  - (b) stop a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle; or
  - (c) stop a vehicle during any period when the stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,so that any portion of it is on a verge.

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- (2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to stop the vehicle so that any portion of it is on the verge.
- (3) Subclause (1)(b) does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the commercial vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a footpath.

**5.15 Obstructing access to and from a path, driveway, etc**

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is in front of a path, in a position that obstructs access by vehicles or pedestrians to or from that path, unless –
  - (a) the driver is dropping off, or picking up, passengers; or
  - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.
- (2) A driver shall not stop a vehicle on or across a driveway or other way of access for vehicles travelling to or from adjacent land, unless –
  - (a) the driver is dropping off, or picking up, passengers; or
  - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.

**5.16 Stopping near a public letter box**

A driver shall not stop a vehicle so that any portion of the vehicle is within 3 metres of a public letter box, unless the driver –

- (a) is dropping off, or picking up, passengers or mail; or
- (b) stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

**5.17 Stopping on a carriageway – heavy and long vehicles**

Subject to any clause to the contrary or sign referable to the carriageway, a person shall not park a vehicle or any combination of vehicles that, together with any projection on, or load carried by the vehicle or combination of vehicles is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes –

- (a) on a carriageway in a built-up area for any period exceeding one hour, unless engaged in the picking up or setting down of goods; or
- (b) on a carriageway outside a built-up area, except on the shoulder of the carriageway, or in a truck bay or other area set aside for the parking of such vehicles.

**5.18 Stopping on a carriageway with a bicycle parking sign**

The driver of a vehicle (other than a bicycle) shall not stop on a part of a carriageway to which a “*bicycle parking*” sign applies, unless the driver is dropping off or picking up passengers.

**5.19 Stopping on a carriageway with motor cycle parking sign**

The driver of a vehicle shall not stop on a part of a carriageway, or in an area to which a *“motor cycle parking”* sign applies, or an area marked *“M/C”* unless –

- (a) the vehicle is a motor cycle; or
- (b) the driver is dropping off or picking up passengers.

**5.20 Eating areas in parking stalls**

A person shall not stop or park a vehicle in a parking stall which has been authorised in writing by the local government, to be set up or conducted as an eating area and which is designated by signs as such at that time.

**5.21 Permits in parking facilities**

- (1) The local government or authorised person may, whether upon payment of a fee or not, issue a written temporary parking permission which allows a specific vehicle to park –
  - (a) in a specified kerbside area;
  - (b) in a car park which is controlled by a sign, in contravention of the restriction specified on that sign; or
  - (c) in any other place under the control of the local government.
- (2) A permit issued under subclause (1) may –
  - (a) authorise the stopping or parking of the vehicle continuously for a specified period or periods between specified times or from time to time during a specified period; and
  - (b) be revoked or suspended at any time by the local government or an authorised person before the expiration of any time or period specified in the permit without responsibility for any liability or loss or claim.
- (3) A person shall not stop or park a vehicle in respect of which a permit has been issued pursuant to subclause (2) –
  - (a) except at the times or during the period specified in the permit;
  - (b) for any purpose other than the purpose for which the permit was issued; or
  - (c) at any time after the cancellation, withdrawal or suspension of the permit.
- (4) Nothing in this clause mitigates the limitations or condition imposed by any other clause or by any local law relating to a person's right of appeal against the local government revoking or suspending a permit.

**5.22 Motor cycle stalls**

- (1) A person shall not stop or park a vehicle other than a bicycle or a motor cycle to which no side car or side-box is attached in a parking stall –
  - (a) marked with the symbol “M/C”; or
  - (b) in which the parking of bicycles or motor cycles is permitted by a sign referable to that parking stall.
- (2) A person shall not stop or park a bicycle or motor cycle in a parking stall marked with the symbol “M/C” –
  - (a) for longer than the maximum period permitted for parking in that parking stall by a sign referable to that parking stall or metered space;
  - (b) if there is no sign referable to that parking stall than for longer than the maximum period during which a vehicle may stop or be parked as specified on any sign referable to any parking stall adjacent thereto; or
  - (c) otherwise than wholly within the stall.

**PART 6 - TICKET ISSUING MACHINES AND ZONES****6.1 Establishment of Metered Zones, Metered Stalls and Ticket Zones**

- (1) The local government may, by resolution:
  - (a) establish;
  - (b) indicate by signs; and
  - (c) vary from time to time;metered zones, metered spaces and ticket zones.
- (2) In relation to metered zones, metered spaces and ticket zones, the local government may prescribe:
  - (a) conditions and permitted times of parking;
  - (b) the manner of parking; and
  - (c) the classes of vehicles permitted to park;

but this authority shall not be exercised in a manner which is inconsistent with the provisions of this local law or any other written law.

**6.2 Ticket issuing machines****(1) Damage to Ticket Issuing Machines**

A person shall not or attempt to remove, damage, deface, misuse or interfere with any ticket issuing machine.

**(2) Signs on Ticket Issuing Machines**

A person shall not, without the permission of the local government, affix any board, sign, placard, notice, cover or other thing to or paint, mark or write upon any ticket issuing machine.

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(3) Use of Coins in Ticket Issuing Machines

A person shall not insert or cause to be inserted or attempt to insert into a coin slot of a ticket issuing machine any thing other than a coin appropriate to that slot.

(4) Operating Ticket Issuing Machines

A person shall not operate or attempt to operate a ticket issuing machine except in accordance with the operating instructions appearing on the ticket issuing machine.

**6.3 Fees in ticket machine zones**

(1) Fees for stopping and parking of vehicles in a ticket machine zone may be determined and imposed by the local government.

(2) A person must not stop or park a vehicle in a ticket machine zone unless the appropriate fee as indicated by a sign on the ticket issuing machine referable to the zone is inserted into the ticket issuing machine.

(3) The payment of the fee referred to in subclause (1) in accordance with subclause (2) entitles a person to stop or park a vehicle in a ticket machine zone for the period shown on the parking ticket, but does not authorise the stopping or parking of the vehicle in a parking space, or part of the zone during any time when stopping or parking in that zone is prohibited –

- (a) under this local law;
- (b) by the sign on the ticket issuing machine referable to the zone; or
- (c) by a sign referable to that space.

**6.4 Display of tickets**

(1) A person shall not stop or park a vehicle in a ticket machine zone during any permitted period unless –

- (a) an unexpired ticket issued by a ticket issuing machine in that ticket machine zone; and
- (b) the date and time of issue or expiry, as the case may be, and the number, if any, of the ticket printed on the ticket,

are displayed inside the vehicle and are clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.

(2) A reference in this clause to:

(a) ***“permitted period”*** means the period stated on the ticket issuing machines in the ticket machine zone during which the parking of vehicle is permitted upon the purchase of a parking ticket;

(b) ***“valid unexpired parking ticket”*** means a parking ticket on which –

- (i) a date and expiry time is printed and that time has not expired;
- (ii) a date and time of issue is printed and the period for which that ticket remains valid as stated on the ticket issuing machine from which the ticket was purchased has not expired.

## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

- (3) For the purpose of this clause, where more than one parking ticket is displayed bearing the same date and time of issue, the period for each ticket referred to in subclause (2)(b) shall be aggregated and the tickets shall be deemed not to have expired until the expiry of the aggregate of those periods.

**6.5 Parking limits**

- (1) A person shall not stop or park a vehicle in a ticket machine zone during any permitted period for longer than the maximum period.
- (2) A reference in this clause to –
- (a) ***“maximum period”*** means the maximum period stated on the ticket issuing machines in the zone during which the continuous parking of a vehicle in the zone is permitted;
- (b) ***“permitted period”*** has the meaning given to it in clause 6.3(2)(a).

**6.6 Parking position in ticket machine zones**

A person shall not stop or park a vehicle in a ticket machine zone:

- (1) on any part of which there are parking stalls set out parallel to a kerb otherwise than –
- (a) parallel to that kerb;
- (b) as close to the kerb as practicable;
- (c) wholly within a parking stall;
- (d) headed in the direction of the movement of traffic on the part of the carriageway on which the parking stall is situated;
- (2) on any part of which there are parking stalls not set out parallel to a kerb otherwise than wholly within a parking stall.

**PART 7 - PARKING PERMITS****7.1 Definitions**

In this Part, unless the context otherwise requires –

***“dwelling unit”*** means premises lawfully used for self contained living quarters;

***“commercial parking permit”*** means a permit issued to a business by the local government pursuant to clause 7.3(3);

***“grouped dwelling”*** means a dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partially vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property;

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**"eligible person"** where used in relation to an application for a –

- (a) **"residential parking permit"** means an owner or occupier of a single house, grouped dwelling or multiple dwelling;

~~(b) **"visitor's parking permit"** means –~~

- ~~(i) **a single house owner or occupier;**~~  
~~(ii) **a strata company;**~~  
~~(iii) **a unit owner or occupier of a residential unit which is not a strata lot;**~~  
~~(iv) **a grouped dwelling owner or occupier; or**~~  
~~(v) **a multiple dwelling owner or occupier;**~~

- ~~(b)~~ **"commercial parking permit"** means the proprietor of a commercial business;

**"multiple dwelling"** means a dwelling in a group of more than one dwelling on a lot where 50 percent or greater of floor area of a dwelling is vertically above part of any other but:

- does not include a grouped dwelling; and
- includes any dwellings above the ground floor in a mixed use development;

**"residential parking permit"** means a permit issued to a resident by the local government pursuant to clause 7.3(1);

**"residential unit"** means a dwelling unit which is part of a building adjacent to a part of a thoroughfare on which thoroughfare the stopping or parking of vehicles is prohibited for more than a specified period and which building contains –

- (a) two or more dwelling units with or without any non residential units;
- (b) one dwelling unit with one or more non residential units;

**"single house"** means a dwelling unit constructed on its own lot and used for self contained living quarters and which is adjacent to a part of a road on which the Stopping or parking of vehicles is prohibited for more than a specified period;

**"single house occupier"** means an occupier of a single house;

**"strata company"** has the meaning given to it in the *Strata Titles Act 1985*;

**"temporary parking permit" means a permit issued to a business or individual by the local government pursuant to clause 7.4".**

**"unit occupier"** means a person who is an occupier of a residential unit but does not include a unit owner.

**"unit owner"** means a person who is an owner of a residential unit.

~~**"visitor's parking permit" means a permit issued by the local government pursuant to clause 7.3(2).**~~



**7.2 Exemption for permit holders**

- (1) (a) Where on any part of a thoroughfare the stopping or parking of vehicles is prohibited by a sign for more than a specified period or where any part of a thoroughfare is a metered space, the holder of a valid permit is exempted from such prohibition.
- (b) The local government may also issue a permit which exempts the holder from compliance with the requirements of clauses 7(2)(a) and 7(2)(b).
- (2) The exemption conferred by subclause (1) shall apply only –
  - (a) to that part of a thoroughfare specified in the permit;
  - (b) where the time restriction applicable to that part of the thoroughfare is for a period exceeding 30 minutes;
  - (c) where the permit displayed is a residential parking permit to the vehicle specified in the residential parking permit;
  - (d) if the permit is displayed in the vehicle or affixed to the windscreen of the vehicle so as to be clearly visible and able to be read by an authorised person from outside the vehicle;
  - (e) if the permit is valid.
- (3) The exemption conferred by subclause (1) shall not, unless specifically noted on the permit, apply during any period in which the stopping or parking of vehicles is prohibited in the thoroughfare or the part of the thoroughfare specified in the permit.

**7.3 Issue of permits**

- (1) The local government may upon a written application of an eligible person issue a residential parking permit ~~in the form in Item 1 of Schedule 6.~~
- ~~(2) The local government may upon a written application of an eligible person issue for the occasional use of visitors, a visitor's parking permit in the form in Item 2 of Schedule 6.~~
- ~~(23) The local government may upon a written application of an eligible person issue a commercial parking permit in the form of Item 3 of Schedule 6.~~
- (3) The local government may, upon written application of an eligible person, issue a temporary parking permit.
- (4) The local government's power to issue, replace and revoke permits under this Part may be exercised by an authorised officer.
- (5) Notwithstanding any other provision in this local law, the local government may approve the issue of a number of residential, ~~visitor's~~ or commercial parking permits (as applicable) to any eligible person on such terms and conditions as the local government sees fit.

**7.4 Discretionary authority**

~~Notwithstanding any other provisions in this local law which restrict the number of residential or visitors' parking permits that may be issued, t~~The local government may approve the issue of one additional residential parking permit ~~or one additional visitor's parking permit~~ to any occupier on such terms and conditions as the local government sees fit.

**7.5 Validity of permit**

Every residential, ~~visitor's~~ or commercial parking permit as the case may be, shall cease to be valid upon –

- (a) the expiry of a period of either 1 or 3 years (depending upon the permit issued) from and including the date on which it is issued or midnight of the expiry date shown on the permit;
- (b) the holder of the permit ceasing to be an eligible person;
- (c) the revocation of the permit by the local government pursuant to clause 7.6;
- (d) the replacement of any permit by a new permit issued by the local government pursuant to clause 7.3.

**7.6 Revocation of a permit**

- (1) The local government may at any time give an eligible person to whom a permit was issued pursuant to the provisions of this local law notice requiring that person to notify the local government of any reason why that permit should not be revoked.
- (2) The local government shall give notice referred to in subclause (1) by serving a notice on the eligible person to whom the permit was issued.
- (3) If within seven (7) days after the date of receipt of the notice referred to in subclause (2) the eligible person to whom the permit was issued –
  - (i) fails to give the local government notice in writing of any reason why the permit should not be revoked;
  - (ii) gives the local government notice in writing of any reasons why the permit should not be revoked;

then the local government may in its absolute discretion revoke that permit.

- (4) For the purpose of subclause (3) the date of receipt of the notice shall be the date the notice was served.
- (5) The local government shall give notice of the revocation by serving a notice on the eligible person to whom the permit was issued.

**7.7 Removal of permit from vehicle**

The holder of a residential, ~~visitor's~~ or commercial parking permit shall forthwith upon that permit being revoked or ceasing to be valid remove the permit from the vehicle in which it is displayed or to which it is affixed.

**7.8 Replacement of permit**

- (1) The local government may upon a written application of an eligible person and upon payment of the fee referred to in subclause (2), if any, issue a permit to replace a residential, ~~visitor's~~ or commercial parking permit which is lost, misplaced, destroyed or stolen.
- (2) The local government may determine and impose a fee for the issue of a replacement permit pursuant to this clause.

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- (3) Notwithstanding subclause (2), no fee shall be payable for the issue of a replacement permit if evidence is produced in writing to the satisfaction of the local government –
- (a) that the vehicle in which the permit is displayed has been disposed of;
  - (b) that the vehicle's windscreen in which the permit is displayed has been replaced; or
  - (c) which the local government considers warrants the waiving of the fee.

**7.9 Display of parking permits**

- (1) A person shall not stop or park a vehicle in an area set aside for persons or vehicles of a particular class during any permitted period unless a valid permit is displayed inside the vehicle.
- (2) The permit must be and is clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.
- (3) Resident parking permits must be affixed to the inside left hand side of the vehicle windscreen to which it was issued in order to be valid.

**PART 8 – MISCELLANEOUS****8.1 Authorised persons**

No offence under this local law is committed by an authorised person while carrying out his or her duties as an authorised person.

**8.2 Necessary Power**

An authorised person has all necessary powers for the purpose of performing or observing all of the functions conferred on him or her under the Act and this local law.

**8.3 Authorised person to be obeyed**

A person who is given a direction by an authorised person or a member of the WA Police Service under this local law or in relation to a contravention of this local law, shall comply with that direction.

**8.4 Persons may be directed to leave local government property**

An authorised person may direct a person to leave local government property or a local government building where the authorised person reasonably suspects that the person has contravened a provision of this local law.

**8.5 Marking of tyres**

- (1) For the purposes of ascertaining whether or not a parked vehicle has been or may be parked in contravention of any provision of this local law an authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance.
- (2) A person shall not remove or interfere with any such mark referred to in subclause (1) so that the purpose of affixing that mark is or may be defeated.

**8.6 Removal of notices on a vehicle**

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle or an authorised person, shall not remove from the vehicle any notice put on the vehicle by an authorised person.

#### **8.7 Special purpose and emergency vehicles**

Notwithstanding anything to the contrary in this local law, the driver of –

- (a) a special purpose vehicle may, only in the course of his or her duties and when it is expedient and safe to do so, stop or park the vehicle in any place, at any time; and
- (b) an emergency vehicle may, in the course of his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop or park the vehicle at any place, at any time.

#### **~~8.8 Vehicles not to obstruct a public place or thoroughfare~~**

- ~~(1) A person shall not leave a vehicle, or any part of a vehicle in a public place so that it obstructs the use of any part of that public place or thoroughfare without the permission of the local government or unless authorised under any written law.~~
- ~~(2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours, unless the vehicle is causing or may cause a danger to the public or is jeopardising or may jeopardise the safety of a person.~~

#### **8.8 Vehicles not to obstruct a public place or thoroughfare**

- (1) A person shall not park or leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.
- (2) A vehicle which is parked in any portion of a public place where vehicles may be lawfully parked, is deemed to cause an obstruction and may be impounded where—
  - (a) the vehicle is so parked during any period in which the parking of vehicles is prohibited or restricted by a sign; or
  - (b) the vehicle is abandoned, unregistered or disused.

#### **8.9 Damage to parking stations and facilities**

A person shall not, and shall not attempt to remove, damage, deface, misuse or interfere with any part of a parking station or parking facility.

#### **8.10 Local government may lock parking stations**

- (1) At the expiration of the hours of operation of a parking station, the local government, whether or not any vehicle remains parked in a parking station, may lock the parking station or otherwise prevent the movement of any vehicle within or to or from the parking station.
- (2) Nothing in this clause mitigates the limitations or condition imposed by any other clause or by any local law relating to the locking of a parking station.

### **PART 9 – PENALTIES**

**9.1 Offences and penalties**

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable on conviction to a penalty not less than \$250 and not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.
- (3) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (4) The amount appearing in the final column of Schedule 2 directly opposite a clause specified in that schedule is the modified penalty for an offence against that clause.

**9.2 Form of notices**

For the purposes of this local law the form of the –

- (a) notice referred to in section 9.13 of the Act is that of the form in Schedule 3;
- (b) infringement notice referred to in section 9.17 of the Act is that of the form in Schedule 4; and
- (b) notice referred to in section 9.20 of the Act is that of the form in Schedule 5.

**SCHEDULE 1****Local Government Act 1995  
City of Vincent Parking and Parking Facilities Local Law 2007****PARKING REGION**

The parking region is the whole of the district but excludes the following portions of the district:

1. the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
2. prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads;
3. any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road is carried out subject to the control and direction of the Commissioner of Main Roads or has been delegated by the Commissioner to the local government; and
4. the Mitchell Freeway and Graham Farmer Freeway, save that Subdivision 4 of Division 3 of Part 3 of the Act continues to apply to these portions and these portions are included in the parking region for that purpose.



## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

## SCHEDULE 2

**Local Government Act 1995**  
**City of Vincent Parking and Parking Facilities Local Law 2007**

**PRESCRIBED OFFENCES**

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
1	2.2(1), (2)	Failure to comply with signs	60
2	2.3(a)	Unauthorised display, marking, setting up, exhibiting of a sign	135
3	2.3(b)	Unauthorised removal, defacing or misuse of a sign	80
4	2.3(c)	Unauthorised affixing anything to a sign	70
5	3.2(1)(a)	Failure to park parallel to and as close to the kerb as practicable in a parking stall	70
6	3.2(1)(b)	Failure to park wholly within parking stall	70
7	3.2(1)(c)	Failure to park in the direction of the movement of traffic in a parking stall	70
8	3.2(4)	Failure to park wholly within parking area	60
9	3.3(1)(a)	Causing obstruction in parking station	135
10	3.3(1)(b)	Parking contrary to sign in parking station	60
11	3.3(1)(c)	Parking contrary to directions of authorised person in a parking station	160
12	3.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	60
13	4.1(1)(a)	Parking by vehicles of a different class	95
14	4.1(1)(b)	Parking by persons of a different class	95
15	4.1(1)(c)	Parking during prohibited period	95
16	4.1(3)(a)	Parking in no parking area	95
17	4.1(3)(b)	Parking contrary to signs or limitations	60
18	4.1(3)(c)	Parking vehicle in motor cycle only area	60
19	4.1(3)(d)	Parking within head of cul-de-sac	95
2019	4.1(4)	Park or sStopping motor cycle in stall not marked 'M/C'	60
2120	4.1(5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	95
22	4.1(6)	Park or stop in bicycle lane or path	135
2324	4.2(1)(a)	Failure to park on the left of two-way carriageway	70
2422	4.2(1)(b)	Failure to park on boundary of one-way carriageway	70
2523	4.2(1)(a) or 4.2(1)(b)	Parking against the flow of traffic	70
2624	4.2(1)(c)	Parking when distance from farther boundary less than 3 metres	110
2725	4.2(1)(d)	Parking closer than 1 metre from another vehicle	60
2826	4.2(1)(e)	Causing obstruction	135
2927	4.3(b)	Failure to park at approximate right angle	60
3028	4.4(2)	Failure to park at an appropriate angle	60
3129	4.5(2)(a)	Double parking	135
3230	4.5(2)(b)	Parking on or adjacent to a median strip	70
3334	4.5(2)(c)	Denying access to private drive or right of way	135
3432	4.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	135
3533	4.5(2)(e)	Parking within 10 metres of traffic island	70
3634	4.5(2)(f)	Parking on footpath/pedestrian crossing	160
3735	4.5(2)(g)	Parking closer than 3 metres to double longitudinal lines	135
3836	4.5(2)(h)	Parking on intersection	160



## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

<del>3937</del>	4.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	60
<del>4038</del>	4.5(2)(j)	Parking within 3 metres of public letter box	60
<del>4139</del>	4.5(2)(k)	Parking within 10 metres of intersection	70
<del>4240</del>	4.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	60
<del>4344</del>	4.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	60
<del>4442</del>	4.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	60
<del>4543</del>	4.6	Parking contrary to direction of authorised person in a thoroughfare	160
<del>4644</del>	4.7(1), (2) or (3)	Moving vehicle to avoid time limitation	95
<del>4745</del>	4.8(a)	Parking in thoroughfare for purpose of sale	135
<del>4846</del>	4.8(b)	Parking unlicensed vehicle in thoroughfare	110
<del>4947</del>	4.8(c)	Parking a trailer/caravan on a thoroughfare	110
<del>5048</del>	4.8(d)	Parking in thoroughfare for purpose of repairs	135
<del>5149</del>	4.9(2)	Parking on land that is not a parking facility without consent	135
<del>5250</del>	4.9(3)	Parking on land not in accordance with consent	135
<del>5351</del>	4.10	Driving or parking on a reserve	135
<del>5452</del>	4.11	Parking on a verge	70
<del>5553</del>	4.13(1)	Failure to display an <del>unexpired</del> <u>valid</u> parking ticket (Parking Station)	70
<del>5654</del>	4.13(2)(a)	Deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket	160
<del>5755</del>	4.13(2)(b)	Display a defaced, altered obliterated or otherwise interfered with parking ticket	160
<del>5856</del>	4.13(2)(c)	Produce a defaced, altered obliterated or otherwise interfered with parking ticket	160
<del>5957</del>	5.1(1)(a)	Stopping contrary to a <del>"no stopping"</del> <u>or "clearway"</u> sign	135
<del>6058</del>	5.1(1)(b)	Stopping during the times a sign specifies a "no stopping" <del>or "clearway"</del> restriction is in operation	270
<del>6159</del>	5.1(2)	Parking contrary to a no parking sign	95
<del>6260</del>	5.1(3)	Stopping within continuous yellow lines	135
<del>6361</del>	5.2	Stopping unlawfully in a loading zone	95
<del>6462</del>	5.3(1)	Stopping unlawfully in a taxi zone or bus zone	110
<del>65</del>	5.3(3)	<u>Leave taxi unattended in taxi zone/rank</u>	<u>110</u>
<del>6663</del>	5.4	Stopping unlawfully in a mail zone	80
<del>6764</del>	5.5	Stopping in a zone contrary to a sign	60
<del>6865</del>	5.6	Stopping in a shared zone	60
<del>6966</del>	5.7(1)	Double parking	135
<del>7067</del>	5.8	Stopping near an obstruction	135
<del>7168</del>	5.9	Stopping on a bridge or tunnel	110
<del>7269</del>	5.1	Stopping on crests/curves etc	110
<del>7370</del>	5.11	Stopping near fire hydrant	80
<del>7471</del>	5.12(1)	Stopping near bus stop	95
<del>7572</del>	5.13	Stopping on path, median strip or traffic island	135
<del>7673</del>	5.14(1)	Stopping on verge	70
<del>7774</del>	5.15	Obstructing path, a driveway etc	135
<del>7875</del>	5.16	Stopping near letter box	60
<del>7976</del>	5.17	Stopping heavy or long vehicles on carriageway	95
<del>8077</del>	5.18	Stopping in bicycle parking area	70
<del>8178</del>	5.19	Stopping in motorcycle parking area	70
<del>8279</del>	5.20	Stopping or parking in a stall set up as an eating area	95
<del>8380</del>	5.21	Stopping or parking contrary to requirements of a permit	70
<del>8481</del>	5.22	Stopping or parking a vehicle (other than a bicycle or motor cycle) in a parking stall approved for motor cycles	70

## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

<a href="#">8582</a>	6.2(1)	Damaging or interfering with ticket issuing machine	160
<a href="#">8683</a>	6.2(2)	Affixing a board, sign, placard or notice or marking any ticket issuing machine	70
<a href="#">8784</a>	6.2(3)	Inserting other than a coin in a ticket issuing machine	60
<a href="#">8885</a>	6.2(4)	Operating a ticket issuing machine contrary to instructions	60
<a href="#">8986</a>	6.3(2)	Failure to pay appropriate fee	70
<a href="#">9087</a>	6.4(1)(a)	Failure to display an unexpired parking ticket	70
<a href="#">9188</a>	6.4(1)(b)	Failure to display a valid parking ticket	70
<a href="#">9289</a>	6.5(1)	Stopping or parking for longer than the maximum period	70
<a href="#">9390</a>	6.6(1)(a)	Failure to stop or park parallel to the kerb in a ticket machine zone	70
<a href="#">9491</a>	6.6(1)(b)	Failure to stop or park as close to the kerb as practicable in a ticket machine zone	70
<a href="#">9592</a>	6.6(1)(c)	Failure to stop or park wholly within a parking stall in a ticket machine zone	70
<a href="#">9693</a>	6.6(1)(d)	Failure to stop or park in direction of movement of traffic in a ticket machine zone	60
<a href="#">9794</a>	7.9	Failure to display a valid permit	95
<a href="#">9895</a>	8.3	Failure to comply with a lawful direction of an authorised person	160
<a href="#">9996</a>	8.4	Failure to leave local government property when lawfully directed to do so by an authorised person	160
<a href="#">10097</a>	8.5(2)	Removing or interfering with a lawful mark on a tyre	160
<a href="#">10198</a>	8.6	Removing a notice on a vehicle	135
<a href="#">10299</a>	8.8(1)	Leaving a vehicle in a public place or thoroughfare so as to cause an obstruction	135
<a href="#">103400</a>	8.9	Attempting to or removing, damaging, defacing, misusing or interfering with any part of a parking station or parking facility	160
<a href="#">104101</a>		All other offences not specified	95

## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

## SCHEDULE 3

Local Government Act 1995  
City of Vincent Parking and Parking Facilities Local Law 2007

**NOTICE TO OWNER OF VEHICLE INVOLVED IN OFFENCE**

Date ..... / ..... / .....

To: (1) .....  
 of: (2) .....  
 It is alleged that on ..... / ..... / ..... at (3) .....  
 at (4) ..... your vehicle:  
 make: ..... ;  
 model: ..... ;  
 registration: ..... ;  
 was involved in the commission of the following offence - .....

contrary to clause ..... of the *City of Vincent Parking and Parking Facilities Local Law 2007*.

You are required under section 9.13 of the *Local Government Act 1995* to identify the person who was the driver or person in charge of the vehicle at the time when the offence is alleged to have been committed.

If you do not prove otherwise, you will be deemed to have committed the offence unless:

- (a) within 28 days after being served with this notice:
  - (i) you inform the Chief Executive Officer or another authorised officer of the local government as to the identity and address of the person who was the driver or person in charge of the vehicle at the time the offence is alleged to have been committed; or
  - (ii) you satisfy the Chief Executive Officer that the vehicle had been stolen, or was being unlawfully used, at the time the offence is alleged to have been committed;
- or
- (b) you were given an infringement notice for the alleged offence and the modified penalty specified in it is paid within 28 days after the notice was given or such further time as is allowed.

(5) .....

(6) .....

Insert:

- (1) Name of owner or 'the owner'
- (2) Address of owner (not required if owner not named)
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Signature of authorised person
- (6) Name and title of authorised person giving notice

## SCHEDULE 4

Local Government Act 1995  
City of Vincent Parking and Parking Facilities Local Law 2007

## INFRINGEMENT NOTICE

Serial No .....

Date ..... / ..... / .....

To: (1) .....  
of: (2) .....

It is alleged that on ..... / ..... / ..... at (3) .....  
at (4) .....  
in respect of vehicle:

make: .....

model: .....

registration: .....

you committed the following offence:

.....  
.....  
.....

contrary to clause ..... of the **City of Vincent Parking and Parking Facilities Local Law 2007**.

The modified penalty for the offence is \$ .....

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at (5) ..... within a period of 28 days after the giving of this notice.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable by you.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(6) .....

(7) .....

Insert:

- (1) Name of alleged offender or 'the owner'
- (2) Address of alleged offender
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Place where modified penalty may be paid
- (6) Signature of authorised person
- (7) Name and title of authorised person giving notice

## SCHEDULE 5

Local Government Act 1995  
City of Vincent Parking and Parking Facilities Local Law 2007

## WITHDRAWAL OF INFRINGEMENT NOTICE

Serial No .....

Date ..... / ..... / .....

To: (1) .....  
of: (2) .....

Infringement Notice No. .... dated ..... / ..... / .....

in respect of vehicle:

make: ..... ;

model: ..... ;

registration: ..... ,

for the alleged offence of .....  
.....  
.....  
.....  
has been withdrawn.

The modified penalty of \$ .....

- has been paid and a refund is enclosed.
- has not been paid and should not be paid.

*delete as appropriate.*

(3) .....

(4) .....

Insert:


- (1) Name of alleged offender to whom infringement notice was given or 'the owner'.
- (2) Address of alleged offender.
- (3) Signature of authorised person
- (4) Name and title of authorised person giving notice

## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW


**SCHEDULE 6**

**Local Government Act 1995**  
**City of Vincent Parking and Parking Facilities Local Law 2007**


**ITEM 1 - RESIDENTIAL PARKING PERMIT**

	<b>Local Government Act 1995</b> <b>City of Vincent</b> <b>Parking and Parking Facilities Local Law 2007</b> <b>RESIDENTIAL PARKING PERMIT</b>
<b>CITY OF VINCENT</b> <b>PERMIT No.</b> .....	
<b>Vehicle Make/Type:</b> ..... <b>Registration No:</b> .....	
<b>Exempted Road(s)/Metered Space:</b> .....	
<b>Expiry Date:</b> .....	
<b>For and on behalf of the City of Vincent</b>	

**ITEM 2 - VISITOR'S PARKING PERMIT**

	<b>Local Government Act 1995</b> <b>City of Vincent</b> <b>Parking and Parking Facilities Local Law 2007</b> <b>VISITOR'S PARKING PERMIT</b>
<b>CITY OF VINCENT</b> <b>PERMIT No.</b> .....	
<b>Exempted Road(s):</b> .....	
<b>Name of Person to Whom</b> <b>Exemption Issued:</b> .....	
<b>Expiry Date:</b> .....	
<b>For and on behalf of the City of Vincent</b>	

**ITEM 3 - COMMERCIAL PARKING PERMIT**

	<b>Local Government Act 1995</b> <b>City of Vincent</b> <b>Parking and Parking Facilities Local Law 2007</b> <b>COMMERCIAL PARKING PERMIT</b>
<b>CITY OF VINCENT</b> <b>PERMIT No.</b> .....	
<b>Exempted Road(s):</b> .....	
<b>Name of Business/Person to Whom</b> <b>Exemption Issued:</b> .....	
<b>Expiry Date:</b> .....	
<b>For and on behalf of the City of Vincent</b>	

## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

SCHEDULE ~~6~~<sup>7</sup>

Local Government Act 1995  
City of Vincent Parking and Parking Facilities Local Law 2007

## ITEM 3(a) NOTICE OF INTENT TO REVOKE A PERMIT



CITY OF VINCENT

Local Government Act 1995  
City of Vincent  
Parking and Parking Facilities Local Law 2007  
NOTICE OF INTENT TO REVOKE A PERMIT

Take notice that within seven days from the ..... day of .....  
the person to whom (Residential Parking Permit/ ~~Visitors Parking Permit~~/Commercial Parking  
Permit)\* No ..... was issued is required to give the local government notice in writing of  
any reason why that permit should not be revoked. If no written notice is received by the  
local government within that time, the local government may revoke that permit.

.....  
for and on behalf of the CITY OF VINCENT

.....  
Date of Service

\* Delete whichever is inapplicable



## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

**Local Government Act 1995**  
**City of Vincent Parking and Parking Facilities Local Law 2007**

**ITEM 3(b) NOTICE OF REVOCATION OF A PERMIT****CITY OF VINCENT**

**Local Government Act 1995**  
**City of Vincent**  
**Parking and Parking Facilities Local Law 2007**  
**NOTICE OF REVOCATION OF A PERMIT**

Take notice that from and including the ..... day of  
..... (Residential Parking Permit/Visitor's Parking  
Permit/Commercial Parking Permit)\* No ..... is revoked and invalid.

.....  
for and on behalf of the CITY OF VINCENT

\* Delete whichever is inapplicable

-----  
Dated this 25th day of September 2007.

The Common Seal of the City of Vincent was affixed by authority of a resolution of the Council in the presence of —

**NICK CATANIA, JP, Mayor**

**JOHN GIORGI, JP, Chief Executive Officer**

## CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

## SCHEDULE OF AMENDMENTS

Date of Council Resolution	Date of Gazettal	Details of Amendment
08.07.08	05.08.08	<i>Schedule 6</i> amended to correct anomalies
10.02.09	27.02.09	<i>Clause 5.1</i> amended to be specific to Clearway parking restrictions, so that the City can differentiate between "No Stopping At All Times" and "No Stopping – Restricted Periods" and amend <i>Schedule 2</i> accordingly.
05.07.11	12.07.11 & 19.07.11	Various amendments – see amendment sheet July 2011
<u>TBC</u>	<u>TBC</u>	<u>Added new prescribed offences 4.1(3)(d), 4.1(6) and 5.3(3).</u> <u>Changed references to "valid" from "unexpired" parking tickets and updated clause 7.9 to clarify the display of parking permits.</u> <u>Deleted schedule 6.</u>

Table 1 – Summary of Submissions

	Issue	Doc. Ref	Administration Response
1.1	<p>If the proposed changes are intended to completely remove the ability to issue 'visitor permits' it is short sighted. I say 'if' because it is not clear if the new wording will still allow 'visitor permits' within the provisions of 'temporary permits'. The following applies if 'visitor permits' are intended to be removed.</p> <p>Just because the local law contains provisions for visitor permits does not compel the city to provide that class of permit. Retaining the provisions within the local law provides the flexibility to (re) introduce that class of permit if the city moves to a more efficient, technology driven management regime.</p> <p>By retaining the provisions for visitor permits in the local law the city will be able to introduce new visitor permits without having to go through the long, drawn out process of changing the local law.</p>	D17/152426	<p>As discussed in the Council Report, removing the provisions relating to visitor permits is consistent with <b>Council's Parking Permits Policy that was reviewed and amended in September 2016</b>. Alignment of the local law to the policy provides clarity and consistency.</p> <p>The maximum number of Residential Parking Permits that will be issued was specifically adjusted during the Policy Review on the basis that all permits are transferable between residents and visitors. As the City moves towards improved technology (i.e. e-permits) it is expected that the premise of a single residential parking permit type that is transferable between residents and visitors will remain.</p> <p><del>There is no intention of re-introducing visitor permits, however should such an initiative be contemplated a further amendment of the local law could be made at that time if required.</del></p>
1.2	<p>There should be a new penalty introduced for 'selling' a parking permit. For example, a resident, either owner occupier or tenant, may sell a permit just before moving out. They then move out and would not be penalised by having the permit cancelled.</p> <p>There already are apps that match people with spare parking capacity with people who want a convenient parking space. With the current 'open slather' parking permit system the selling of parking bays will only get worse with residents selling permits, not just on-site bays. We may also see people with on-site parking selling their parking spot and choosing to park their own vehicles on the road.</p> <p>By including an offense for 'selling' a parking bay it sends a signal to the community, and also provides a mechanism to prosecute people for doing the wrong thing.</p> <p>The wording of the offense needs to be flexible so that it isn't just restricted to the transfer of money – it may involve the transfer of goods or services.</p>	D17/152426	<p>Administration has commenced the implementation of Residential Parking Permits with QR codes which in combination with updated parking infringement devices enables Rangers to validate permits. This technology enables permits to be cancelled upon expiration or where the City suspects that Terms and Conditions of Use, such as on-selling a permit, have been contravened.</p> <p><del>Administration considers that the cancellation of any parking permit that has been transferred without authorisation is sufficient deterrent and that any potential 'buyer' should be aware that the City reserves the right to cancel a parking permit.</del></p> <p><del>The implementation of QR Codes on parking permits has made the practice of validating parking permits much simpler for the City's Rangers.</del></p>
1.3	<p>The removal of the 24 hour parking clause needs reconsideration. While the provision has rarely been used, it did provide a mechanism for the rangers to manage cars that effectively had been 'dumped'. It may have been better to just increase the time limit to 72 hours or seven days, and therefore still give the rangers some control. The rangers should be consulted to see what mechanism they need to manage properly.</p>	D17/152426	<p>Upon the existing clause 8.8(2) and proposed clause 8.8(2)(a) relating to the obstruction of a public place or thoroughfare being removed Administration has analysed the Local Law and identified that other clauses, sub-clauses and associated penalties will enable Rangers to effectively deal with abandoned vehicles. <del>The specified 24 hour time period was irrelevant to whether or not a vehicle is causing an obstruction. Clause 8.8(2) has been re-written to further clarify in what circumstances an obstruction is deemed to have been caused.</del></p> <p>It should be noted that the Local Law review was undertaken by the City's Manager Community Safety, A/Coordinator Ranger Services and Senior Ranger.</p>
1.4	<p>Is 4.5 (2) (e) correct? Aren't there places where traffic islands are constructed but which are within 10 metres of a parking bay?</p> <p><i>4.5(2) "... a person shall not park a vehicle so that any portion of the vehicle is – e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;"</i></p>	D17/152426	<p>Yes, this is correct. It should be noted that clause 4.5(2) states "unless a sign marks otherwise". Therefore no offence is committed when parking with a designated parking bay.</p>
1.5	<p>Is 4.5 (3) correct?</p> <p><i>4.5(3) "A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of – (a) a sign inscribed with the words "Bus Stop" or "Hail Bus Here" (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or (b) a children's crossing or pedestrian crossing"</i></p>	D17/152426	<p>Yes.</p>

A total of one submission was received in response to the City's public notice advertising the Parking and Parking Facilities Amendment Local Law 2017.



**CITY OF VINCENT**

# **MINUTES**

**Audit Committee**

**21 November 2017**

## AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

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## AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

MINUTES OF CITY OF VINCENT  
AUDIT COMMITTEE  
HELD AT THE COMMITTEE ROOM, ADMINISTRATION AND CIVIC CENTRE  
244 VINCENT STREET, LEEDERVILLE  
ON TUESDAY, 21 NOVEMBER 2017 AT 1PM

**PRESENT:** Mr Conley Manifis  
Ms Elizabeth Hunt  
Mayor Emma Cole  
Cr Susan Gontaszewski (until 2.46pm)  
Cr Dan Loden  
Cr Joshua Topelberg

<b>IN ATTENDANCE:</b> John Paton Vanisha Govender Tim Evans David Tomasi	Director Corporate Services Manager Finance Manager Governance and Risk Moore Stephens (WA) Pty Ltd
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## 1 INTRODUCTION AND WELCOME

Director Corporate Services, John Paton declared the meeting open at 1:03p.m 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".

John Paton extended his congratulations to the two returning external independent members and thanked them for their re-nomination to the City's Audit Committee.

## 2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Len Kosova

## 3 DECLARATIONS OF INTEREST

Nil.

## 4 CONFIRMATION OF MINUTES

### COMMITTEE DECISION

Moved: Mr Manifis, Seconded: Cr Topelberg

That the minutes of the Audit Committee held on 26 September 2017 be confirmed.

CARRIED UNANIMOUSLY (6-0)

(Cr Harley was not in attendance and did not vote)

## AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

**5 BUSINESS ARISING****5.1 APPOINTMENT OF AUDIT COMMITTEE CHAIRPERSON AND DEPUTY CHAIRPERSON**

TRIM Ref: D17/160179

Author: Tim Evans, Manager Governance and Risk

Authoriser: John Paton, Director Corporate Services

Attachments: Nil

**RECOMMENDATION:**

That ..... BE ELECTED as Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in November 2018.

That ..... BE ELECTED as Deputy Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in November 2018.

Director Corporate Services, John Paton called for nominations for the role of Chairperson of the Audit Committee and in response only one nomination was forthcoming from Elizabeth Hunt, nominating Cr Dan Loden for that role. Cr Dan Loden confirmed his acceptance of the nomination. There being only one nomination, the Director Corporate Services declared Cr Dan Loden elected unopposed to the role of Chairperson of the Audit Committee.

Director Corporate Services, John Paton called for nominations for the role of Deputy Chairperson of the Audit Committee and in response only one nomination was forthcoming from Cr Joshua Topelberg, nominating Elizabeth Hunt for that role. Elizabeth Hunt confirmed her acceptance of the nomination. There being only one nomination, the Director Corporate Services declared Elizabeth Hunt elected unopposed to the role of Deputy Chairperson of the Audit Committee.

**COMMITTEE DECISION ITEM 5.1**

**Moved:** Mayor Cole, **Seconded:** Cr Loden

That Cr Loden BE ELECTED as Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in November 2018.

That Elizabeth Hunt BE ELECTED as Deputy Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in November 2018.

**CARRIED UNANIMOUSLY (6-0)**

**For:** Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

**Against:** Nil

(Cr Harley was not in attendance and did not vote.)



## AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

## 5.2 AUDIT COMMITTEE MEETING DATES AND TIMES FOR 2018

TRIM Ref: D17/155967

Author: Emma Simmons, Governance and Council Support Officer

Authoriser: John Paton, Director Corporate Services

Attachments: Nil

## RECOMMENDATION:

That the Audit Committee ADOPTS the meeting schedule for 2018 as follows:

Date	Time
Tuesday 20 March 2018	1.00pm
Tuesday 15 May 2018	1.00pm
Tuesday 17 July 2018	1.00pm
Tuesday 18 September 2018	1.00pm
Tuesday 20 November 2018	1.00pm

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the recommendation be adopted.

PROPOSED AMENDMENTMoved: Cr Gontaszewski, Seconded: Cr Topelberg

That a new Recommendation 2 be added as follows:

"2. REQUESTS that teleconference facilities be made available for any Audit Committee members unable to attend the meeting in person."

AMENDMENT CARRIED UNANIMOUSLY (6-0)For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr TopelbergAgainst: Nil

(Cr Harley was not in attendance and did not vote.)

COMMITTEE DECISION ITEM 5.2Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the Audit Committee:

1. ADOPTS the meeting schedule for 2018 as follows:

Date	Time
Tuesday 20 March 2018	1.00pm
Tuesday 15 May 2018	1.00pm
Tuesday 17 July 2018	1.00pm
Tuesday 18 September 2018	1.00pm
Tuesday 20 November 2018	1.00pm

;and

AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

2. REQUESTS that teleconference facilities be made available for any Audit Committee members unable to attend the meeting in person."

CARRIED UNANIMOUSLY (6-0)

**For:** Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

**Against:** Nil

(Cr Harley was not in attendance and did not vote.)

## AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

## 5.3 ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

TRIM Ref: D17/156297

Author: Kara Davies, Executive Secretary Corporate Services

Authoriser: John Paton, Director Corporate Services

Attachments: 1. Independent Auditor's Report year ended 30 June 2017   
2. Management Report year ended 30 June 2017   
3. Annual Financial Report year ended 30 June 2017 

## RECOMMENDATION:

That the Audit Committee:

1. RECEIVES the Independent Auditor's Report and Management Report prepared by the City's Auditor, David Tomasi of Moore Stephens Chartered Accountants on the Audit for the year ending 30 June 2017 as detailed in Attachment 1 and 2;
2. RECEIVES the Annual Financial Report for the year ended 30 June 2017 as shown in Attachment 3; and
3. RECOMMENDS to Council the adoption of the Annual Financial Report for the year ended 30 June 2017.

Moved: Cr Gontaszewski, Seconded: Cr Topelberg

That the recommendation be adopted.

PROPOSED AMENDMENT 1Moved: Cr Topelberg, Seconded: Mayor Cole

That a new Recommendation 4 be added as follows:

- "4. NOTES that in line with the current provisions of the *Local Government Act 1995*, the Audit Committee will continue to receive the audit report, management report and signed financial statements prior to reporting to Council in order to liaise with the external auditor and provide comment and recommendations to Council."

AMENDMENT 1 CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

Against: Nil

(Cr Harley was not in attendance and did not vote.)

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AUDIT COMMITTEE MINUTES21 NOVEMBER 2017

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PROPOSED AMENDMENT 2

Moved: Cr Topelberg, Seconded: Mayor Cole

That a new Recommendation 5 be added as follows:

- "5. RECOMMENDS that Council writes to the Department of Local Government, Sport and Cultural Industries and the Office of the Auditor General to highlight perceived anomalies and proposed amendments to the reporting ratios"

AMENDMENT 2 CARRIED UNANIMOUSLY (6-0)

**For:** Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

**Against:** Nil

(Cr Harley was not in attendance and did not vote.)

PROPOSED AMENDMENT 3

Moved: Cr Gontaszewski, Seconded: Ms Hunt

That new Recommendations 6 and 7 be added as follows:

- "6. NOTES that the data required for the City to accurately prepare the calculation of the asset renewal funding ratio is not currently available; and
7. RECOMMENDS that Council require Administration to update the City's asset management and long term financial plans as a matter of priority to provide the appropriate data."

AMENDMENT 3 CARRIED UNANIMOUSLY (6-0)

**For:** Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

**Against:** Nil

(Cr Harley was not in attendance and did not vote.)

COMMITTEE DECISION ITEM 5.3

Moved: Cr Gontaszewski, Seconded: Cr Topelberg

That the Audit Committee:

1. RECEIVES the Independent Auditor's Report and Management Report prepared by the City's Auditor, David Tomasi of Moore Stephens Chartered Accountants on the Audit for the year ending 30 June 2017 as detailed in Attachment 1 and 2;
2. RECEIVES the Annual Financial Report for the year ended 30 June 2017 as shown in Attachment 3;
3. RECOMMENDS to Council the adoption of the Annual Financial Report for the year ended 30 June 2017;
4. NOTES that in line with the current provisions of the *Local Government Act 1995*, the Audit Committee will continue to receive the audit report, management report and signed financial statements prior to reporting to Council in order to liaise with the external auditor and provide comment and recommendations to Council;

## AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

5. RECOMMENDS that Council writes to the Department of Local Government, Sport and Cultural Industries and the Office of the Auditor General to highlight perceived anomalies and proposed amendments to the reporting ratios;
6. NOTES that the data required for the City to accurately prepare the calculation of the asset renewal funding ratio is not currently available; and
7. RECOMMENDS that Council require Administration to update the City's asset management and long term financial plans as a matter of priority to provide the appropriate data.

CARRIED UNANIMOUSLY (6-0)

**For:** Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

**Against:** Nil

(Cr Harley was not in attendance and did not vote.)

## MOORE STEPHENS

### INDEPENDENT AUDITOR'S REPORT TO THE ELECTORS OF THE CITY OF VINCENT

Level 15, Exchange Tower,  
2 The Esplanade, Perth, WA 6000

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#### *Opinion on the Audit of the Financial Report*

We have audited the accompanying financial report of the City of Vincent (the City), which comprises the statement of financial position as at 30 June 2017, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

In our opinion, the financial report of the City of Vincent is in accordance with the *Local Government Act 1995* (as amended) and the *Local Government (Financial Management) Regulations 1996* (as amended), including:

- a) giving a true and fair view of the City's financial position as at 30 June 2017 and of its financial performance and its cash flows for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australian Accounting Interpretations).

#### *Basis for Opinion*

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the City in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the "Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Report on Other Legal and Regulatory Requirements*

During the course of the audit we became aware of the following instance where the City did not comply with the Local Government (Financial Management) Regulations 1996 (as amended):

##### **Annual Budget**

The annual budget for the year ended 30 June 2017 was not submitted to the Department of Local Government within 30 days of its adoption as required by Local Government (Financial Management) Regulation 33.

##### **Monthly Statement of Financial Activity**

The monthly statement of financial activity for November 2016 was not presented to council within 2 months after the end of the month to which the statement relates, as required by Local Government (Financial Management) Regulation 34(4)(a).

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the City.
- b) Except as noted above, no matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- c) In relation to the Supplementary Ratio Information presented at page 79 of this report, we have reviewed the calculation for the Asset Consumption Ratio as presented and nothing has come to our attention to suggest it is not supported by:
  - i) verifiable information; and
  - ii) reasonable assumptions.

The Asset Renewal Funding Ratio was not calculated and hence no review was carried out.

- d) All necessary information and explanations were obtained by us.
- e) All audit procedures were satisfactorily completed in conducting our audit.

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**MOORE STEPHENS**

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**INDEPENDENT AUDITOR'S REPORT  
TO THE ELECTORS OF THE CITY OF VINCENT (CONTINUED)***Other Information*

Management is responsible for the other information. The other information comprises the information included in the City's annual report for the year ended 30 June 2017 but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

*Responsibilities of Management and Council for the Financial Report*

Management is responsible for the preparation of this financial report that gives a true and fair view in accordance with Australian Accounting Standards, the *Local Government Act 1995* (as amended) and the *Local Government (Financial Management) Regulations 1996* (as amended) and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

The Council is responsible for overseeing the City's financial reporting process.

*Auditor's Responsibilities for the Audit of the Financial Report*

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: [http://www.auasb.gov.au/auditors\\_files/ar3.pdf](http://www.auasb.gov.au/auditors_files/ar3.pdf). This description forms part of our auditor's report.

MOORE STEPHENS  
CHARTERED ACCOUNTANTS



DAVID TOMASI  
PARTNER

Date: 15 November 2017  
Perth, WA



## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

15 November 2017

The Mayor  
City of Vincent  
244 Vincent Street  
LEEDERVILLE WA 6007

Dear Mayor Cole

## MOORE STEPHENS

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## MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2017

We advise that we have completed our audit procedures for the year ended 30 June 2017 and enclose our Audit Report.

We are required under the Local Government Audit Regulations to report certain compliance matters in our audit report. Other matters which arise during the course of our audit that we wish to bring to Council's attention are raised in this management report.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the City's organisation, gained during our work to make comments and suggestions which, we hope, will be useful to you.

## COMMENT ON RATIOS

Since the arrival of the new statutory ratios in 2013 (which included the requirement to calculate for 2012), we have endeavoured to provide Councils and Audit Committees with a comparison of these ratios. As the year ended 30 June 2017 is the first year we have been the City's appointed auditor, you may not be familiar with this approach.

Nonetheless, ratios provide useful information when compared to industry and internal benchmarks and assist in identifying trends. Whilst not conclusive in themselves, understanding ratios, their trends and how they interact is beneficial for the allocation of scarce resources and planning for the future. Information relating to the statutory ratios disclosed in the financial report is summarised in the table below and commentary provided on the following pages.

	Target Ratio <sup>1</sup>	Actual 2017	The City's Adjusted Ratios					The City's 5 Year Trend <sup>2</sup>	5 Year Average <sup>3</sup>	
			2017	2016	2015	2014	2013		Regional	State
Current Ratio	≥ 1	1.38	1.32*	1.37*	0.98*	0.51	0.47	↑	1.46	2.22
Asset Sustainability Ratio	≥ 1.1	0.98	0.90	0.55	0.47	0.50	1.43	↓	1.05	1.18
Debt Service Cover Ratio	≥ 5	6.10	5.78*	7.86*	5.56*	4.20	3.72	↑	22.76	12.41
Operating Surplus Ratio	≥ 0.15	0.02	0.01*	0.07*	0.08*	(0.07)	(0.03)	↓	0.06	(0.11)
Own Source Revenue Coverage Ratio	≥ 0.9	0.99	0.99	1.04	1.03	0.88	0.95	↑	0.94	0.67
Asset Consumption Ratio	≥ 0.75	0.75	0.75	0.76	0.78	0.54	0.60	↑	0.70	0.73
Asset Renewal Funding Ratio	≥ 1.05	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.00	0.94

<sup>1</sup> Target ratios per Department of Local Government, Sport and Cultural Industries (DLGSCI) Guidelines.

<sup>2</sup> The 5-year trend compares the adjusted 2017 ratio to the average of the adjusted ratios for the last 5 years.

<sup>3</sup> The average in relation to the Regional and State comparisons is a 5 year average of 2012, 2013, 2014, 2015 and 2016.

\* Adjusted for "one-off" timing/ non-cash items.

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Item 5.3- Attachment 2

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**MOORE STEPHENS**

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**COMMENT ON RATIOS (CONTINUED)****Adjustments relating to 2017**

Three of the ratios in the accompanying table were distorted by an item of significant revenue relating to the early payment of half the allocation of 2017/18 Financial Assistance Grants (FAGs) totaling \$583,015. The early payment of the grant increased operating revenue in 2017.

This item is considered "one-off" in nature and was adjusted when calculating the ratios in the above table (as shown by "\*\*") as were relevant comparative year ratios (which had been affected by similar "one-off" items).

**Regional and State 5 Year Averages**

Regional and State 5 year averages have not been adjusted for "one-off" items even though these items may have been applicable in prior years as they are based on the statutory ratios which have been reported in published financial reports. However, they still provide a useful reference point as they are indicative of a trend.

**Commentary on specific ratios**

- **Asset Sustainability Ratio**

This ratio expresses capital expenditure on renewal and replacement of existing assets as a percentage of depreciation costs. It is used to identify any potential decline or improvement in asset conditions. A percentage of less than 100% on an ongoing basis indicates assets may be deteriorating at a greater rate than spending on renewal or replacement.

This ratio is below the target level and both Regional and State 5 year averages and is trending downwards against the average over the last 5 years.

Interpretation of this ratio should be considered together with the Asset Consumption Ratio (ACR) (above target at 0.75) and the Asset Renewal Funding Ratio (above target at 0.94). Given the relative strength of the other ratios, this may be a short term trend but should still be given consideration during asset management planning.

- **Asset Renewal Funding Ratio**

Based on discussions with management, it was not possible to calculate this ratio as the City does not currently have the reliable data required for the calculation.

To enable proper calculation of this ratio and to help identify gaps between planned and required capital expenditure, Council needs to ensure the City's Asset Management and Long Term Financial Plans are updated with reliable and accurate data.

**Summary**

We would like to take this opportunity to stress one off assessments of ratios at a particular point in time can only provide a snapshot of the financial position and operating situation of the City. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.

We will continue to monitor the financial position and ratios in future financial years and suggest it is prudent for Council and management to do so also as they strive to manage the scarce resources of the City.

If the City requires, we have a report available which is able to compare your ratios against other Local Governments across the State and by Region. The report is also able to incorporate a selection of your peer Local Governments, whether they be of near neighbours or similar type in nature. This may be of particular relevance in your case as you are included in the Metropolitan region when comparison to other, more similar local governments, may be more relevant.

If you are interested in such an expanded report, please contact us.

We noted no other matters we wish to bring to your attention.

**MOORE STEPHENS****UNCORRECTED MISSTATEMENTS**

We advise there were uncorrected misstatements noted during the course of our audit and these were provided to management under separate cover. They were not considered material in either amount, detail or substance.

We take this opportunity to thank all staff for the assistance provided during the audit.

Should you wish to discuss any matter relating to the audit or any other matter, please do not hesitate to contact us.

Yours faithfully



David Tomasi  
Partner  
Moore Stephens

Encl.



**CITY OF VINCENT**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED  
30 JUNE 2017**

FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

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CITY OF VINCENT  
STATEMENT BY CHIEF EXECUTIVE OFFICER  
FINANCIAL YEAR ENDED 30TH JUNE 2017

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Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

The attached financial report of the City of Vincent being the annual financial report and supporting notes and other information for the financial year ended 30 June 2017 are in my opinion, properly drawn up to present fairly the financial position of the City of Vincent as at 30 June 2017 and the results of the operations of the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the 15<sup>th</sup> day of November 2017



Len Kosova  
Chief Executive Officer

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
<b>Revenue</b>				
Rates	3(a)	31,234,580	31,208,530	29,601,379
Operating Grants, Subsidies and Contributions	4	1,990,993	1,431,535	966,658
Fees and Charges	5	18,382,601	19,157,720	19,285,579
Interest Earnings	6	959,203	936,200	1,106,722
Other Revenue		1,324,228	1,460,360	1,503,562
		<u>53,891,605</u>	<u>54,194,345</u>	<u>52,463,900</u>
<b>Expenditure</b>				
Employee Costs		(24,409,112)	(24,900,420)	(24,116,626)
Materials and Contracts		(15,829,592)	(16,735,570)	(14,999,747)
Utility Charges		(1,808,666)	(1,947,070)	(1,927,414)
Depreciation on Non-Current Assets	7(b)	(9,094,953)	(9,833,560)	(9,530,829)
Interest Expenses	8(a)	(1,045,540)	(1,048,240)	(1,093,320)
Insurance Expenses		(874,147)	(908,370)	(923,484)
		<u>(53,062,010)</u>	<u>(55,373,230)</u>	<u>(52,591,420)</u>
		829,595	(1,178,885)	(127,520)
Non-Operating Grants, Subsidies and Contributions	4	2,594,651	2,728,547	1,384,622
		<u>2,594,651</u>	<u>2,728,547</u>	<u>1,384,622</u>
Profit on Asset Disposals	9	176,760	108,050	1,852,654
(Loss) on Asset Disposals	9	(48,016)	(4,030)	(357)
		<u>128,744</u>	<u>104,020</u>	<u>1,852,297</u>
Net share of interest in Joint Ventures	10(b)	23,213	-	339,739
Change in Equity - WALGA LG House Trust	17	(683)	-	(4,142)
		<u>22,530</u>	<u>-</u>	<u>335,597</u>
Profit on Assets Held for Sale (TPRC Joint Venture)	34(b)	245,788	916,666	1,299,433
		<u>245,788</u>	<u>916,666</u>	<u>1,299,433</u>
<b>Net Result</b>		<b>3,821,308</b>	<b>2,570,348</b>	<b>4,744,429</b>
<b>Other Comprehensive Income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on Revaluation of Non-Current Assets	11	84,356,588	-	1,178,328
<b>Total Other Comprehensive Income</b>		<b>84,356,588</b>	<b>-</b>	<b>1,178,328</b>
<b>Total Comprehensive Income</b>		<b><u>88,177,896</u></b>	<b><u>2,570,348</u></b>	<b><u>5,922,757</u></b>

This statement is to be read in conjunction with the accompanying notes.



## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
STATEMENT OF COMPREHENSIVE INCOME  
BY PROGRAM  
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
<b>Revenue</b>				
Governance		83,551	69,210	72,042
General purpose funding		34,321,084	33,668,980	31,656,685
Law, order, public safety		156,220	176,700	202,325
Health		358,175	366,160	484,181
Education and welfare		263,369	332,840	357,801
Community amenities		1,015,416	1,194,610	1,255,579
Recreation and culture		9,610,928	10,163,645	10,484,977
Transport		7,568,368	7,782,670	7,416,159
Economic services		240,742	264,940	313,708
Other property and services		273,752	174,590	220,443
		<u>53,891,605</u>	<u>54,194,345</u>	<u>52,463,900</u>
<b>Expenditure (excluding Finance Costs)</b>				
Governance		(3,218,529)	(3,468,705)	(2,996,102)
General purpose funding		(656,733)	(625,305)	(562,291)
Law, order, public safety		(1,257,510)	(1,304,455)	(1,313,045)
Health		(1,153,655)	(1,243,865)	(1,031,406)
Education and welfare		(1,137,051)	(1,261,190)	(1,094,493)
Community amenities		(10,144,593)	(10,857,595)	(9,199,250)
Recreation and culture		(20,340,579)	(21,081,430)	(21,156,531)
Transport		(11,613,576)	(11,786,075)	(11,496,118)
Economic services		(681,758)	(752,660)	(725,390)
Other property and services		(1,812,486)	(1,943,710)	(1,923,474)
		<u>(52,016,470)</u>	<u>(54,324,990)</u>	<u>(51,498,100)</u>
<b>Finance Costs</b>	8(a)			
Recreation and culture		(1,045,540)	(1,048,240)	(1,093,320)
		<u>(1,045,540)</u>	<u>(1,048,240)</u>	<u>(1,093,320)</u>
		829,595	(1,178,885)	(127,520)
<b>Non-Operating Grants, Subsidies and Contributions</b>	4			
Law, order, public safety		113,384	251,470	6,668
Education and welfare		-	-	17,684
Recreation and culture		90,000	90,000	62,083
Transport		2,368,767	2,364,577	1,298,187
Other property and services		22,500	22,500	-
		<u>2,594,651</u>	<u>2,728,547</u>	<u>1,384,622</u>
<b>Profit/(Loss) on Disposal of Assets</b>	9			
Governance		13,684	420	-
Law, order, public safety		8,285	1,360	4,802
Health		4,749	7,100	2,840
Community amenities		10,181	3,000	-
Recreation and culture		35,379	29,430	345
Transport		(14,292)	-	1,828,743
Economic services		9,898	1,160	-
Other property and services		60,860	61,550	15,567
		<u>128,744</u>	<u>104,020</u>	<u>1,852,297</u>
<b>Net Share of Interests in Joint Ventures</b>	10(b)			
Other property and services		23,213	-	339,739
		<u>23,213</u>	<u>-</u>	<u>339,739</u>

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
STATEMENT OF COMPREHENSIVE INCOME  
BY PROGRAM  
FOR THE YEAR ENDED 30TH JUNE 2017

	NOTE	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
<b>Change in Equity - WALGA LG House Trust</b>	17			
Other Governance		(683)	-	(4,142)
		<u>(683)</u>	<u>-</u>	<u>(4,142)</u>
<b>Profit on Assets Held for Sale (TPRC Joint Venture)</b>	34(b)			
Other property and services		245,788	916,666	1,299,433
		<u>245,788</u>	<u>916,666</u>	<u>1,299,433</u>
<b>(Loss) on Revaluation</b>				
<b>Net Result</b>		<b>3,821,308</b>	<b>2,570,348</b>	<b>4,744,429</b>
<b>Other Comprehensive Income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on Revaluation of Non-Current Assets	11	84,356,588	-	1,178,328
<b>Total Other Comprehensive Income</b>		<b>84,356,588</b>	<b>-</b>	<b>1,178,328</b>
<b>Total Comprehensive Income</b>		<b>88,177,896</b>	<b>2,570,348</b>	<b>5,922,757</b>

This statement is to be read in conjunction with the accompanying notes.

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2017

	Note	Actual 2017 \$	Actual 2016 \$	Restated Actual 1 July 2015 \$
<b>CURRENT ASSETS</b>				
Cash and Cash Equivalents	12	17,424,002	16,499,516	14,453,256
Other Assets	13	365,578	134,554	28,550
Trade and Other Receivables	14	4,601,268	3,736,794	3,738,543
Inventories	15	181,244	170,061	198,843
<b>TOTAL CURRENT ASSETS</b>		<u>22,572,092</u>	<u>20,540,925</u>	<u>18,419,192</u>
<b>NON-CURRENT ASSETS</b>				
Trade and Other Receivables	14	119,936	165,336	163,300
Land Held for Development	16	105,823	108,145	111,013
Financial Assets	17	41,952	42,635	46,777
Interests in Joint Ventures	10(a)	8,928,947	9,520,230	9,160,344
Property, Plant and Equipment	18	299,304,697	214,938,377	217,729,541
Infrastructure Assets	19	129,230,712	129,076,686	127,431,640
<b>TOTAL NON-CURRENT ASSETS</b>		<u>437,732,067</u>	<u>353,851,409</u>	<u>354,642,615</u>
<b>TOTAL ASSETS</b>		<u>460,304,159</u>	<u>374,392,334</u>	<u>373,061,807</u>
<b>CURRENT LIABILITIES</b>				
Trade and Other Payables	20	5,102,188	6,812,943	5,854,290
Provisions	21	3,486,758	3,255,342	3,009,574
Current portion of long term Borrowings	22	881,398	818,840	760,288
<b>TOTAL CURRENT LIABILITIES</b>		<u>9,470,344</u>	<u>10,887,125</u>	<u>9,624,152</u>
<b>NON-CURRENT LIABILITIES</b>				
Provisions	21	334,102	301,994	291,713
Long term Borrowings	22	14,896,584	15,777,982	16,596,822
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>15,230,686</u>	<u>16,079,976</u>	<u>16,888,535</u>
<b>TOTAL LIABILITIES</b>		<u>24,701,030</u>	<u>26,967,101</u>	<u>26,512,687</u>
<b>NET ASSETS</b>		<u>435,603,129</u>	<u>347,425,233</u>	<u>346,549,120</u>
<b>EQUITY</b>				
Retained Surplus		131,827,864	130,693,260	132,036,087
Reserves - Cash Backed	23	8,908,119	6,221,415	7,671,805
Revaluation Surplus	11	294,867,146	210,510,558	206,841,228
<b>TOTAL EQUITY</b>		<u>435,603,129</u>	<u>347,425,233</u>	<u>346,549,120</u>

This statement is to be read in conjunction with the accompanying notes.

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	Retained Surplus \$	Reserves Cash Backed \$	Revaluation Surplus \$	Total Equity \$
Balance as at 1 July 2015		130,918,068	7,671,805	131,271,794	269,861,667
Correction of Errors	40	1,118,019	-	75,569,433	76,687,452
Restated Balance		132,036,087	7,671,805	206,841,227	346,549,119
Comprehensive Income Net Result		4,744,428	-	-	4,744,428
Transfer to Revaluation Surplus	11	-	-	1,178,328	1,178,328
Changes on Revaluation of Assets	11	(2,491,003)	-	2,491,003	-
Total Comprehensive Income		2,253,425	-	3,669,331	5,922,756
Transfers from/(to) Reserves	23	1,450,390	(1,450,390)	-	-
Transfers from/(to) Trust		(5,046,642)	-	-	(5,046,642)
Balance as at 30 June 2016		130,693,260	6,221,415	210,510,558	347,425,233
Comprehensive Income Net Result		3,821,308	-	-	3,821,308
Changes on Revaluation of Assets	11	-	-	84,356,588	84,356,588
Total Comprehensive Income		3,821,308	-	84,356,588	88,177,896
Transfers from/(to) Reserves	23	(2,686,704)	2,686,704	-	-
Balance as at 30 June 2017		131,827,864	8,908,119	294,867,146	435,603,129

This statement is to be read in conjunction with the accompanying notes.

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		31,333,379	31,208,530	29,501,587
Operating Grants, Subsidies and Contributions		2,057,043	1,431,535	2,234,024
Fees and Charges		18,178,191	19,312,421	21,557,587
Interest Earnings		959,203	936,200	1,106,722
Goods and Services Tax		1,396,122	920,160	1,003,113
Other Revenue		1,429,024	1,460,360	518,999
		<u>55,352,962</u>	<u>55,269,206</u>	<u>55,922,032</u>
<b>Payments</b>				
Employee Costs		(24,502,452)	(25,006,415)	(24,067,381)
Materials and Contracts		(19,373,111)	(16,755,427)	(12,907,265)
Utility Charges		(2,054,392)	(1,947,070)	(2,231,609)
Interest Expenses		(1,045,540)	(1,048,240)	(1,069,233)
Insurance Expenses		(992,908)	(908,370)	(1,093,320)
Goods and Services Tax		-	(920,160)	-
Other Expenditure		(94,776)	238,995	(4,129,072)
		<u>(48,063,179)</u>	<u>(46,346,687)</u>	<u>(45,497,880)</u>
<b>Net Cash provided by (used in)</b>				
<b>Operating Activities</b>	24(b)	7,289,783	8,922,519	10,424,152
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for Purchase of				
Property, Plant and Equipment	18(b)	(4,981,769)	(6,306,036)	(2,407,142)
Payments for Construction of				
Infrastructure	19(b)	(4,554,169)	(7,457,868)	(5,595,750)
Non-Operating Grants, Subsidies and Contributions	4	2,548,355	2,756,547	1,384,622
Proceeds from Sale of				
Property, Plant and Equipment	9	351,910	602,607	2,680,959
Proceeds from Joint Venture Operations	10(b)	916,666	916,666	1,249,999
- Transfer to Trust		-	-	(5,046,642)
<b>Net Cash provided by (used in)</b>				
<b>Investment Activities</b>		<u>(5,719,007)</u>	<u>(9,488,084)</u>	<u>(7,733,954)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of Debentures	8(a)	(818,840)	(818,840)	(760,288)
Net increase in Bonds and Deposits		172,550	-	116,350
<b>Net cash provided by (used in)</b>				
<b>financing activities</b>		<u>(646,290)</u>	<u>(818,840)</u>	<u>(643,938)</u>
<b>Net Increase / (Decrease) in Cash Held</b>		924,486	(1,384,405)	2,046,260
Cash at Beginning of Year		16,499,516	16,499,516	14,453,256
<b>Cash and Cash Equivalents</b>				
<b>at the End of the Year</b>	24(a)	<u>17,424,002</u>	<u>15,115,111</u>	<u>16,499,516</u>

This statement is to be read in conjunction with the accompanying notes.

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

**CITY OF VINCENT  
RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2017**

	Note	Actual 2016/17 \$	Original Budget 2016/17 \$	Actual 2015/16 \$
<b>Net current assets at start of financial year - surplus/(deficit)</b>		<u>4,251,223</u>	<u>4,259,422</u>	<u>1,007,891</u>
		4,251,223	4,259,422	1,007,891
<b>Revenue from operating activities (excluding rates)</b>				
Governance		97,235	84,830	72,042
General purpose funding		3,086,504	2,353,750	2,055,305
Law, order, public safety		164,505	188,560	207,484
Health		363,427	342,260	487,021
Education and welfare		263,369	323,200	357,801
Community amenities		1,025,598	1,399,610	1,255,579
Recreation and culture		9,646,306	10,529,695	10,485,322
Transport		7,568,368	8,268,580	9,244,902
Economic services		250,640	344,100	313,708
Other property and services		636,834	1,129,466	1,875,182
		<u>23,102,786</u>	<u>24,964,051</u>	<u>26,354,346</u>
<b>Expenditure from operating activities</b>				
Governance		(3,217,846)	(3,416,130)	(3,000,244)
General purpose funding		(656,733)	(644,490)	(562,291)
Law, order, public safety		(1,257,510)	(1,432,490)	(1,313,402)
Health		(1,154,158)	(1,275,145)	(1,031,406)
Education and welfare		(1,137,051)	(1,202,370)	(1,094,493)
Community amenities		(10,144,593)	(10,927,900)	(9,199,250)
Recreation and culture		(21,386,119)	(22,462,555)	(22,249,851)
Transport		(11,627,869)	(12,200,175)	(11,496,118)
Economic services		(681,758)	(752,500)	(725,390)
Other property and services		(1,845,707)	(1,990,540)	(1,923,474)
		<u>(53,109,344)</u>	<u>(56,304,295)</u>	<u>(52,595,919)</u>
<b>Net operating excluding Rates</b>		<u>(30,006,558)</u>	<u>(31,340,244)</u>	<u>(26,241,573)</u>
<b>Operating activities excluded from budget</b>				
Movement in employee benefit provisions (non-current)		32,109	-	10,281
Movement in deferred pensioner rates (non-current)		45,401	-	(2,036)
Equity in Local Government House in Trust		(683)	-	4,142
Movement in Joint Venture Operations	17	(23,213)	-	(339,739)
Depreciation and amortisation on assets	10(b)	9,094,953	10,087,180	9,530,829
(Profit)/Loss on Disposal of Assets	7(b)	(128,744)	(104,020)	(1,852,297)
(Profit)/Loss on Assets Held for Sale - TPRC Joint Venture	9	(245,788)	(916,666)	(1,299,433)
Restricted Unspent Non-Operating Grants	34(b)	(600,000)	-	-
"Percent for Art" and "Cash in Lieu" Funds Adjustment		-	1,544,740	-
Aged Persons and Senior Citizens Funds Adjustment		-	-	(4,171,011)
		<u>8,174,035</u>	<u>10,611,234</u>	<u>1,880,736</u>
<b>Amount attributable to operating activities</b>		<u>(17,581,300)</u>	<u>(16,469,588)</u>	<u>(23,352,946)</u>

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2017

	NOTE	Actual 2016/17 \$	Original Budget 2016/17 \$	Actual 2015/16 \$
<b>INVESTING ACTIVITIES</b>				
Non-Operating Grants, Subsidies and Contributions	4	2,594,651	2,551,355	1,384,622
Proceeds from Disposal of Assets	9	351,910	533,500	2,680,959
Proceeds from Sale of Land Held for Sale	10(b)	916,666	916,666	1,249,999
Purchase of Property, Plant and Equipment	18(b)	(4,981,769)	(5,871,518)	(2,407,142)
Purchase and Construction of Infrastructure	19(b)	(4,554,169)	(7,890,080)	(5,595,750)
<b>Amount attributable to investing activities</b>		<b>(5,672,711)</b>	<b>(9,760,077)</b>	<b>(2,687,312)</b>
<b>FINANCING ACTIVITIES</b>				
Repayment of Debentures	8(a)	(818,840)	(818,840)	(760,288)
Transfers to Reserves (restricted assets)	12	(3,614,461)	(5,337,045)	(4,719,310)
Transfers from Reserves (restricted assets)	12	927,757	1,310,020	6,169,700
<b>Amount attributable to financing activities</b>		<b>(3,505,544)</b>	<b>(4,845,865)</b>	<b>690,102</b>
<b>Surplus(deficiency) before general rates</b>		<b>(26,759,555)</b>	<b>(31,075,530)</b>	<b>(25,350,156)</b>
<b>Total amount raised from general rates</b>	3(a)	<b>31,234,580</b>	<b>31,075,530</b>	<b>29,601,379</b>
<b>Net current assets at June 30 c/fwd - surplus/(deficit)</b>	25	<b>4,475,025</b>	<b>-</b>	<b>4,251,223</b>

This statement is to be read in conjunction with the accompanying notes.



**CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and report amounts of of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund when the City holds in a custodial role, are excluded from the financial statements. A separate statement of those monies appears at Note 31 to these financial statements.

**(a) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(b) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

## (c) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

## (d) Inventories

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land held for sale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

## (e) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Mandatory requirement to revalue non-current assets**

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the City commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the City revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Fixed Assets (Continued)

**Land under control**

In accordance with Local Government (Financial Management) Regulation 16(a)(ii), the City was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were initially recognised at cost, but revalued along with other item of land at 30 June 2014 and 30 June 2017.

**Initial recognition and measurement between mandatory revaluation dates**

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

**Revaluation**

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

**Land under roads**

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the City.

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Fixed Assets (Continued)

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 75 years
Furniture and equipment	3 to 40 years
Plant and equipment	2.5 to 35 years
Sealed roads and streets	
Subgrade Structure	1,000 to 10,000 years
Pavement Structure	20 to 120 years
Surface Structure	20 to 120 years
Footpaths	13 to 113 years
Surface Water Channels	50 years
Drainage Systems	120 years
Car Park Infrastructure	
Car Park Pavement	100 to 999 years
Car Park Seals	30 to 50 years
Car Park Other Infrastructure	20 to 60 years
Parks Infrastructure	
Reticulation	20 years
Parks Other Infrastructure	3 to 80 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

When revalued assets are disposed, amounts included in the Revaluation Surplus related to that asset are transferred to Retained Surplus.

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fair Value of Assets and Liabilities

When performing a revaluation, the City uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

***Fair value hierarchy***

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

***Valuation techniques***

The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fair Value of Assets and Liabilities (Continued)

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

(g) Financial Instruments

**Initial recognition and measurement**

Financial assets and financial liabilities are recognised when the City becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the City commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

**Classification and subsequent measurement**

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (i) the amount in which the financial asset or financial liability is measured at initial recognition;
- (ii) less principal repayments and any reduction for impairment;
- (iii) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method;
- (iv) less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Financial Instruments (Continued)

*Classification and subsequent measurement (continued)*

*(i) Financial assets at fair value through profit and loss*

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

*(ii) Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

*(iii) Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the City has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

*(iv) Available-for-sale financial assets*

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

*(v) Financial liabilities*

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.



CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Financial Instruments (Continued)

**Impairment**

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

**Derecognition**

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the City no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(h) Impairment of Assets

In accordance with Australian Accounting Standards the City's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(i) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(j) Employee Benefits**

**Short-term employee benefits**

Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**Other long-term employee benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**(k) Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**(l) Provisions**

Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)****(m) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the City, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

**(n) Investment in Associates**

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associate. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not not recognised.

## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)****(o) Interests in Joint Arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(n) for a description of the equity method of accounting.

The City is participant with six other Councils (namely the Cities of Joondalup, Wanneroo, Stirling, Perth and the Towns of Cambridge and Victoria Park) in Mindarie Regional Council and Tamala Park Regional Council.

The City's interest in Mindarie Regional Council and Tamala Park Regional Council is accounted for by applying the equity method of accounting in the financial report. Under this method of accounting interest in a joint controlled entity is initially recorded at cost and adjusted thereafter for the post acquisition change in the venturer's share of net assets of the jointly controlled entity.

For further details relating to the Interest in Joint Venture in the Mindarie Regional Council and the Tamala Park Regional Council refer to Note 10.

**(p) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the City obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 25. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

**(q) Superannuation**

The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes, with the exception of the City of Perth Superannuation Plan, are accumulated benefit funds. The City of Perth Superannuation Plan is a defined benefit scheme. Further detail of these arrangements is provided in Note 27.

**(r) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the City's intentions to release for sale.

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(t) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(u) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the revised budget for the relevant item of the disclosure except the rate setting statement and statement of rating information Note 3(a) where the original budget is used.

## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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## 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

## (v) New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the City.

Management's assessment of the new and amended pronouncements that are relevant to the City, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued / Compiled	Applicable <sup>(1)</sup>	Impact
(i) AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the City, it is not anticipated the Standard will have any material effect.
(ii) AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	<p>This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.</p> <p>The effect of this Standard will depend upon the nature of future transactions the City has with those third parties it has dealings with. It may or may not be significant.</p>
(iii) AASB 16 Leases	February 2016	1 January 2019	<p>Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AASB 16 is adopted.</p> <p>Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the City, the impact is not expected to be significant.</p>

Notes:

<sup>(1)</sup> Applicable to reporting periods commencing on or after the given date.

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Item 5.3- Attachment 3

## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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## 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

## (v) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title	Issued / Compiled	Applicable <sup>(1)</sup>	Impact
(iv) AASB 1058 Income of Not-for-Profit Entities (incorporating AASB 2016-7 and AASB 2016-8)	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> <li>- Assets received below fair value;</li> <li>- Transfers received to acquire or construct non-financial assets;</li> <li>- Grants received;</li> <li>- Prepaid rates;</li> <li>- Leases entered into at below market rates; and</li> <li>- Volunteer services.</li> </ul> <p>Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the City's operations.</p>

Notes:

<sup>(1)</sup> Applicable to reporting periods commencing on or after the given date.

## (w) Adoption of New and Revised Accounting Standards

During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

(i) AASB 2015-6 Amendments to Australian Accounting Standards - Extending Related Party Disclosures to Not-for-Profit Public Sector Entities [AASB 10, 124 & 1049]	<p>The objective of this Standard was to extend the scope of AASB 124 <i>Related Party Disclosures</i> to include not-for-profit sector entities.</p> <p>The Standard has had a significant disclosure impact on the financial report of the City as both Elected Members and Senior Management are deemed to be Key Management Personnel and resultant disclosures in accordance to AASB 124 have been necessary.</p>
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CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

**2. COMPONENT FUNCTIONS/ACTIVITIES**

In order to discharge its responsibilities to the community, the City has developed a Purpose, Vision, Guiding Values and operational and financial Strategic Objectives. These provide a framework for the strategic direction of the City of Vincent.

**Purpose**

To provide and facilitate services for a safe, healthy and sustainable community.

**Vision**

To provide and facilitate services for a safe, healthy and sustainable community.

**Guiding Values**

The guiding values of City of Vincent are those that describe how we want to operate, and all employees are strongly encouraged to align and work to these values.

- **Excellence and Service**

We aim to pursue and deliver the highest possible standard of service and professionalism to the Vincent community.

- **Honesty and Integrity**

We are honest, fair, consistent, accountable, open and transparent in our dealings with each other and are committed to building trust and mutual respect.

- **Caring and Empathy**

We are committed to the wellbeing and needs of our employees and community and value each others' views and contributions.

- **Innovation and Diversity**

We encourage creativity, innovation and initiative to realise the vibrancy and diversity of our vision.

- **Teamwork and Commitment**

Effective teamwork is vital to our organisation and we encourage co-operation, teamwork and commitment within and between our employees and our business partners and community.

**Strategic Objectives**

- **Natural and Built Environment**

Improve and maintain the natural and built environment and infrastructure.

- **Economic Development**

Progress economic development with adequate financial resources.

- **Community Development and Wellbeing**

Enhance and promote community development and wellbeing.

- **Leadership, Governance and Management**

Provide good strategic decision-making, governance, leadership and professional management; provide a safe, positive and desirable workplace and promote and implement Knowledge Management and Technology.

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

2. COMPONENT FUNCTIONS/ACTIVITIES (Continued)

The Operating Statements are presented in a programme format using the following classifications:-

**Governance**

This schedule details costs and revenues associated with Governance of the City. These include Members of Council and other costs involved in supporting members and governing the City.

**General Purpose Funding**

This schedule records detail of rate revenue and general purpose grants allocated by the WA Local Government Grants Commission as well as expenditures associated with this (rates collection, investment of funds).

**Law, Order and Public Safety**

This programme covers costs associated with Animal Control, Fire Prevention and other Law, Order and Public Safety services generally associated with Local Law control.

**Health**

This programme covers Health Administration and Inspection, Child Health Clinics, Immunisation Clinics, Food Control and Pest Control Services.

**Education and Welfare**

The major costs here relate to staff involved in coordinating welfare, disability and youth services and donations to various community welfare groups serving the City. Costs of maintaining pre-school premises are also included.

**Community Amenities**

This programme covers activities of household refuse and recycling, other sanitation including public litter bins and bulk rubbish collections, as well as town planning and regional development administration, protection of the environment and bus shelters and street furniture.

**Recreation and Culture**

This programme covers activities associated with public halls, recreation administration, sportsgrounds, parks and reserves, Beatty Park Leisure Centre, Vincent Library and cultural activities.

**Transport**

The principal operating areas here relate to maintenance of footpaths, drains, street cleaning, verges and medians, roads and kerbs, rights of way, crossovers, street trees and road reserves. Parking control and operation of car parks is also covered.

**Economic Services**

This programme covers costs associated with building control and area promotion.

**Other Property and Services**

This programme is principally a clearing area where costs associated with public works overheads are accumulated and then subsequently dispersed to other expense areas. Other activities include general administration overheads, plant operation costs, insurance claims and properties held for civic purposes.

## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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## 3. RATING INFORMATION

## (a) Rates

	Rateable Value	Rate in Dollar Cents	Actual 2016/17	Original Budget 2016/17	Actual 2015/16
	\$		\$	\$	\$
<b>Rate Revenue Assessments</b>					
<b>General Rate</b>					
12936 Residential	312,063,202	6.124	19,110,749	19,113,181	19,175,285
1607 Other	123,712,610	6.463	7,995,546	7,995,546	7,722,343
50 Vacant Other	3,056,850	11.914	364,193	364,193	347,253
<b>Minimum Rate</b>					
3129 Residential	43,166,329	@ \$1,007	3,150,903	3,157,952	1,861,164
94 Other	1,005,165	@ \$1,007	94,658	94,658	63,490
0 Vacant Other	-	@ \$1,414	-	-	4,242
Interim Rates	-		477,444	340,000	416,286
Back Rates	-		41,087	10,000	11,316
<b>Total Amount Made Up From Rates</b>			<b>31,234,580</b>	<b>31,075,530</b>	<b>29,601,379</b>

## (b) Interest charges, instalments and write offs

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
Instalment Interest @ 5.5%	159,224	176,260	178,283
Penalty Interest @ 11%	102,188	80,000	95,025
Administration Charge \$13 per instalment	234,956	200,000	204,876
Legal Costs Recovered	46,534	25,000	24,492
Other Reimbursements	446	500	678
Interest Write Off	-	(500)	-
	<b>543,348</b>	<b>481,260</b>	<b>503,354</b>

Ratepayers had the option of paying rates in four equal instalments. These were due on

- 1 14 September 2016
- 2 14 November 2016
- 3 16 January 2017
- 4 20 March 2017

Administration charges and interest applied for the final three instalments.

## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
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## 4. GRANTS AND CONTRIBUTIONS

	Actual 2016/17 \$	Actual 2015/16 \$
<b>By Nature and Type</b>		
Grants and Contributions - Operating	1,990,993	966,658
Grants and Contributions - Non-Operating	2,594,651	1,384,622
	<u>4,585,644</u>	<u>2,351,280</u>

	Actual 2016/17 \$	Actual 2015/16 \$
<b>By Programme</b>		
General Purpose Funding	-	533,425
Governance	1,678,835	379
Law Order and Public Safety	116,147	10,017
Health	2,056	2,114
Education and Welfare	10,000	18,027
Community Amenities	83,916	242,356
Recreation and Culture	249,330	196,595
Transport	2,391,351	1,320,865
Economic	1,258	1,854
Other Property and Services	52,751	25,648
	<u>4,585,644</u>	<u>2,351,280</u>

## 5. FEES AND CHARGES BY PROGRAMME

	Actual 2016/17 \$	Actual 2015/16 \$
General Purpose Funding	4,369	362,713
Governance	368,382	3,063
Law Order and Public Safety	153,457	198,976
Health	341,554	465,906
Education and Welfare	110,256	102,575
Community Amenities	907,527	978,126
Recreation and Culture	8,695,729	9,505,004
Transport	7,476,580	7,298,326
Economic Services	234,508	306,033
Other Property and Services	90,239	64,857
	<u>18,382,601</u>	<u>19,285,579</u>

## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
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## 6. REVENUE

## Interest Earnings

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
Reserve Investments	205,608	206,000	294,082
Municipal Investments	486,092	436,000	518,179
Other interest revenue	267,503	294,200	294,461
	<u>959,203</u>	<u>936,200</u>	<u>1,106,722</u>

## 7. EXPENSES

## (a) Remuneration of Auditors

	Actual 2016/17	Actual 2015/16
	\$	\$
Auditing the Financial Report	18,250	24,800
Audit of Project Acquittals	1,250	1,200
	<u>19,500</u>	<u>26,000</u>

## (b) Depreciation

Depreciation expense for the financial year was charged in respect of:

	Actual 2016/17	Actual 2015/16
	\$	\$
Buildings	3,326,771	3,708,022
Roads	1,742,663	1,743,694
Footpaths	575,949	501,473
Rights of Way	130,130	119,676
Drainage	230,751	231,912
Parks Development	1,084,076	1,083,154
Car Park Development	168,059	165,420
Other Infrastructure Assets	468,514	456,721
Plant and Mobile Equipment	1,149,207	1,384,061
Office Furniture and Equipment	218,833	136,696
	<u>9,094,953</u>	<u>9,530,829</u>

## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
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## 8. INFORMATION ON BORROWINGS

## (a) Repayments - Debentures

Particulars	Principal	New	Principal Repayments		Principal 30 June 2017		Interest Repayments	
	1 July 2016	Loans	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>								
Office Building	5,950,998	-	172,887	172,887	5,778,111	5,778,111	414,944	414,940
Loftus Centre Belgravia	2,106,396	-	135,329	135,330	1,971,067	1,971,066	143,198	143,495
Loftus Centre Underground Car Park	1,470,019	-	215,357	215,356	1,254,662	1,254,663	61,483	61,695
Beatty Park Redevelopment	7,069,409	-	295,267	295,267	6,774,142	6,774,142	425,915	428,110
	<b>16,596,822</b>	<b>-</b>	<b>818,840</b>	<b>818,840</b>	<b>15,777,982</b>	<b>15,777,982</b>	<b>1,045,540</b>	<b>1,048,240</b>

Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

## (b) New Debentures - 2016/17

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total	Interest Rate %	Amount Used		Balance
	Actual	Budget				Interest & Charges		Actual	Budget	Unspent
	\$	\$				\$		\$	\$	\$
	-	-				-		-	-	-
	-	-				-		-	-	-

The City did not take up any new debentures during the year ended 30 June 2017.

## (c) Unspent Debentures

Particulars	Date Borrowed	Balance 1 July 16	Borrowed During Year	Expended During Year	Balance 30 June 17
		\$	\$	\$	\$
		-	-	-	-
		-	-	-	-

The City did not have any unspent debentures as at 30 June 2017.

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## 9. DISPOSAL OF ASSETS - 2016/17 FINANCIAL YEAR

	Net Book Value		Sale Price		Profit / (Loss)	
	Budget	Actual	Budget	Actual	Budget	Actual
	\$	\$	\$	\$	\$	\$
<b>Plant and Equipment</b>						
Governance	24,581	8,720	25,000	22,405	420	13,684
General purpose funding	-	-	-	-	-	-
Law, order, public safety	7,639	120	9,000	8,405	1,360	8,285
Health	26,909	24,325	34,000	29,074	7,100	4,749
Education and welfare	-	-	-	-	-	-
Community amenities	7,004	5,310	10,000	15,491	3,000	10,181
Recreation and culture	55,560	24,589	85,000	59,967	29,430	35,379
Transport	-	14,292	-	-	-	(14,292)
Economic services	16,848	9,230	18,000	19,128	1,160	9,898
Other property and services	290,967	136,580	352,500	197,440	61,550	60,860
	<b>429,508</b>	<b>223,166</b>	<b>533,500</b>	<b>351,910</b>	<b>104,020</b>	<b>128,744</b>
					<b>Budget</b>	<b>Actual</b>
					\$	\$
Profit					108,050	176,760
Loss					(4,030)	(48,016)
					<b>104,020</b>	<b>128,744</b>

## 10. INTERESTS IN JOINT VENTURES

## (a) Non-Current Assets

	2016/17	2015/16
	\$	\$
Mindarie Regional Council	5,496,159	5,418,516
Tamala Park Regional Council	3,432,788	4,101,714
	<b>8,928,947</b>	<b>9,520,230</b>



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## 10. INTERESTS IN JOINT VENTURES (Continued)

**Mindarie Regional Council**

The Mindarie Regional Council was formally constituted in December 1987. The City of Vincent (along with the Cities of Perth, Wanneroo, Joondalup, Stirling and Towns of Victoria Park and Cambridge) is a member of the Mindarie Regional Council. The primary function of the Regional Council under the constitution agreement is for the orderly and efficient treatment and/or disposal of waste. City of Vincent is a participant in the Mindarie Regional Council (MRC) and has one twelfth (1/12) equity in the land and assets of the refuse disposal facility as per the constitution amendment (dated 25 November 1996) that recognises the City as a member of the Mindarie Regional Council.

The valuation as shown below is, at the time of preparation of these statements, unaudited.

	2016/17	2015/16
	\$	\$
Current Assets	2,431,812	2,380,325
Non-Current Assets	5,016,406	5,282,218
<b>Total Assets</b>	<b>7,448,218</b>	<b>7,662,543</b>
Current Liabilities	579,955	888,293
Non-Current Liabilities	1,372,104	1,355,734
<b>Total Liabilities</b>	<b>1,952,059</b>	<b>2,244,027</b>
<b>Net Assets</b>	<b>5,496,159</b>	<b>5,418,516</b>

**Tamala Park Regional Council**

The City is a participant (along with the Cities of Joondalup, Perth, Stirling, Wanneroo and the Towns of Cambridge and Victoria Park) in the operations of the Tamala Park Regional Council (TPRC). The TPRC was created in 2006 to develop approximately 173 hectares of land for sale immediately north of the land leased by the Mindarie Regional Council. The City has a one twelfth (1/12) equity in the assets and liabilities of the development; as well as a one twelfth (1/12) equity in the assets and liabilities of TPRC as the operator of the development; and a one twelfth (1/12) share in the asset of the lands held for development.

The City's interest in the TPRC joint venture is represented by the following break-down of the joint venture's financial position (1/12th share):

	2016/17	2015/16
	\$	\$
Current Assets	3,293,688	3,961,705
Non-Current Assets	162,490	160,947
<b>Total Assets</b>	<b>3,456,178</b>	<b>4,122,652</b>
Current Liabilities	23,174	16,217
Non-Current Liabilities	216	4,721
<b>Total Liabilities</b>	<b>23,390</b>	<b>20,938</b>
<b>Net Assets</b>	<b>3,432,788</b>	<b>4,101,714</b>
<b>Total Interest in Joint Ventures</b>	<b>8,928,947</b>	<b>9,520,230</b>

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## 10. INTERESTS IN JOINT VENTURES (Continued)

## (b) Change in Equity

	2016/17 \$	2015/16 \$
<b>Investment in Mindarie Regional Council</b>		
Opening Balance (based on draft financials)	5,418,516	5,152,489
Changes on Revaluation of Non-Current Assets	54,060	(32,058)
Net Share of Interests in Mindarie Regional Council	23,583	298,085
<b>Closing Balance (based on draft financials)</b>	<b>5,496,159</b>	<b>5,418,516</b>
 <b>Investment in Tamala Park Regional Council</b>		
Opening Balance (based on draft financials)	4,101,714	4,007,855
Proceeds from Sale of Land	1,661,093	3,211,695
Land Development Expenses	(1,412,983)	(1,883,556)
Net Share of Interests in Tamala Park Regional Council - Rates	-	(25,838)
	<b>248,110</b>	<b>1,302,301</b>
Proceeds Distribution	(916,666)	(1,249,999)
Net Share of Interests in Tamala Park Regional Council - Rates	(23,714)	-
Net Share of Interests in Tamala Park Regional Council - Equity	23,344	41,557
	<b>(370)</b>	<b>41,557</b>
<b>Closing Balance (based on draft financials)</b>	<b>3,432,788</b>	<b>4,101,714</b>

During the 2016/17 financial year, the City's net share of interests in joint ventures were \$23,213. In the 2015/16 financial year, the Council Rates in Tamala Park Regional Council was included as cost of land sales. Further information is disclosed in Note 34.

	2016/17 \$	2015/16 \$
Net Share of Interests in Mindarie Regional Council	23,583	298,085
Net Share of Interests in Tamala Park Regional Council - Rates	(23,714)	-
Net Share of Interests in Tamala Park Regional Council - Equity	23,344	41,557
Changes on Revaluation of Non-Current Assets - Tamala Park Regional Council	-	97
	<b>23,213</b>	<b>339,739</b>

Of the above profit, \$916,666 was received in cash and the balance of \$671,248 is represented as a change in the City's following two assets:

	Note	2016/17 \$	2015/16 \$
<b>Non-Current Assets</b>			
Land Held for Development	16	105,823	108,145
Interest in TPRC Joint-Venture		3,432,788	4,101,714
		<b>3,538,611</b>	<b>4,209,859</b>

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## 11. REVALUATION SURPLUS

Revaluation surplus have arisen on revaluation of the following classes of non-current assets:

	Actual 2016/17 \$	Actual 2015/16 \$
<b>Land</b>		
Opening Balance	52,158,356	52,158,356
Revaluation Increment	73,222,173	-
Revaluation Decrement	-	-
Closing Balance	<u>125,380,529</u>	<u>52,158,356</u>
<b>Buildings</b>		
Opening Balance	104,871,513	104,871,513
Revaluation Increment	11,080,355	-
Revaluation Decrement	-	-
Closing Balance	<u>115,951,868</u>	<u>104,871,513</u>
<b>Plant and Equipment</b>		
Opening Balance	2,113,335	1,300,727
Revaluation Increment	-	812,608
Revaluation Decrement	-	-
Closing Balance	<u>2,113,335</u>	<u>2,113,335</u>
<b>Furniture and Equipment</b>		
Opening Balance	206,609	160,080
Revaluation Increment	-	46,529
Revaluation Decrement	-	-
Closing Balance	<u>206,609</u>	<u>206,609</u>
<b>Roads</b>		
Opening Balance	28,483,439	28,483,439
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>28,483,439</u>	<u>28,483,439</u>
<b>Footpaths</b>		
Opening Balance	15,706,778	15,706,778
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>15,706,778</u>	<u>15,706,778</u>
<sup>#</sup> <b>Rights of Way</b>		
Opening Balance	-	-
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>-</u>	<u>-</u>

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## 11. REVALUATION SURPLUS (Continued)

	Actual 2016/17 \$	Actual 2015/16 \$
<b>Drainage</b>		
Opening Balance	3,091,488	3,091,488
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>3,091,488</u>	<u>3,091,488</u>
<b>Parks Development</b>		
Opening Balance	291,121	291,121
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>291,121</u>	<u>291,121</u>
<b>Car Park Development</b>		
Opening Balance	777,725	777,725
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>777,725</u>	<u>777,725</u>
<b>Other Infrastructure Assets</b>		
Opening Balance	351,346	-
Revaluation Increment	-	351,346
Revaluation Decrement	-	-
Closing Balance	<u>351,346</u>	<u>351,346</u>
<b>Joint Venture in Mindarie Regional Council</b>		
Opening Balance	2,458,319	-
Revaluation Increment	54,060	2,458,319
Revaluation Decrement	-	-
Closing Balance	<u>2,512,379</u>	<u>2,458,319</u>
<b>Joint Venture in Tamala Park Regional Council</b>		
Opening Balance	529	-
Revaluation Increment	-	529
Revaluation Decrement	-	-
Closing Balance	<u>529</u>	<u>529</u>
<b>Total Revaluation Surplus</b>	<u><u>294,867,146</u></u>	<u><u>210,510,558</u></u>
<b>Summary of Revaluation Surplus</b>		
Opening Balance	210,510,558	206,841,227
Revaluation Increment	84,356,588	3,669,331
Closing Balance	<u><u>294,867,146</u></u>	<u><u>210,510,558</u></u>

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## 12. CASH AND CASH EQUIVALENTS

	Actual 2016/17	Actual 2015/16
	\$	\$
Unrestricted	8,515,883	10,278,101
Restricted	8,908,119	6,221,415
	<u>17,424,002</u>	<u>16,499,516</u>

The following restrictions have been imposed by regulations or other externally imposed requirements:

	Note	Actual 2016/17	Actual 2015/16
		\$	\$
Reserves	23	8,908,119	6,221,415
Unspent Loans	8(c)	-	-
		<u>8,908,119</u>	<u>6,221,415</u>

## 13. OTHER ASSETS

	Actual 2016/17	Actual 2015/16
	\$	\$
<b>Current</b>		
Deposits and prepayments	365,578	134,554
	<u>365,578</u>	<u>134,554</u>

## 14. TRADE AND OTHER RECEIVABLES

	Actual 2016/17	Actual 2015/16
	\$	\$
<b>Current</b>		
Rates	218,492	271,891
Works and Services	55,117	219,188
Property Rental/Leases	317,028	142,387
Other Receivables	1,387,512	568,360
Accrued Income	310,671	475,703
Infringements	2,333,739	2,312,925
Less: Provision for Impairment of Receivables	(21,291)	(253,661)
	<u>4,601,268</u>	<u>3,736,793</u>
	Actual	Actual
	2016/17	2015/16
	\$	\$
<b>Non-Current</b>		
Pensioners' Rates Deferred	119,936	165,336
	<u>119,936</u>	<u>165,336</u>

**Pensioners' Rates Deferred**

The amount of \$119,936 in 2016/17 relates to Council Rates deferred by pensioners in accordance with the *Rates and Charges (Rebates and Deferrals) Act 1992*.

During the 2015/16 year the deferred rates amounted to \$165,336.

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## 15. INVENTORIES

	Actual 2016/17	Actual 2015/16
	\$	\$
Stock held at the Depot	117,950	120,372
Beatty Park Leisure Centre - Café/Retail	63,294	49,689
	<u>181,244</u>	<u>170,061</u>

## 16. LAND HELD FOR DEVELOPMENT

	Actual 2016/17	Actual 2015/16
	\$	\$
<b>Non-Current</b>		
Land Held for Development (TPRC)	105,823	108,145
	<u>105,823</u>	<u>108,145</u>

## 17. FINANCIAL ASSETS

	Actual 2016/17	Actual 2015/16
	\$	\$
<b>Non-Current</b>		
Financial Assets		
Shares in Unlisted Corporation - North Perth Community Financial Services Limited	11,000	11,000
Investment in WALGA Local Government House Trust*	30,952	31,635
	<u>41,952</u>	<u>42,635</u>

**\* Investment in WALGA Local Government House Trust**

This note discloses the equity the City has in the Local Government House Trust as a consequence of a contribution towards the cost of purchasing Local Government House.

The total contribution by all Councils towards the cost of the WALGA building was \$582,000. There are 620 units in the Local Government House Unit Trust, 2 of which are held by the City of Vincent.

The City first capitalised its share in the Local Government House Trust in 2015, with the current valuation based on the trust's 30 June 2016 audited financial statements.

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## 18. (a) PROPERTY, PLANT AND EQUIPMENT

	Actual 2016/17 \$	Actual 2015/16 \$
Land and Buildings		
Freehold Land at:		
- Independent Valuation 2017 - Level 2	128,067,500	-
- Independent Valuation 2014 - Level 2	-	41,915,327
	<u>128,067,500</u>	<u>41,915,327</u>
Land Vested in and Under the Control of the Council at:		
- Independent Valuation 2014 - Level 2	-	12,930,000
	<u>-</u>	<u>12,930,000</u>
	<u>128,067,500</u>	<u>54,845,327</u>
Buildings at:		
- Independent Valuation 2017 - Level 2	2,888,800	-
- Independent Valuation 2014 - Level 2	-	4,613,873
- Independent Valuation 2017 - Level 3	150,420,000	-
- Independent Valuation 2014 - Level 3	-	131,299,607
- Management Valuation 2017 - Level 3	80,441,724	-
- Management Valuation 2014 - Level 3	-	82,272,211
- Additions after Valuation – Cost	-	1,801,556
Less: Accumulated Depreciation	(70,091,100)	(65,824,564)
	<u>163,659,424</u>	<u>154,162,683</u>
	<u>163,659,424</u>	<u>154,162,683</u>
Total Land and Buildings	<u>291,726,924</u>	<u>209,008,010</u>



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## 18. (a) PROPERTY, PLANT AND EQUIPMENT (Continued)

	Actual 2016/17 \$	Actual 2015/16 \$
Plant and Equipment at:		
- Management Valuation 2016	9,009,619	10,431,491
- Additions after Valuation – Cost	2,768,148	-
Less: Accumulated Depreciation	<u>(6,219,777)</u>	<u>(6,223,941)</u>
	5,557,990	4,207,550
Office Furniture and Equipment at:		
- Management Valuation 2016	3,359,070	3,313,736
- Additions after Valuation – Cost	919,581	-
Less: Accumulated Depreciation	<u>(2,720,235)</u>	<u>(2,501,402)</u>
	1,558,416	812,334
Work In Progress	461,367	910,483
<b>Total Property, Plant and Equipment Assets</b>	<b><u>299,304,697</u></b>	<b><u>214,938,377</u></b>

The fair value of property, plant and equipment is determined at least every three years in accordance with legislative requirements. Additions since the date of valuation are shown at cost, given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

The City revalued during the reporting period, its Land and Building assets to fair value. It should be noted that all of the City's Land and Building assets were revalued by professional valuer. However, the City has recorded Management valuation for all the assets that relate to NIB Stadium which is leased to State Government for 25 year period from 13 March 2012 with and option of further renewal. For *nib Stadium* assets the City has taken the values provided by VenuesWest, which is managing the facility on behalf of State Government. This approach is adopted to be consistent in values with the VenuesWest values in regards to *nib Stadium*. VenuesWest has determined their valuation based on the construction cost and the Construction Cost Index. VenuesWest has provided written down values for 2015-16 and 2016-17, which are taken into consideration for prior year adjustment and current year valuation.

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## 18. PROPERTY, PLANT AND EQUIPMENT (Continued)

## (b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) Transferred to Revaluation \$	Revaluation (Losses)/ Reversals Through to Profit or Loss \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Transfers \$	Carrying Amount at the End of Year \$
Land - freehold land	41,915,327	-	-	86,152,173	-	-	-	-	128,067,500
Land - vested in and under the control of Council	12,930,000	-	-	(12,930,000)	-	-	-	-	-
<b>Total Land</b>	<b>54,845,327</b>	<b>-</b>	<b>-</b>	<b>73,222,173</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>128,067,500</b>
Buildings	154,162,683	1,152,873	-	11,080,355	-	-	(3,326,771)	590,284	163,659,424
<b>Total Buildings</b>	<b>154,162,683</b>	<b>1,152,873</b>	<b>-</b>	<b>11,080,355</b>	<b>-</b>	<b>-</b>	<b>(3,326,771)</b>	<b>590,284</b>	<b>163,659,424</b>
<b>Total Land and Buildings</b>	<b>209,008,010</b>	<b>1,152,873</b>	<b>-</b>	<b>84,302,528</b>	<b>-</b>	<b>-</b>	<b>(3,326,771)</b>	<b>590,284</b>	<b>291,726,924</b>
Furniture and Equipment	812,334	919,581	-	-	-	-	(218,833)	45,334	1,558,416
Plant and Equipment	4,207,550	2,768,148	(223,166)	-	-	-	(1,149,207)	(45,335)	5,557,990
Work in Progress	910,483	141,167	-	-	-	-	-	(590,283)	461,367
<b>Total Property, Plant and Equipment</b>	<b>214,938,377</b>	<b>4,981,769</b>	<b>(223,166)</b>	<b>84,302,528</b>	<b>-</b>	<b>-</b>	<b>(4,694,811)</b>	<b>-</b>	<b>299,304,697</b>

The revaluation of land and building resulted in a net increase on revaluation of \$84,302,528 in the value of land and building in 2016-17. The opening balance also recognises a prior-period adjustment of an increase of \$77,246,463 to buildings. This recognises new and upgraded assets at NIB Stadium constructed by VenuesWest on behalf of State Government in 2012-13.

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## 19. (a) INFRASTRUCTURE ASSETS

	Actual 2016/17 \$	Actual 2015/16 \$
Roads		
- Management Valuation 2015	105,955,896	105,955,896
- Cost	4,759,402	2,850,445
Less: Accumulated Depreciation	<u>(54,345,367)</u>	<u>(52,602,705)</u>
	56,369,931	56,203,636
Footpaths		
- Management Valuation 2015	33,473,683	33,473,683
- Cost	3,135,267	1,622,680
Less: Accumulated Depreciation	<u>(14,530,565)</u>	<u>(13,954,616)</u>
	22,078,385	21,141,747
Rights of Way		
- Management Valuation 2015	8,785,076	8,785,076
- Cost	462,029	237,001
Less: Accumulated Depreciation	<u>(5,908,876)</u>	<u>(5,778,746)</u>
	3,338,229	3,243,331
Drainage		
- Management Valuation 2015	27,737,396	27,737,396
- Cost	273,193	135,080
Less: Accumulated Depreciation	<u>(10,795,451)</u>	<u>(10,564,699)</u>
	17,215,138	17,307,777
Park Development		
- Management Valuation 2015	19,243,268	19,243,268
- Cost	1,624,261	1,036,433
Less: Accumulated Depreciation	<u>(6,443,716)</u>	<u>(5,359,639)</u>
	14,423,813	14,920,062
Car Park Development		
- Management Valuation 2015	11,621,556	11,621,557
- Cost	204,324	120,363
Less: Accumulated Depreciation	<u>(2,982,210)</u>	<u>(2,814,152)</u>
	8,843,670	8,927,768
Other Infrastructure Assets		
- Management Valuation 2015	9,060,255	9,060,254
- Management Valuation 2016	351,346	351,346
- Cost	1,261,402	622,510
Less: Accumulated Depreciation	<u>(5,119,708)</u>	<u>(4,651,192)</u>
	5,553,295	5,382,918
Work In Progress	1,408,251	1,949,447
<b>Total Infrastructure Assets</b>	<b><u>129,230,712</u></b>	<b><u>129,076,686</u></b>

The fair value of infrastructure is determined at least every three years in accordance with legislative requirements. Additions since the date of valuation are shown at cost. Given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and, where appropriate, the fair value is updated to reflect current market conditions.

This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires infrastructure to be shown at fair value.

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## 19. INFRASTRUCTURE ASSETS (Continued)

## (b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) Transferred to Revaluation \$	Revaluation (Losses)/ Reversals Through to Profit or Loss \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Transfers \$	Carrying Amount at the End of Year \$
Roads	56,203,636	1,356,079	-	-	-	-	(1,742,663)	552,879	56,369,931
Footpaths	21,141,747	1,060,478	-	-	-	-	(575,950)	452,110	22,078,385
Rights of Way	3,243,331	225,028	-	-	-	-	(130,130)	-	3,338,229
Drainage	17,307,777	138,112	-	-	-	-	(230,751)	-	17,215,138
Park Development	14,920,062	587,827	-	-	-	-	(1,084,076)	-	14,423,813
Car Park Development	8,927,768	83,961	-	-	-	-	(168,059)	-	8,843,670
Other Infrastructure Assets	5,382,918	449,546	-	-	-	-	(468,514)	189,345	5,553,295
Work In Progress	1,949,447	653,138	-	-	-	-	-	(1,194,334)	1,408,251
<b>Total Infrastructure Assets</b>	<b>129,076,686</b>	<b>4,554,169</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,400,143)</b>	<b>-</b>	<b>129,230,712</b>

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## 20. TRADE AND OTHER PAYABLES

	Actual 2016/17 \$	Actual 2015/16 \$
<b>Current</b>		
Creditors	2,485,690	2,983,661
Deposits and Income in Advance	-	1,022,148
Contribution Liabilities	1,717,287	1,544,737
Accrued Expenses	899,211	1,262,396
	<u>5,102,188</u>	<u>6,812,942</u>

## 21. PROVISIONS

	Actual 2016/17 \$	Actual 2015/16 \$
<b>Current</b>		
Provision for Annual Leave	1,772,315	1,717,781
Provision for Long Service Leave	1,714,443	1,537,561
	<u>3,486,758</u>	<u>3,255,342</u>
<b>Non-Current</b>		
Provision for Long Service Leave	334,102	301,994
	<u>334,102</u>	<u>301,994</u>

## 22. BORROWINGS

	Actual 2016/17 \$	Actual 2015/16 \$
<b>Current</b>		
Debentures	881,398	818,840
	<u>881,398</u>	<u>818,840</u>
<b>Non-Current</b>		
Debentures	14,896,584	15,777,982
	<u>14,896,584</u>	<u>15,777,982</u>
	<u>15,777,982</u>	<u>16,596,822</u>

Additional note on borrowings is provided in Note 8(a).

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**23. RESERVES - CASH BACKED**

On restructuring of the City of Perth, the City of Vincent was provided with several specific cash reserves which were transferred to the City by Order of the Governor under Section 13 of the Local Government Act 1960. The City has also established other specific reserves to provide for future capital works. The specific reserves have been established for the following purposes:

**(a) Administration Centre Reserve**

This reserve was established in 1996/97 for the purpose of providing for major renovation, maintenance, repairs and replacement of the fixtures and fittings associated with the City's Administration and Civic Centre.

**(b) Aged Persons and Senior Citizens Reserve**

This reserve was established in 1997/98 from a contribution from the Board of Leederville Gardens Retirement Village for the purpose of the acquisition, provision, maintenance, management or extension of the existing Leederville Gardens Village, or the purchase or construction of a similar type of village for senior citizens or provision of aged or senior citizens facilities, within the City's boundaries.

Council resolved in March 2016 to transfer the balance of this reserve to the new *Leederville Gardens Inc Surplus Trust*. The transfers were completed in June 2016. The City administers the new trust as part of the City's Trust Account, however the funds may not be used for the direct benefit of either the City or Leederville Gardens Retirement Village. In July 2016 Council approved the closure of the *Aged Persons and Senior Citizens' Reserve*.

**(c) Asset Sustainability Reserve**

This reserve was established in June 2015 for the purpose of assisting Council in funding its long-term asset management objectives and provide a means to spread the cost of inter-generational assets over multiple years.

**(d) Beatty Park Leisure Centre Reserve**

This reserve was established in 1994/95 for the major upgrade and redevelopment of the Beatty Park Leisure Centre including the replacement or purchase of major plant, equipment, fixtures and fittings.

**(e) Capital Reserve**

This reserve was established in 1995/96 with the allocation of \$1,000,000 from the Infrastructure Account established under the City of Perth Restructuring Act for the future major capital works and projects.

**(f) Cash In Lieu Parking Reserve**

This reserve was established in 1996/97 from payment of cash-in-lieu of car parking from development applicants. At the Special Meeting of Council held on 17 May 2011, the purpose of the Reserve Fund as amended to be as follows:

*"This reserve is established from payment of cash-in-lieu of car parking from development applicants and is to be used for the upgrade of existing car parking facilities or the establishment of new car parking facilities and associated infrastructure."*

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**23. RESERVES - CASH BACKED (Continued)**

**(g) Electronic Equipment Reserve**

This reserve was established for the purpose of replacement and major upgrade of electronic equipment including, but not limited to computer hardware and software, information technology and communication equipment.

**(h) Heritage Loan Reserve**

This reserve was established in 1998/99 with the allocation of \$20,000 to the newly created Heritage Loan Reserve.

The purpose of the Heritage Loan Reserve changed to the Heritage Low Interest Loan Scheme and the funds held to be applied to that new Reserve, to enable the funds to be transferred to the proposed Western Australian Municipal Association scheme.

**(i) Hyde Park Lake Reserve**

At the Special Council Meeting held on 12 July 2005, it was resolved to establish a reserve for works associated with the investigation, maintenance, remedial works and the rehabilitation of the Hyde Park Lakes and surrounds.

**(j) Land And Building Asset Acquisition Reserve**

This reserve was established from proceeds of sale of land. The purpose of the reserve is to ensure that proceeds of real assets disposed of are restricted to purchase other land and buildings for civic purposes.

**(k) Leederville Oval Reserve**

This reserve was established in 1998/99 with the allocation of \$1,000,000 from the Infrastructure Account established under the City of Perth Restructuring Act. The purpose of this reserve is for the redevelopment of Leederville Oval.

At the Special Council meeting of the 30 October 2001 it was resolved to change the future use of this reserve to include the following:

*"and for works associated with the maintenance, repairs, upgrade and replacement of Leederville Oval buildings, fixtures, fittings and associated land."*

**(l) Leederville Tennis Reserve**

This reserve was established in 2015/16 for the upgrade, renewal and replacement of the water bore and/or pump at the Leederville tennis courts, with funds contributed by the Lessee in accordance with the Special Condition – Sinking Fund provision of the Lease.

**(m) Light Fleet Replacement Reserve**

This reserve was established in 2001/02 to fund the replacement of the City's light vehicle fleet.



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**23. RESERVES - CASH BACKED (Continued)****(n) Loftus Community Centre Reserve**

This reserve was established in 1994/95. Contributions are made to the Council by the lessee of the Loftus Community Centre for the redevelopment of the Centre, including upgrade, renovation, maintenance, repairs and replacement of major items of plant, equipment, fixtures or fittings.

**(o) Loftus Recreation Centre Reserve**

This reserve was established in 1994/95. Contributions are made to the Council by the lessee of the Loftus Recreation Centre for the upgrade, renovation, maintenance, repairs and replacement of major items of plant, equipment, fixtures or fittings.

**(p) North Perth Tennis Reserve**

This reserve was established in 2015/16 for the upgrade, renewal and replacement of the North Perth tennis courts, with funds contributed by the Lessee in accordance with the Special Condition – Sinking Fund provision of the Lease.

**(q) Office Building Reserve – 246 Vincent Street**

This reserve was established in 2003 for major building upgrade, maintenance, repairs, renovation and replacement of floor covering, fixtures and fittings associated with the new Office Building and Land.

**(r) Parking Facility Reserve**

This reserve was established in 2008. At the Special Meeting of Council held on 17 May 2011, the purpose of the Reserve Fund as amended to be as follows:

*"for the purchase, maintenance and operations of parking ticket machines; provision and improvement of parking information systems; security lighting, improved pathways and associated infrastructure to access parking areas; and associated works."*

**(s) Parking Funded City Upgrade Reserve**

At the Special Council Meeting held on 17 May 2011, it was agreed to establish a Parking Funded City Centre Upgrade Reserve. This Reserve is for the provision and upgrade of infrastructure, facilities and services, both parking and non-parking, in the City of Vincent, City Centre's and the promotion of those City Centre's as well as works associated with any Parking Benefit Districts as determined by the Council.

**(t) Parking Funded Transport Initiatives Reserve**

At the Special Council Meeting held on 17 May 2011, a new Reserve was established for the provision of sustainable transport initiatives and modes and including, but not limited to, the provision and maintenance of footpaths, cycle ways and other cycling support facilities, bus shelter and other transit facilities.

**(u) Percent For Public Art Reserve**

This reserve was established in July 2016 from payment of public art contributions from development applicants and is to be used for the acquisition and provision of Public Art and associated infrastructure.

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**23. RESERVES - CASH BACKED (Continued)**

**(v) Perth Oval Reserve**

At the Special Council meeting of 30 October 2001 it was resolved to establish a new Reserve Fund for Perth Oval and associated land for the following purpose:

*"works associated with the maintenance, repairs, upgrade and replacement of Perth Oval buildings, fixtures fittings and associated land."*

**(w) Plant And Equipment Reserve**

This reserve was established in April 1995 for the purchase of replacement plant and equipment associated with City's works.

**(x) Public Open Space Reserve**

This reserve was established in the transfer from the City of Perth for the acquisition and development of land to provide additional public open space in the City.

**(y) State Gymnastics Centre Reserve**

At the Ordinary Meeting of Council, held on 23 July 2002, it was agreed to establish a new State Indoor Multi-Use Sports Centre Reserve for the following purpose:

*"For works associated with the maintenance, repairs, alterations, upgrade and replacement of the proposed State Gymnastics Centre buildings, major plant and equipment, fixtures, fittings and associated land."*

**(z) Strategic Waste Management Reserve**

At the Ordinary Meeting of Council, held on 23 October 2001, it was agreed to establish a new Strategic Waste Management Reserve for the following purpose:

*"Investigation and implementation of integrated waste management strategies/programmes and initiatives, (including secondary waste treatment and costs associated with the redevelopment of Lot 118 Tamala Park)."*

**(aa) Tamala Park Land Sales Reserve**

This reserve was established in 2013/14 for future significant/major capital works, infrastructure, project or debt reduction programme for the benefit of the City.

**(ab) Underground Power Reserve**

This reserve was established in 1998/99 with the allocation of \$20,000 for the purpose of funding the City's contribution to approved underground power projects.

**(ac) Waste Management Plant And Equipment Reserve**

This reserve was established for the purpose of replacing plant and equipment associated with City's waste management, minimisation and recycling operations.

At the Ordinary Council meeting of the 23 October 2001 it was resolved to alter the name of this reserve to the Waste Management Plant and Equipment Reserve fund to reflect its use.

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23. RESERVES - CASH BACKED (Continued)

The following reserve funds will be used, as and when the need arises:

- Administration Centre Reserve;
- Capital Reserve;
- Cash In Lieu Parking Reserve;
- Heritage Loan Reserve;
- Hyde Park Lake Reserve;
- Land and Building Asset Acquisition Reserve;
- Leederville Oval Reserve;
- Leederville Tennis Reserve;
- North Perth Tennis Reserve;
- Office Building Reserve – 246 Vincent Street;
- Parking Facility Reserve;
- Parking Funded City Upgrade Reserve;
- Parking Funded Transport Initiatives Reserve;
- Percent For Public Art Reserve;
- Perth Oval Reserve;
- State Gymnastics Centre Reserve;
- Strategic Waste Management Reserve;
- Tamala Park Land Sales Reserve; and
- Underground Power Reserve.

The following reserve funds are established to minimize the impact of major expenditure on any one budget and varying levels of expenditure will occur from year to year as required:

- Asset Sustainability Reserve;
- Beatty Park Leisure Centre Reserve;
- Electronic Equipment Reserve;
- Light Fleet Replacement Reserve;
- Loftus Community Centre Reserve;
- Loftus Recreation Centre Reserve;
- Plant and Equipment Reserve;
- Public Open Space Reserve; and
- Waste Management Plant and Equipment Reserve.

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## 23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
<b>Administration Centre Reserve</b>			
Opening Balance 1 July 2016	61,555	61,566	60,382
Transfer to Reserve	1,032	877	1,173
Transfer from Reserve	(52,000)	(52,000)	-
Closing Balance 30 June 2017	<u>10,587</u>	<u>10,443</u>	<u>61,555</u>
<b>Aged Persons and Senior Citizens Reserve</b>			
Opening Balance 1 July 2016	-	-	3,238,209
Transfer to Reserve	-	-	1,173,488
Transfer from Reserve	-	-	(4,411,697)
Closing Balance 30 June 2017 (Closed)	<u>-</u>	<u>-</u>	<u>-</u>
<b>Asset Sustainability Reserve</b>			
Opening Balance 1 July 2016	1,720,356	1,720,673	-
Transfer to Reserve	1,531,448	1,525,378	1,720,356
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>3,251,804</u>	<u>3,246,051</u>	<u>1,720,356</u>
<b>Beatty Park Leisure Centre Reserve</b>			
Opening Balance 1 July 2016	214,164	218,179	104,774
Transfer to Reserve	309,118	308,357	149,968
Transfer from Reserve	(269,463)	(324,463)	(40,578)
Closing Balance 30 June 2017	<u>253,819</u>	<u>202,073</u>	<u>214,164</u>
<b>Capital Reserve</b>			
Opening Balance 1 July 2016	99,262	99,280	255,510
Transfer to Reserve	2,207	1,206	5,837
Transfer from Reserve	(93,999)	(100,486)	(162,085)
Closing Balance 30 June 2017	<u>7,470</u>	<u>-</u>	<u>99,262</u>
<b>Cash In Lieu Parking Reserve</b>			
Opening Balance 1 July 2016	648,657	648,087	585,128
Transfer to Reserve	167,956	1,357,646	205,835
Transfer from Reserve	(35,164)	(60,000)	(142,306)
Closing Balance 30 June 2017	<u>781,449</u>	<u>1,945,733</u>	<u>648,657</u>
<b>Electronic Equipment Reserve</b>			
Opening Balance 1 July 2016	51,171	51,179	130,123
Transfer to Reserve	1,418	1,262	3,255
Transfer from Reserve	-	-	(82,207)
Closing Balance 30 June 2017	<u>52,589</u>	<u>52,441</u>	<u>51,171</u>
<b>Heritage Loan Reserve</b>			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>

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## 23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
<b>Hyde Park Lake Reserve</b>			
Opening Balance 1 July 2016	144,127	144,154	139,913
Transfer to Reserve	4,050	3,553	4,214
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>148,177</u>	<u>147,707</u>	<u>144,127</u>
<b>Land and Building Asset Acquisition Reserve</b>			
Opening Balance 1 July 2016	269,198	269,248	261,329
Transfer to Reserve	7,563	6,637	7,869
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>276,761</u>	<u>275,885</u>	<u>269,198</u>
<b>Leederville Oval Reserve</b>			
Opening Balance 1 July 2016	210,774	210,813	219,099
Transfer to Reserve	5,920	4,087	6,427
Transfer from Reserve	-	(70,000)	(14,752)
Closing Balance 30 June 2017	<u>216,694</u>	<u>144,900</u>	<u>210,774</u>
<b>Leederville Tennis Reserve</b>			
Opening Balance 1 July 2016	975	975	-
Transfer to Reserve	1,006	1,006	975
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>1,981</u>	<u>1,981</u>	<u>975</u>
<b>Light Fleet Replacement Reserve</b>			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
<b>Loftus Community Centre Reserve</b>			
Opening Balance 1 July 2016	20,946	20,950	18,928
Transfer to Reserve	6,717	6,588	6,732
Transfer from Reserve	(9,852)	(11,000)	(4,714)
Closing Balance 30 June 2017	<u>17,811</u>	<u>16,538</u>	<u>20,946</u>
<b>Loftus Recreation Centre Reserve</b>			
Opening Balance 1 July 2016	26,544	26,167	5,725
Transfer to Reserve	57,579	58,212	56,819
Transfer from Reserve	(45,000)	(45,000)	(36,000)
Closing Balance 30 June 2017	<u>39,123</u>	<u>39,379</u>	<u>26,544</u>
<b>North Perth Tennis Reserve</b>			
Opening Balance 1 July 2016	36,316	36,323	-
Transfer to Reserve	5,733	5,643	36,316
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>42,049</u>	<u>41,966</u>	<u>36,316</u>

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## 23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
<b>Office Building Reserve - 246 Vincent Street</b>			
Opening Balance 1 July 2016	512,630	511,753	551,740
Transfer to Reserve	14,401	12,615	16,590
Transfer from Reserve	-	-	(55,700)
Closing Balance 30 June 2017	<u>527,031</u>	<u>524,368</u>	<u>512,630</u>
<b>Parking Facility Reserve</b>			
Opening Balance 1 July 2016	129,056	142,880	145,447
Transfer to Reserve	3,626	3,069	4,309
Transfer from Reserve	(34,500)	(36,750)	(20,700)
Closing Balance 30 June 2017	<u>98,182</u>	<u>109,199</u>	<u>129,056</u>
<b>Parking Funded City Upgrade Reserve</b>			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
<b>Parking Funded Transport Initiative Reserve</b>			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
<b>Percent For Public Art Reserve</b>			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	325,371	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>325,371</u>	<u>-</u>
<b>Perth Oval Reserve</b>			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
<b>Plant and Equipment Reserve</b>			
Opening Balance 1 July 2016	398,316	398,389	392,416
Transfer to Reserve	9,447	4,837	11,701
Transfer from Reserve	(107,000)	(107,000)	(5,801)
Closing Balance 30 June 2017	<u>300,763</u>	<u>296,226</u>	<u>398,316</u>
<b>Public Open Space Reserve</b>			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>

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## 23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
<b>State Gymnastics Centre Reserve</b>			
Opening Balance 1 July 2016	83,461	83,476	70,556
Transfer to Reserve	13,178	12,991	12,905
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>96,639</u>	<u>96,467</u>	<u>83,461</u>
<b>Strategic Waste Management Reserve</b>			
Opening Balance 1 July 2016	20,272	20,276	19,679
Transfer to Reserve	570	500	593
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>20,842</u>	<u>20,776</u>	<u>20,272</u>
<b>Tamala Park Land Sales Reserve</b>			
Opening Balance 1 July 2016	1,344,639	1,553,079	1,250,544
Transfer to Reserve	958,838	960,402	1,287,255
Transfer from Reserve	(280,779)	(362,245)	(1,193,160)
Closing Balance 30 June 2017	<u>2,022,698</u>	<u>2,151,236</u>	<u>1,344,639</u>
<b>Underground Power Reserve</b>			
Opening Balance 1 July 2016	190,086	190,121	184,531
Transfer to Reserve	5,340	4,686	5,555
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>195,426</u>	<u>194,807</u>	<u>190,086</u>
<b>Waste Management Plant and Equipment Reserve</b>			
Opening Balance 1 July 2016	38,910	38,917	37,772
Transfer to Reserve	507,314	507,122	1,138
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>546,224</u>	<u>546,039</u>	<u>38,910</u>
<b>Total Reserves</b>	<u><u>8,908,119</u></u>	<u><u>10,389,586</u></u>	<u><u>6,221,415</u></u>
<b>Summary of Reserves:</b>			
Total Opening Balance 1 July	6,221,415	6,446,485	7,671,805
Total Transfer to Reserves	3,614,461	5,112,045	4,719,310
Total Transfer from Reserves	(927,757)	(1,168,944)	(6,169,700)
Total Closing Balance 30 June	<u><u>8,908,119</u></u>	<u><u>10,389,586</u></u>	<u><u>6,221,415</u></u>

All of the cash backed reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 12 to this financial report.



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## 24. NOTES TO THE STATEMENT OF CASH FLOWS

## (a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, the City of Vincent considers cash to include cash on hand and in banks and investments net of outstanding bank overdrafts and non-cash investments. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	Actual 2016/17 \$	Actual 2015/16 \$
Cash and Cash Equivalents	17,424,002	16,499,516
	<u>17,424,002</u>	<u>16,499,516</u>

## (b) Reconciliation of Net Cash provided by Operating Activities to Net Result

	Actual 2016/17 \$	Actual 2015/16 \$
Net Result	3,821,308	4,744,428
Non-cash flows in Net Result:		
Depreciation	9,094,953	9,530,829
Asset Revaluation Decrement	-	-
Net Share of Interests in Joint Ventures	(23,213)	(339,739)
Change in Equity – WALGA LG House Trust	683	4,142
Profit on Assets Held for Sale (TPRC Joint Venture)	(245,788)	(1,299,433)
Work in Progress Assets Expensed	-	-
(Gain)/Loss on Sale of Property, Plant and Equipment	(128,744)	(1,852,297)
	<u>12,519,199</u>	<u>10,787,930</u>
Revenue Provided by:		
Government Grants for the Development of Assets	(2,548,355)	(1,384,622)
	<u>(2,548,355)</u>	<u>(1,384,622)</u>
Changes in Assets and Liabilities:		
Increase/(Decrease) in Provisions	263,524	256,050
Increase/(Decrease) in Income Received in Advance	(732,601)	673,768
Increase/(Decrease) in Accrued Income	165,033	153,165
Increase/(Decrease) in Creditors	(1,150,703)	168,535
Decrease/(Increase) in Debtors	(967,737)	(178,002)
Decrease/(Increase) in Prepayments	(231,024)	(106,004)
(Increase)/Decrease in Stock on Hand	(11,183)	28,782
Increase/(Decrease) in GST Movement	(16,370)	24,550
	<u>(2,681,061)</u>	<u>1,020,844</u>
Net Cash Provided by Operating Activities	<u>7,289,783</u>	<u>10,424,152</u>

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24. NOTES TO THE STATEMENT OF CASH FLOWS (Continued)

(c) Undrawn Borrowing Facilities

	Actual 2016/17 \$	Actual 2015/16 \$
<b>Credit Standby Arrangements</b>		
Bank overdraft limit*	-	-
Bank overdraft at balance date	-	-
Credit card limit	50,000	38,000
Credit card balance at balance date	(4,548)	(11,542)
<b>Total amount of credit unused</b>	<b>45,452</b>	<b>26,458</b>
 <b>Loan Facilities</b>		
Loan facilities - current	881,398	818,840
Loan facilities - non-current	14,896,584	15,777,982
<b>Total facilities in use at balance date</b>	<b>15,777,982</b>	<b>16,596,822</b>
 <b>Unused loan facilities at balance date</b>	<b>15,823,434</b>	<b>16,623,280</b>

\* The City does not have a formal bank overdraft facility. However, the City has a Group Limit Facility with the Commonwealth Bank of Australia of \$2 million which covers payments if the City has sufficient funds in other accounts.

The facility was not used by the City during the year ended 30 June 2017.

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## 25. NET CURRENT ASSETS

Composition of net current assets

	2017 (30 June 2017 Carried Forward) \$	2017 (1 July 2016 Brought Forward) \$	2016 (30 June 2016 Carried Forward) \$
<b>Surplus/(Deficit) 1 July 16 brought forward</b>	<b>4,475,025</b>	<b>4,251,223</b>	<b>4,251,223</b>
<b>Current Assets</b>			
Cash and Cash Equivalents			
Unrestricted	8,515,883	10,278,101	10,278,101
Restricted	8,908,119	6,221,415	6,221,415
Receivables			
Rates Outstanding	218,492	(17,656)	(17,656)
Sundry Debtors	4,641,665	3,531,588	3,531,588
GST Receivable	106,687	67,868	67,868
Inventories			
Depot	117,950	120,372	120,372
Beatty Park Leisure Centre – Café/Retail	63,294	49,689	49,689
<b>Less: Current Liabilities</b>			
Trade and Other Payables			
Sundry Creditors	(4,719,626)	(6,131,282)	(6,131,282)
Accrued Interest on Debentures	(73,079)	(76,599)	(76,599)
Accrued Salaries and Wages	(309,483)	(315,516)	(315,516)
Current Portion of Long Term Borrowings			
Secured by Floating Charge	(881,398)	(818,840)	(818,840)
Provisions			
Provision for Annual Leave	(1,772,315)	(1,717,781)	(1,717,781)
Provision for Long Service Leave	(1,714,443)	(1,537,561)	(1,537,561)
<b>Unadjusted Net Current Assets</b>	<b>13,101,746</b>	<b>9,653,798</b>	<b>9,653,798</b>
<b>Adjustments</b>			
Less: Reserves – Restricted Cash	(8,908,119)	(6,221,415)	(6,221,415)
Less: Restricted – Sundry Debtors (Non-Operating Grant)	(600,000)	-	-
Add: Secured by Floating Charge	881,398	818,840	818,840
<b>Adjusted Net Current Assets - Surplus/(Deficit)</b>	<b>4,475,025</b>	<b>4,251,223</b>	<b>4,251,223</b>

**Difference**

There was no difference between the surplus/(deficit) 1 July 2016 brought forward position used in the 2017 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2016 audited financial report

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## 26. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening Balance <sup>(1)</sup> 1/07/15 \$	Received <sup>(2)</sup> 2015/16 \$	Expended <sup>(3)</sup> 2015/16 \$	Closing Balance <sup>(1)</sup> 30/06/16 \$	Received <sup>(2)</sup> 2016/17 \$	Expended <sup>(3)</sup> 2016/17 \$	Closing Balance 30/06/17 \$
<b>Transport</b>							
Grant for road works	-	526,499	(526,499)	-	376,989	(328,888)	48,101
<b>Total</b>	<u>-</u>	<u>526,499</u>	<u>(526,499)</u>	<u>-</u>	<u>376,989</u>	<u>(328,888)</u>	<u>48,101</u>

## Notes:

(1) Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

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**27. SUPERANNUATION**

The total statutory superannuation contribution paid by the Council during the reporting period was \$1,752,861. During the 2015/16 year the contributions were \$1,676,187.

The City of Vincent complies with the minimum obligations under federal law and contributes in respect of its employees to one of the following types of superannuation plans:-

**Accumulated Benefit Superannuation Funds**

The Council contributes in respect of certain of its employees to accumulated benefit superannuation funds, nominated by the employees. In accordance with statutory requirements, the Council contributes to these funds amounts determined by the Council. As such, assets are accumulated in the plan to meet members' benefits as they accrue. No liability of the Council has been recognised as at the reporting date in respect of superannuation benefits for its employees.

**City of Perth Superannuation Plan – a sub plan in the AustralianSuper Corporate Division**

The Council contributes in respect of certain former City of Perth employees to a defined benefit superannuation plan. In accordance with statutory requirements, the Council contributes to the City of Perth Superannuation Plan (the Plan) amounts determined by the Plan Actuary. As such, assets are accumulated in the Plan to meet members' benefits as they accrue. The latest available audited financial report of the plan as at 30 June 2016, which was not subject to any audit qualification, indicates that the assets of the plan are sufficient to meet accrued benefits.

An Actuarial Report was received from Nerida Secombe (BEC) of the Heron Partnership dated 23 March 2017. This latest review found the Plan has remained stable over the year to 30 June 2016; and recommended continue to contribute at a rate lower than the long-term employer cost until the next review in 2019. During this time the reduced employer contributions will be supplemented with contributions from the surplus of the Plan. Any contributions allocated from the surplus of the Plan will not be represented in the City's financial statements.

The City also received from the Actuary a "Funding and Solvency Certificate" and a "Benefit Certificate" for the Plan. Both certificates are dated 1 April 2016 and are valid until 31 March 2021 (unless new certificates are issued earlier).

The plan has a number of different participating employers contributing to the Plan. There is no segregation of the assets applicable to each employer and the each individual employer is not able to accurately identify its share of the underlying financial position of the multi-employer plan with sufficient reliability for accounting purposes. The plan is therefore accounted for as a defined contribution plan. The defined benefit section of the plan was closed to the admission of new members from 1 July 2010.

**28. CONTINGENT LIABILITIES****Mindarie Regional Council**

In line with other equity holders in the Mindarie Regional Council (MRC) the City of Vincent has guaranteed, proportionate to its equity share (one twelfth), the obligations of MRC to the contractor which built and is now operating the Neerabup Resource Recovery Facility. The financial guarantee is to provide comfort to the operator (and its financiers) by providing a direct contractual relationship between each member council and the operator.

The guarantee can be called upon in the event of a default event during the contractor's operation of the facility. The share of the liability that could be generated by the exercise of the guarantee is estimated at an amount between \$7.21 million diminishing to \$1.5 million depending on the time of any such default event. This guarantee expires on 15 July 2019.

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## 29. CAPITAL AND LEASING COMMITMENTS

## (a) Operating Lease Commitments

	Actual 2016/17 \$	Actual 2015/16 \$
Non-cancellable operating leases contracted for but payable:		
- not later than one year	282,638	538,612
- later than one year but not later than five years	194,011	476,649
- later than five years	-	-
	<u>476,649</u>	<u>1,015,261</u>

## (b) Capital Expenditure Commitments

	Actual 2016/17 \$	Actual 2015/16 \$
Contracted for:		
- capital expenditure projects	472,567	264,897
- plant and equipment purchases	157,235	361,179
	<u>629,802</u>	<u>626,076</u>
Payable		
- not later than one year	629,802	626,076
	<u>629,802</u>	<u>626,076</u>

The capital expenditure projects outstanding at the end of the current reporting period represent the construction of buildings, road works, footpaths, parks development and miscellaneous works.

## 30. ELECTED MEMBERS FEES AND ALLOWANCES

	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Members Meeting Fee	195,387	214,840	205,109
Mayor Allowance	58,247	58,600	61,800
Deputy Mayor Allowance	15,682	15,680	15,450
Information Technology Allowance	23,029	31,500	31,500
Travelling Expenses	257	1,500	690
Child Care	1,826	2,850	2,287
Stationery/Printing	2,833	4,000	2,631
Other Expenses	687	1,150	4,151
<b>Total</b>	<u>297,948</u>	<u>330,120</u>	<u>323,618</u>

There has been no related party transactions between the City, elected members and key management personnel that have offered benefits exceeding ordinary citizen transactions.

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## 31. TRUST FUNDS

Funds held at balance date over which the Council has no control and which are not included in the Financial Statements are as follows:

	Actual 2016/17 \$	Actual 2015/16 \$
<b>Beatty Park Bonds</b>		
Balance as at 1st July 2016	250	250
Receipts	-	-
Payments	-	-
Balance as at 30th June 2017	<u>250</u>	<u>250</u>
<b>Ground Bonds</b>		
Balance as at 1st July 2016	11,980	12,430
Receipts	35,300	30,503
Payments	(31,050)	(30,953)
Balance as at 30th June 2017	<u>16,230</u>	<u>11,980</u>
<b>Hall Deposits</b>		
Balance as at 1st July 2016	60,166	58,366
Receipts	163,000	124,568
Payments	(153,760)	(122,768)
Balance as at 30th June 2017	<u>69,406</u>	<u>60,166</u>
<b>Key Deposits</b>		
Balance as at 1st July 2016	18,750	17,050
Receipts	1,450	2,850
Payments	(2,860)	(1,150)
Balance as at 30th June 2017	<u>17,340</u>	<u>18,750</u>
<b>Leederville Gardens Inc Surplus Trust</b>		
Balance as at 1st July 2016	4,411,697	-
Receipts	775,336	4,411,697
Payments	-	-
Balance as at 30th June 2017	<u>5,187,033</u>	<u>4,411,697</u>
<b>Nomination Deposits</b>		
Balance as at 1st July 2016	-	-
Receipts	640	1,200
Payments	(640)	(1,200)
Balance as at 30th June 2017	<u>-</u>	<u>-</u>
<b>Work Bonds</b>		
Balance as at 1st July 2016	2,054,776	1,978,200
Receipts	578,140	928,100
Payments	(887,275)	(851,524)
Balance as at 30th June 2017	<u>1,745,641</u>	<u>2,054,776</u>
<b>Unclaimed Monies</b>		
Balance as at 1st July 2016	181,981	184,248
Receipts	(3,040)	60
Payments	(1,285)	(2,327)
Balance as at 30th June 2017	<u>177,656</u>	<u>181,981</u>
<b>Planning Application Bond</b>		
Balance as at 1st July 2016	40,100	50,900
Receipts	2,000	-
Payments	(2,900)	(10,800)
Balance as at 30th June 2017	<u>39,200</u>	<u>40,100</u>
<b>Total Trust Balance</b>	<u><u>7,252,756</u></u>	<u><u>6,779,700</u></u>



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**32. FINANCIAL RISK MANAGEMENT**

Council's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk. Financial risk management is carried out by Financial Services under policies approved by the Council.

The Council held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	Actual 2016/17 \$	Actual 2015/16 \$	Actual 2016/17 \$	Actual 2015/16 \$
<b>Financial Assets</b>				
Cash and Cash Equivalents	17,424,002	16,499,516	17,424,002	16,499,516
Receivables	4,721,204	3,902,129	4,721,204	3,902,129
	<u>22,145,206</u>	<u>20,401,645</u>	<u>22,145,206</u>	<u>20,401,645</u>
<b>Financial Liabilities</b>				
Payables	5,102,188	6,812,942	5,102,188	6,812,942
Borrowings	15,777,982	16,596,822	12,991,089	14,899,378
	<u>20,880,170</u>	<u>23,409,764</u>	<u>18,093,277</u>	<u>21,712,320</u>

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables – estimated to the carrying value which approximates net market value.
- Borrowings – estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

**(a) Cash and Cash Equivalents**

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio. Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk – the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk – the risk that movements in interest rates could affect returns. The weighted effective average interest for all the cash and cash equivalent for the year was 2.79% (2015/2016 was 2.89%).

Another risk associated with cash and investments is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

**Sensitivity Analysis**

Impact of a 1.0% movement in interest rates on the average balance of cash and investments

	30 June 2017 \$	30 June 2016 \$
- Equity	247,763	281,065
- Income Statement	247,763	281,065

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32. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

Council's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies. Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is monitored against benchmarks for acceptable collection performance. Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors. There are no material receivables that have been subject to a re-negotiation of repayment terms. The profile of the Council's credit risk at balance date was:

The profile of the Council's credit risk at balance date was:

	30 June 2017	30 June 2016
	\$	\$
Percentage of Rates and Annual Charges		
- Current	65%	62%
- Non-Current (Pensioners' Deferred Rates)	35%	38%
	30 June 2017	30 June 2016
	\$	\$
Percentage of Other Receivables (excluding Underground Power Charge)		
- Current	100%	100%
- Non-Current	0%	0%

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## 32. FINANCIAL RISK MANAGEMENT (Continued)

## (c) Borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of Council's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due Between 1 & 5 years \$	Due after 5 years \$	Total Contractual Cash Flows \$	Carrying Values \$
<b>2017</b>					
Payables	5,102,188	-	-	5,102,188	5,102,188
Borrowings	<u>1,879,848</u>	<u>11,209,734</u>	<u>8,105,947</u>	<u>21,195,529</u>	<u>15,777,982</u>
	<u>6,982,036</u>	<u>11,209,734</u>	<u>8,105,947</u>	<u>26,297,717</u>	<u>20,880,170</u>
<b>2016</b>					
Payables	6,812,942	-	-	6,812,942	6,812,942
Borrowings	<u>1,868,323</u>	<u>11,832,118</u>	<u>9,363,411</u>	<u>23,063,852</u>	<u>16,596,822</u>
	<u>8,681,265</u>	<u>11,832,118</u>	<u>9,363,411</u>	<u>29,876,794</u>	<u>23,409,764</u>

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs. Council manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risks:

	< 1 year \$	> 1 < 5 years \$	> 5 years \$	Total \$	Weighted Average Effective Interest Rate %
<b>Year Ended 30 June 2017</b>					
<b>Borrowings</b>					
- Fixed Rate					
Debentures	881,398	8,673,637	6,222,946	15,777,982	
Weighted Average Interest Rate	6.51%	6.14%	6.41%		6.30%
<b>Year Ended 30 June 2016</b>					
<b>Borrowings</b>					
- Fixed Rate					
Debentures	818,840	8,720,009	7,057,973	16,596,822	
Weighted Average Interest Rate	6.48%	6.22%	6.40%		6.33%

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## 33. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	Actual 2016/17 \$	Actual 2015/16 \$
Governance	23,873,834	21,706,831
General purpose funding	1,363,680	2,353,491
Law, order, public safety	2,565,028	2,059,262
Health	22,214,900	3,181,676
Education and welfare	19,062,798	8,707,089
Community amenities	3,087,346	2,041,321
Recreation and culture	222,781,658	205,483,778
Transport	144,456,909	112,083,810
Economic services	-	-
Other property and services	20,898,006	16,775,076
	<u>460,304,159</u>	<u>374,392,334</u>

## 34. TRADING UNDERTAKINGS, MAJOR TRADING UNDERTAKINGS AND MAJOR LAND TRANSACTIONS

Tamala Park Regional Council – Development of Catalina Estate

## (a) Details

The City is a participant (along with the Cities of Joondalup, Perth, Stirling, Wanneroo and the Towns of Cambridge and Victoria Park) in the operations of the Tamala Park Regional Council (TPRC). The TPRC was created in 2006 to develop the Catalina Estate - approximately 173 hectares of land for sale immediately north of the land leased by the Mindarie Regional Council. The City has a one twelfth (1/12) equity in the assets and liabilities of the development and the net proceeds of the land development; as well as a one twelfth (1/12) share in the asset of the lands held for development.

During the financial year ended 30 June 2017, the sale of 69 lots was settled. The City's share of the sale proceeds received by TPRC was \$1,661,093; and the City's share of the development and selling costs was \$1,415,305; resulting in a net gain on the disposal of the developed land as \$245,788. This note should also be read in conjunction with Note 10 Interests in Joint Ventures.

## (b) Current Year Transactions

	Actual 2016/17 \$	Actual 2015/16 \$
<b>Capital Income</b>		
Proceeds from Sale of Land	1,661,093	3,211,695
<b>Capital Expenditure</b>		
Land Development Expenses	(1,412,983)	(1,883,556)
Rates	-	(25,838)
Acquisition Cost of Land Developed	(2,322)	(2,868)
	<u>(1,415,305)</u>	<u>(1,912,262)</u>
<b>Profit/(Loss) on Sale of Land Assets (TPRC)</b>	<u>245,788</u>	<u>1,299,433</u>

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## 34. TRADING UNDERTAKINGS, MAJOR TRADING UNDERTAKINGS AND MAJOR LAND TRANSACTIONS (Continued)

## (c) Expected Future Cash Flows

The City's share of future cash flows from the last Catalina Estate development project plan are:

	2018	2019	2020	2021	2022	2023
	\$	\$	\$	\$	\$	\$
<b>Cash Inflows</b>						
Proceeds from Sale of Land	-	3,816,949	4,390,393	5,641,758	5,648,761	5,177,981
<b>Cash Outflows</b>						
Land Development Expenses	-	(2,709,047)	(2,600,663)	(2,660,814)	(2,429,924)	(2,292,631)
<b>Net Cash Flows</b>	<u>-</u>	<u>1,107,902</u>	<u>1,789,730</u>	<u>2,980,944</u>	<u>3,218,837</u>	<u>2,885,350</u>
	2024	2025	2026	2027	2028	2029
	\$	\$	\$	\$	\$	\$
<b>Cash Inflows</b>						
Proceeds from Sale of Land	-	4,122,673	6,527,700	2,444,907	-	-
<b>Cash Outflows</b>						
Land Development Expenses	-	(2,032,944)	(2,266,999)	(392,253)	(78,775)	-
<b>Net Cash Flows</b>	<u>-</u>	<u>2,089,729</u>	<u>4,260,701</u>	<u>2,052,654</u>	<u>(78,775)</u>	<u>-</u>

## 35. EMPLOYEE NUMBERS

	Actual 2016/17	Actual 2015/16
	\$	\$
The number of Full-Time Equivalent Employees at balance date	260.3	245.5

## 36. ECONOMIC DEPENDENCY

A significant portion of revenue is received by way of grant from the State and Federal Government. The total of grant revenue from government sources is disclosed in Note 4.

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**37. FAIR VALUE MEASUREMENT**

The City measures the following assets and liabilities on a recurring basis:

- Financial Assets – Investments
- Land and Buildings
- Furniture and Equipment
- Plant and Equipment
- Roads
- Footpaths
- Rights of Way
- Drainage
- Park Development
- Car Park Development
- Other Infrastructure Assets

The City does not measure any other assets and liabilities at fair value on a non-recurring basis.

The following table provides the fair values of the City's assets measured and recognised on a recurring basis after initial recognition and their categorisation within the fair value hierarchy:

**Recurring Fair Value Measurements****Financial Assets 30 June 2017**

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
Investment	17	-	41,952	-	

**Financial Assets 30 June 2016**

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
Investment	17	-	42,635	-	

**Non-Financial Assets 30 June 2017**

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
Land	18	-	128,067,500	-	128,067,500
Buildings	18	-	1,392,100	162,267,324	163,659,424
Plant and Equipment	18	-	5,508,449	49,541	5,557,990
Furniture and Equipment	18	-	142,960	1,415,455	1,558,415
Roads	19	-	-	56,369,931	56,369,931
Footpaths	19	-	-	22,078,385	22,078,385
Rights of Way	19	-	-	3,338,229	3,338,229
Drainage	19	-	-	17,215,138	17,215,138
Park Development	19	-	-	14,423,813	14,423,813
Car Park Development	19	-	-	8,843,670	8,843,670
Other Infrastructure	19	-	-	5,553,295	5,553,295
<b>Total non-financial assets recognised at fair value on a recurring basis</b>		<b>-</b>	<b>135,111,009</b>	<b>291,554,781</b>	<b>426,665,790</b>

\* Excludes Work in Progress.

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

## 37. FAIR VALUE MEASUREMENT (Continued)

## Non-Financial Assets 30 June 2016 (Restated)

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
Land	18	-	12,930,000	41,915,327	54,845,327
Buildings	18	-	2,173,101	151,989,582	154,162,683
Plant and Equipment	18	-	3,568,147	639,403	4,207,550
Furniture and Equipment	18	-	142,960	669,374	812,334
Roads	19	-	-	56,203,636	56,203,636
Footpaths	19	-	-	21,141,747	21,141,747
Rights of Way	19	-	-	3,243,331	3,243,331
Drainage	19	-	-	17,307,777	17,307,777
Park Development	19	-	-	14,920,062	14,920,062
Car Park Development	19	-	-	8,927,768	8,927,768
Other Infrastructure	19	-	-	5,382,918	5,382,918
<b>Total non-financial assets recognised at fair value on a recurring basis</b>		<b>-</b>	<b>18,814,208</b>	<b>322,340,925</b>	<b>341,155,133</b>

\* Excludes Work in Progress.

## (a) Transfers Policy

The policy of the City is to recognise transfers into and transfers out of the fair value hierarchy levels as at the end of the reporting period. There were no transfers between Levels 1 and 2 for recurring fair value measurements during the year. There were also no transfers in and out of Level 3 measurements.

## (b) Highest and Best Use

There were no assets valued where it was assumed that the highest and best use was other than their current use.



CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

37. FAIR VALUE MEASUREMENT (Continued)

(c) Valuation techniques and inputs used to derive fair values

The following table summarises valuation inputs and techniques used to determine the Fair value for each asset class.

Asset	Level of Valuation Input	Fair Value at 30 June 2017	Valuation Technique(s)	Inputs Used
<b>Non-Financial Assets</b>				
Land	2	128,067,500	Market approach	Price per square metre
Land	3	-	Cost approach	Price per square metre
Buildings	2	1,392,100	Market approach	Estimates of useful life, pattern of consumption, asset condition, residual value and relationship to the assessed level of remaining service potential of the depreciable amount
Buildings	3	162,267,324	Cost and Market approach	Estimates of useful life, pattern of consumption, asset condition, residual value and relationship to the assessed level of remaining service potential of the depreciable amount
Plant and Equipment	2	5,508,449	Cost and Market approach	Make, size/model, year of manufacture and condition
Plant and Equipment	3	49,541	Cost and Market approach	Make, size/model, year of manufacture and condition
Furniture and Equipment	2	142,960	Cost and Market approach	Make, size/model, year of manufacture and condition
Furniture and Equipment	3	1,415,455	Cost and Market approach	Make, size/model, year of manufacture and condition

## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

## 37. FAIR VALUE MEASUREMENT (Continued)

## (c) Valuation techniques and inputs used to derive fair values (Continued)

Asset	Level of Valuation Input	Fair Value at 30 June 2017	Valuation Technique(s)	Inputs Used
Roads	3	56,369,931	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Footpaths	3	22,078,385	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Rights of Way	3	3,338,229	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Drainage	3	17,215,138	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Park Development	3	14,423,813	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Car Park Development	3	8,843,670	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Other Infrastructure	3	5,553,295	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Total *</b>		<b><u>426,665,790</u></b>		

\* Excludes Work in Progress.

**CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**37. FAIR VALUE MEASUREMENT (Continued)**

**(c) Valuation techniques and inputs used to derive fair values (Continued)**

**Recurring fair value measurements**

**Land**

The City's land was valued by independent valuers as at 30 June 2017. The valuation has been conducted in accordance with Australian Accounting Standards, including AASB 13 Fair Value Measurement and AASB 116 Property, Plant and Equipment, as well as the Local Government Act 1995 and accompanying regulations. The valuation excludes any Assets held for sale, under construction or work in progress, finance costs, stock or inventory, goodwill and intellectual property.

Both improved and unimproved land have been valued in accord the prevailing zoning/reservation or likely zoning. In determining value, sales evidence of comparable property has been collated and analysed across the various localities within the City of Vincent and used to determine the value of the subject land.

With regard to land that is currently zoned Parks, Recreation and/or for Public Purpose, having a highly restricted use, it is difficult with any degree of confidence in applying the typical valuation method of direct comparable sales evidence consistent with the Level 2 input. These were subsequently valued at the Level 3 valuation input hierarchy by using the professional judgement of a Registered Valuer who investigated land value within a wider general area of the region where traditionally land values are at their lowest. The appropriate sales of this marginal land was then applied to the subject property after making due allowances for location, size and utility. This provided only a low level of comparability.

**Buildings**

The Building asset class includes buildings owned by City of Vincent which have been measured at market value as at 30 June 2017. City's valuer has researched sales evidence across the relevant local markets. Value adjustments for considerations such as location, development potential, aspect, size and date of sale have been made to the most appropriate evidence to determine fair value.

The City's building & improvement assets such as the City's Depot, Community Halls and Club houses, Pavilion, etc. which are considered to be of a "specialised nature" (non – market type properties which are not readily traded in the market place) are valued in 2017 by professionally qualified Registered Valuers using the cost approach. This approach is commonly referred to as the depreciated replacement cost (DRC).

The "DRC" approach considers the cost (sourced from cost guides such as Rawlinsons, Cordell, professional quantity surveyors and recent construction costs for similar projects throughout Western Australia) to reproduce or replace similar assets with an asset in new condition, including allowance for installation, less an amount for depreciation in the form of accrued physical wear and tear, economic and functional obsolescence. The depreciation consists of a combination of unit rates based on square metres and quantification of the component parts of the asset (level 2 valuation inputs). Other inputs (i.e. remaining useful life, asset condition and utility) required extensive professional judgement and impacted significantly on the final determination of fair value. Therefore, specialised building assets were classified as having been valued using Level 3 valuation inputs.

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

## 37. FAIR VALUE MEASUREMENT (Continued)

## (c) Valuation techniques and inputs used to derive fair values (Continued)

**Plant and Equipment**

Plant and equipment were revalued in 2016 as part of the mandatory requirements embodied in Local Government (Financial Management) Regulation 17A. Whilst the additions since 1 July 2016 have been brought in the books at cost, given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered that the recorded written down values approximate fair values. Thus, the value of the class of assets in the City's books is considered to be in accordance with Local Government (Financial Management (Regulation) 17A (2), which requires these assets to be shown at fair value.

Most plant and equipment assets are generally valued using the market and cost approach using comparable sales and relevant industry market price reference guides, and have been classified as being valued at Level 2 of the fair value hierarchy. The most significant inputs into this valuation approach are the make, size, model, year of manufacture and condition.

**Infrastructure Assets**

The infrastructure assets valuation was carried out by an independent valuer in 2015. The assets which were the focus of this project included the following:

- Roads
- Footpaths
- Rights of Way
- Drainage
- Park Development
- Car Park Development
- Other Infrastructure Assets

The valuation was undertaken using the City's inventory data. The data for car parks and parks had recently been updated and are of a moderate to high confidence level. The inventory of drainage is of a low confidence level.

The valuation process has been performed in accordance with accepted accounting standards (e.g. AASB 116 and AASB 13) and other best practice asset and financial management guides (e.g. International Infrastructure Management Manual 2011© and Australian Infrastructure Financial Management Guidelines 2011©). All assets have been valued using unit rate costs, sourced from the City, local suppliers or the Rawlinsons Australian Construction Handbook 2005 (Edition 33).

## (d) Disclosed Fair Value Measurements

The following assets and liabilities are not measured at fair value in the statement of financial position, but their fair values are disclosed in the notes:

**Borrowings**

The following table provides the level of fair value hierarchy within which the disclosed fair value measurements are categorised in their entirety and a description of the valuation technique(s) and inputs used:

Description	Note	Fair Value Hierarchy Level	Valuation Technique(s)	Inputs Used
<b>Liabilities</b>				
Borrowings	8(a)	2	Income approach using discounted cash flow methodology	Current treasury borrowing rates for similar instruments

There has been no change in the valuation technique(s) used to calculate the fair values disclosed in the notes to the financial statements.

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

## 38. RELATED PARTY TRANSACTIONS

**Key Management Personnel (KMP) Compensation Disclosure**

	2017 \$
The total of remuneration paid to KMP of the City during the year are as follows:	
Short-term employee benefits	1,130,057
Post-employment benefits	138,825
Other long-term benefits	135,659
Termination benefits	-
	<b><u>1,404,541</u></b>

**Short-term employee benefits**

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found at Note 30.

**Post-employment benefits**

These amounts are the current-year's estimated cost of providing for the City's superannuation contributions made during the year.

**Other long-term benefits**

These amounts represent long service benefits accruing during the year.

**Termination benefits**

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

**Related Parties**

The City's main related parties are as follows:

*i. Key management personnel*

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel. The City includes elected members and members of the executive management team in the definition of Key Management Personnel. Compensation paid to elected members identified in Note 30.

*ii. Entities subject to significant influence by the City*

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

*iii. Joint venture entities accounted for under the equity method*

The City has a one-twelfth interest in Mindarie Regional Council and Tamala Park Regional Council. The interest in the joint venture entity is accounted for in these financial statements using the equity method of accounting. For details of interests held in joint venture entities, refer to Note 10.

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

## 38. RELATED PARTY TRANSACTIONS (Continued)

Transactions with Related Parties

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated. All of the following amounts relate to joint venture entities.

	2017
	\$
<b>Associated Companies / Individuals:</b>	
Sale of goods and services	58,748 *
Purchase of goods and services	2,367,378 *
<b>Joint venture entities:</b>	
Distributions received from joint venture entities	916,666
<b>Amounts outstanding from related parties:</b>	
Trade and other receivables	5,394
Loans to associated entities	-
Loans to key management personnel	-
<b>Amounts payable to related parties:</b>	
Trade and other payables	58,371
Loans from associated entities	9,816

Note: Transitional provisions contained within AASB 2015-16 do not require comparative related party disclosures to be presented in the period of initial application. As a consequence, only disclosures in relation to the current year have been presented.

\* The amounts disclosed under Associated Companies/Individuals are exclusive of GST.

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

## 39. FINANCIAL RATIOS OF THE ACCOUNTS

	2017	2016	2015
Current Ratio	1.38	1.32	1.04
Asset Sustainability Ratio	0.50	0.55*	0.47*
Debt Service Cover Ratio	6.10	7.54	5.75
Operating Surplus Ratio	0.02	0.06*	0.09*
Own Source Revenue Coverage Ratio	0.99	1.04*	1.03*

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current Assets} - \text{Restricted Assets}}{\text{Current Liabilities} - \text{Liabilities associated with Restricted Assets}}$
Asset Sustainability Ratio	$\frac{\text{Capital Renewal and Replacement Expenditure}}{\text{Depreciation Expense}}$
Debt Service Cover Ratio	$\frac{\text{Annual Operating Surplus Before Interest and Depreciation}}{\text{Principal and Interest}}$
Operating Surplus Ratio	$\frac{\text{Operating Revenue} - \text{Operating Expenses}}{\text{Own Source Operating Revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$

**Notes:**

Information relating to the asset consumption ratio and the asset renewal funding ratio can be found at Supplementary Ratio Information on Page 79 of this document.

Three of the 2017 ratios disclosed above were distorted by the early receipt of half of the allocation of the 2017-2018 Financial Assistance Grant in June 2017.

The early payment of the grant increased operating revenue in 2017 by \$583,015.

Three of the 2016 and 2015 ratios disclosed above were distorted by the early receipt of half of the allocation of 2015-16 Financial Assistance Grant on 30 June 2015.

The early payment of the grant increased operating revenue in 2015 and decreased operating revenue in 2016 by \$576,865.

If recognised in the year to which the allocation related, the calculations in the 2017, 2016 and 2015 columns above would be as follows:

	2017	2016	2015
Current Ratio	1.32	1.37	0.98
Debt Service Cover Ratio	5.78	7.86	5.56
Operating Surplus Ratio	0.01	0.07	0.08

\* The 2015-16 and 2014-15 results for these ratios differ from those previously reported due to prior-year adjustments addressed in Note 40. The Asset Sustainability ratio has also been amended for prior years to include the impact of consideration received for disposals of assets.



## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

## 40. PRIOR PERIOD CORRECTIONS

Balances relating to the 2016 comparative year have been amended due to the correction of prior period balances. These amendments have been adjusted as shown below and, in accordance with the requirements of AASB101, a statement of financial position as at the beginning of the earliest comparative period has been included (refer statement of financial position column labelled as at 1 July 2015).

A number of prior period corrections have been made for this annual report.

In March 2012 the City leased *nib Stadium* (Perth Oval) to the State Government for a term of 25 years. Under the terms of the lease, whilst the City retains ownership of the assets at the facility, the Lessee assumes the rights and responsibilities over the assets including the responsibility to maintain and renew those assets. In 2012-13 and 2013-14 the Lessee undertook a redevelopment program to upgrade and replace facilities at this site. The total project cost in excess of \$80 million.

During the first revaluation of Land and Buildings in 2013-14 the City did not revalue the existing assets or recognise the new assets at *nib Stadium*. As at 30 June 2017 the City has recognised and revalued all assets at this facility; and made prior-period adjustments to recognise the value of these assets as they existed at 30 June 2014.

As the City bears no responsibility for maintenance or renewal for the assets at *nib Stadium*, the City will not depreciate these assets. Changes to valuations will be recognised during triennial revaluations. Any depreciation charged in the years 2013-14 to 2016-17 has now been reversed.

Effect of the above:	Original Balance \$	Amount of Adjustment \$	Adjusted Balance \$
<b><u>Changes to Financial Statements</u></b>			
<b>Statement of Comprehensive Income</b>			
- by Nature or Type			
<b>Expenses</b>			
Depreciation on Non-Current Assets	(10,089,839)	559,010	(9,530,829)
- by Program			
<b>Expenses</b>			
Recreation and Culture	(21,715,541)	559,010	(21,156,531)
<b>Statement of Financial Position</b>			
<b>Non-Current Assets</b>			
Property, Plant and Equipment	137,691,915	77,246,463	214,938,377
<b>Equity</b>			
Retained Surplus	129,016,231	1,677,029	130,693,260
Revaluation Surplus	134,941,124	75,569,434	210,510,558
<b>Rate Setting Statement</b>			
<b>Operating Expenses</b>			
Recreation and Culture	(22,808,861)	559,010	(22,249,851)
<b>Operating Non-Cash Adjustments</b>			
Depreciation and amortisation on assets	10,089,839	(559,010)	9,530,829

## AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

40. PRIOR PERIOD CORRECTIONS (Continued)	Original Balance \$	Amount of Adjustment \$	Adjusted Balance \$
<b><u>Changes to Notes of the Financial Report</u></b>			
<b>Note 7(b) - Depreciation</b>			
Buildings	4,267,032	(559,010)	3,708,022
Total	<u>10,089,839</u>	<u>(559,010)</u>	<u>9,530,829</u>
<b>Note 11 - Revaluation Surplus</b>			
Buildings	29,302,079	75,569,434	104,871,513
<b>Note 18 - Property, Plant and Equipment</b>			
Buildings at:			
- Independent Valuation 2014 - Level 2	4,613,873	-	4,613,873
- Independent Valuation 2014 - Level 3	145,559,812	(14,260,204)	131,299,607
- Management Valuation 2014 - Level 3	-	82,272,211	82,272,211
- Additions after Valuation - Cost	1,801,556	-	1,801,556
Less: Accumulated Depreciation	<u>(75,059,020)</u>	<u>9,234,456</u>	<u>(65,824,564)</u>
Total	<u>76,916,221</u>	<u>77,246,463</u>	<u>154,162,683</u>
<b>Note 24 - Notes to the Statement of Cash Flows</b>			
Reconciliation of Net Cash provided by Operating Activities to Net Result			
<b>Net Result from Operating Activities</b>	4,185,420	559,010	4,744,429
Depreciation	10,089,839	(559,010)	9,530,829
<b>Note 33 - Total Assets Classified By Function and Activity</b>			
Recreation and Culture	128,237,315	77,246,463	205,483,778
Total	<u>297,145,871</u>	<u>77,246,463</u>	<u>374,392,334</u>
<b>Note 37 - Fair Value Measurement</b>			
Non-Financial Assets 30 June 2016			
Buildings - Level 3	76,916,221	77,246,463	154,162,683

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT  
SUPPLEMENTARY RATIO INFORMATION  
FOR THE YEAR ENDED 30TH JUNE 2017

## SUPPLEMENTARY FINANCIAL RATIOS

The following information relates to those ratios which only require an attestation they have been checked and supported by verifiable information. It does not form part of the financial report.

	2017	2016	2015
Asset Consumption Ratio*	0.76	0.77*	0.78*
Asset Renewal Funding Ratio <sup>#</sup>	-	-	-

The above ratios are calculated as follows:

Asset Consumption Ratio	$\frac{\text{Depreciated Replacement Cost of Assets}}{\text{Current Replacement Cost of Depreciable Assets}}$
Asset Renewal Funding Ratio	$\frac{\text{NPV of Planned Capital Renewals Over 10 Years}}{\text{NPV of Required Capital Expenditure Over 10 Years}}$

\* The 2015-16 and 2014-15 results for these ratios differ from those previously reported due to prior-year adjustments addressed in Note 40.

\* The calculation of the Asset Consumption Ratio excludes the value of the assets at *nib Stadium* (Perth Oval). This facility is leased by the State Government and managed by VenuesWest. Whilst the City retains ownership of facility and the assets, the Lessee has responsibility to maintain and renew the assets over the term of the lease.

<sup>#</sup> This ratio is dependent on an understanding of the level of renewal required across all asset categories. The City is in the process of undertaking detailed condition reporting which will enable the development of renewal programmes to meet agreed service levels. This ratio will be reviewed in the next LTFP.

## AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

## 5.4 DRAFT RISK MANAGEMENT STRATEGY

TRIM Ref: D17/156008

Author: Tim Evans, Manager Governance and Risk

Authoriser: Len Kosova, Chief Executive Officer

Attachments: Nil

## RECOMMENDATION:

That the Audit Committee:

1. ENDORSES the draft Risk Management Strategy included as attachment 1 and RECOMMENDS it to Council for adoption; and
2. NOTES that the Operational Risk Management Plan will be presented to the Audit Committee at its first meeting in 2018.

Moved: Cr Gontaszewski, Seconded: Mayor Cole

That the recommendation be adopted.

Moved: Cr Gontaszewski, Seconded: Mayor ColePROPOSED AMENDMENT

That the recommendation be amended as follows:

"That the Audit Committee:

1. ~~ENDORSES~~ NOTES the draft Risk Management Strategy included as attachment 1 and ~~RECOMMENDS~~ it to Council for adoption; and
2. ENDORSES the Implementation Strategies contained within the draft Risk Management Strategy;
3. RECOMMENDS that a further report be provided to Council relating to the interaction between the different elements of the City of Vincent Risk Management Strategy and Risk Management Policy framework; and
- 2.4. NOTES that the Operational Risk Management Plan will be presented to the Audit Committee at its first meeting in 2018."

AMENDMENT CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

Against: Nil

(Cr Harley was not in attendance and did not vote.)

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AUDIT COMMITTEE MINUTES21 NOVEMBER 2017

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COMMITTEE DECISION ITEM 5.4

Moved: Cr Gontaszewski, Seconded: Mayor Cole

That the Audit Committee:

1. NOTES the draft Risk Management Strategy;
2. ENDORSES the Implementation Strategies contained within the draft Risk Management Strategy;
3. RECOMMENDS that a further report be provided to Council relating to the interaction between the different elements of the City of Vincent Risk Management Strategy and Risk Management framework; and
4. NOTES that the Operational Risk Management Plan will be presented to the Audit Committee at its first meeting in 2018.

CARRIED UNANIMOUSLY (6-0)

**For:** Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

**Against:** Nil

(Cr Harley was not in attendance and did not vote.)

At 2:46 pm, Cr Susan Gontaszewski left the meeting.

## AUDIT COMMITTEE MINUTES


21 NOVEMBER 2017

## 5.5 REVIEW OF THE CITY OF VINCENT AUDIT LOG

TRIM Ref: D17/155976

Author: Emma Simmons, Governance and Council Support Officer

Authoriser: John Paton, Director Corporate Services

Attachments: 1. City of Vincent Master Audit Log 

## RECOMMENDATION:

That the Audit Committee NOTES the status of the City's Audit Log as shown in Attachment 1.

COMMITTEE DECISION ITEM 5.5Moved: Mr Manifis, Seconded: Cr Topelberg

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

**For:** Mr Manifis, Ms Hunt, Mayor Cole, Cr Loden and Cr Topelberg

**Against:** Nil

(Cr Gontaszewski was absent from the Council Chamber and did not vote.)

(Cr Harley was not in attendance and did not vote.)

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

ITEM NUMBER	ITEM	AUDIT NAME	AUDITORS COMMENTS	FINDING ID	AUDITORS FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 1	Purchasers and Payments	Interim Audit 2015	<p>The following matters were noted and are brought to your attention:</p> <p>(i) We noted two instances (out of 18 samples tested) that the purchase orders were not raised for the procurement of goods and services.</p> <p>We request that purchase orders be raised when the goods and services are ordered. This will ensure adherence to City's purchasing policy.</p> <p>We recommend that background checks be performed as an anti-fraud control on new suppliers before entry into the Authority system. Such checks should be attached to support the existing completed "Creditor Form" and stored for record-keeping purposes.</p> <p>This matter was raised in our previous interim audit management letter dated 22 April 2014.</p> <p>We recommend that, as an additional monitoring control, a master file change report be generated on a regular basis for review by management to ensure that updates to the creditors system only contain valid and authorised details.</p> <p>This matter was raised in our previous interim audit management letter dated 22 April 2014.</p>			Not Rated	<p>The two payments without purchase orders were covered by tendered construction contracts, which were approved by Council and signed in 2008 (with variations approved in 2010) and 2014 respectively. Normally, a purchase order would be raised as well but this didn't happen in these two cases.</p> <p>The City's purchasing policy and the related procedures will be reviewed during 2015/16.</p> <p>Initial reaction is that these additions represent a small risk as they are normally added for relatively small transactions. A check is made that the organisation exists and the AEN is correct. The purchasing policy is followed for purchases, so competitive quotes have been received before proceeding.</p> <p>An increased level of checking and verification is used for tenders for large purchases or projects, as due diligence is performed as part of the tender evaluation process.</p> <p>A review of these processes will be performed during the 2015-16 financial year.</p> <p>The City's Internal Auditors raised the same issue with payroll. Since then, a master file change report has been developed for both Payroll and Creditors. The payroll change report is now in use and the creditors report is now being tested.</p>	<p>Action Item 1.1 Draft policy &amp; procedure developed. Consultation phase to follow.</p> <p>June 2016 Not yet completed. Proposed new timeframe - March 2017.</p> <p>March 2017 Not yet completed. Proposed new timeframe - June 2017.</p> <p>May 2017 On track for proposed completion date.</p> <p>July 2017 A report detailing the proposed revised purchasing policy is being presented to the Audit Committee 18 July 2017. Associated procedures are still being developed. Proposed new timeframe - September 2017.</p> <p>September 2017 The revised purchasing policy is scheduled for inclusion in the Council Workshop 31 October 2017 and is to be submitted to Council Meeting 14 November 2017. Proposed new timeframe - 14 November 2017.</p> <p>November 2017 The revised purchasing policy is scheduled for inclusion in the Council meeting 12 December 2017. Proposed new timeframe - 12 December 2017.</p>	Manager Finance	12-Dec-17
Item 2	Rates	Interim Audit 2015	<p>We recommend that procedures be introduced to ensure that the major GRV revaluation reconciliation report is signed off by the preparer and initialed by a senior officer independent of the reconciliation process to indicate that the reconciliation is correct and all exceptions and errors have been rectified.</p>			Not Rated	<p>Rates processes and procedures will be reviewed during the 2015-16 financial year and new procedures will be developed in-line with the new organisational standard for procedures.</p>	<p>Action Item 2.1 New procedures are to be developed in-line with the new organisational standard for procedures. June 2016.</p> <p>June 2016 Not yet completed. Proposed new timeframe - March 2017.</p> <p>March 2017 Not yet completed. Proposed new timeframe - June 2017.</p> <p>May 2017 On track for proposed completion date.</p> <p>July 2017 A procedure has been drafted during the current GRV revaluation process. This is currently being finalised. Proposed new timeframe - August 2017.</p> <p>September 2017 A procedure has now been prepared D17160217 and will be presented to the Auditors on 28 September 2017. Proposed new timeframe - 28 September 2017.</p> <p>November 2017 Recommended for closure - awaiting sign-off from internal auditor.</p>	Manager Finance	24-Nov-17
Item 3	Journal Entries	Interim Audit 2015	<p>We recommend that a documented policy be created which addresses the use of standard entries, non-routine entries (corrections and adjustments) and unusual or management-requested entries. This includes details on sequential numbering, the requirement for journals to be adequately explained or supported by appropriate documentation and the approved officers who can raise or authorise journal entries. Further, the policy may incorporate the procedures used to initiate, authorise, record, and process journal entries in the general ledger.</p> <p>This matter was raised in our previous interim audit management letter dated 22 April 2014.</p>			Not Rated	<p>It is accepted that there should be appropriate delegations of authority for the authorisation of journals and policy and/or procedures covering the development, approval, processing and filing of journals.</p> <p>These processes and procedures will be reviewed during the 2015/16 financial year and new procedures will be developed in-line with the new organisational standard for procedures.</p>	<p>Action Item 3.1 Develop appropriate delegations of authority for the authorisation of journals and policy and/or procedures covering the development, approval, processing and filing of journals.</p> <p>June 2016 Partially completed. Delegations have been reviewed and appropriate delegations are now in place. Procedures for the development, approval, processing and filing of journals are in place but not yet been documented. Expected to be complete by December 2016.</p> <p>March 2017 Partially completed. Proposed new timeframe - April 2017.</p> <p>May 2017 Draft procedure completed. Currently under evaluation. Will be completed by the end of the month. Proposed new timeframe - 31 May 2017.</p> <p>July 2017 A procedure has been completed. This is available for the auditors to review at their next visit D17/80512. Proposed new timeframe - August 2017.</p> <p>September 2017 This procedure will be presented to the Auditor on 28 September 2017. Proposed new timeframe - 28 September 2017.</p> <p>November 2017 Recommended for closure - awaiting sign-off from internal auditor.</p>	Manager Finance	24-Nov-17

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ITEM NUMBER	ITEM	AUDIT NAME	AUDITORS COMMENTS	FINDING ID	AUDITORS FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 5	Rates	Internal Audit 2015	Written procedures were not formalised and based on an organisation wide standard template.	3.1.1	Rates procedures should be documented based on an organisation wide template. The procedures should be reviewed and updated as required. This will allow employees to clearly understand their roles and responsibilities within predefined limits and allow management to guide operations without constant management intervention, as well as help ensure staff involved give due consideration to appropriate risk management for processing rates.	Low	Rates procedures are available in note format. Agreed that such procedures require formal documentation which is reviewed and updated as required. Senior Rates Officer to undertake formalisation of documenting all relevant procedures following the June-September peak period.  The MPS and the MHR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures.	<b>Action Item 5.1</b> The MPS and the MHR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures.  <b>November 2016</b> Partially Completed. A standard template for Administration Procedures (D16/121564) has been developed along with standard guidelines for development, approval and storage (D16/121564). Rates procedures not yet updated. <b>Proposed new timeframe - March 2017.</b>  <b>March 2017</b> Currently highlighting a list of procedures considered as high risk with regulatory or legislative implications. Proposed timeframe for high risk procedures - June 2017. Proposed timeframe for remaining low risk procedures- year end 2017.  <b>May 2017</b> On track for proposed completion date.  <b>July 2017</b> Finance is progressively documenting procedures for Rates and has identified the need for 12 rates procedures in total. These have been prioritised on a risk basis. 2 are completed (Debt Recovery D17/80803), and Rates Exemptions D17/80815). 4 are currently in progress (including General Revaluations and End-of-Year, as we are currently in the midst of these processes). These 6 will be completed, implemented and available for the auditors to review at their next visit. The remaining 6 will be drafted in the next 6 months.  <b>September 2017</b> High priority procedures have been developed and will be presented to the Auditors on 28 September 2017.  <b>November 2017</b> 2 of 6 procedures sent to internal auditor for sign-off. <b>Proposed new timeframe - 31 March 2018</b>	Manager Finance	31 Mar 18
Item 7	Payroll	Internal Audit 2015	Written payroll procedures were not formalised and based on an organisation wide standard template	3.2.3	Payroll procedures should be documented based on an organisation wide template. The procedures should be reviewed and updated as required. This will allow employees to clearly understand their roles and responsibilities within predefined limits and allow management to guide operations without constant management intervention, as well as help ensure staff involved give due consideration to appropriate risk management for processing the payroll.	Low	The Payroll Officer currently maintains two sets of procedures - a lengthy step by step instruction and an abridged version.  The MPS and the MHR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures.	<b>Action Item 7.1</b> The MPS and the MHR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures.  <b>November 2016</b> Partially Completed. A standard template for Administration Procedures (D16/121564) has been developed along with standard guidelines for development, approval and storage (D16/121564).  <b>March 2017</b> Not yet complete. An additional payroll support officer commenced on 7 March 2017 which has provided the capacity to address this item. It is proposed that this will be completed by August 2017.  <b>May 2017</b> On track for proposed completion date.  <b>July 2017</b> A Payroll procedure and working instructions are currently being drafted. On track for proposed completion date.  <b>September 2017</b> A payroll procedure and working instructions have been drafted and are being reviewed by the Manager HR. These will be reviewed by the CEO for approval along with all of the HR policies.  <b>November 2017</b> Payroll procedure working instructions have been drafted and are being reviewed by the Manager HR. <b>Proposed new timeframe - 31 December 2017</b>	Manager Human Resources/ Manager Financial Services	31-Dec-17
Item 8	Fringe Benefits Tax (FBT)	Internal Audit 2015	There were no written FBT procedures in place.	3.3.3	FBT procedures should be documented based on an organisation wide template. The procedures should be reviewed and updated as required. This will allow employees to clearly understand their roles and responsibilities within predefined limits and allow management to guide operations without constant management intervention, as well as help ensure staff involved give due consideration to appropriate risk management for processing FBT data and preparing the FBT annual return.	Low	FBT procedures are available in note format. Agreed that such procedures require formal documentation which is reviewed and updated as required. Finance Officer to undertake formalisation of documenting	<b>Action Item 8.1</b> Finance Officer to undertake formalisation of documenting FBT Procedures. Completion by December 2015.  <b>November 2016</b> Not yet completed. Expected to be complete by December 2016.  <b>March 2017</b> FBT work instructions are currently being collated into a procedure, using the new template. The finalisation and review of the procedure will align with the preparation and submission of the annual FBT return.  <b>May 2017</b> On track for proposed completion date.  <b>July 2017</b> A procedure has been drafted during the recent FBT year-end process. This is currently being finalised.  <b>September 2017</b> Procedures for the FBT year end process have been drafted D17/81011. It is anticipated that this will be finalised by 28 September 2017.  <b>November 2017</b> This is still to be presented to the auditors. <b>Proposed new timeframe - 24 November 2017</b>	Accountant	24-Nov-17

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ITEM NUMBER	ITEM	AUDIT NAME	AUDITOR'S COMMENTS	FINDING ID	AUDITOR'S FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 10	Purchases, Creditors & Payments	Interim Audit 2016	Amendments to the Local Government (Function and General) Regulations 1996 were published in the Government Gazette on 18 September 2015 and became effective from 1 October 2015. One of the amendments was to increase the tender threshold from \$150,000 to \$155,000. We observed that the City has not revised its Purchasing Policy to incorporate this amendment since the change in legislation. We further noted that the policy has not been reviewed since 28 February 2012. We recommend that the City's Purchasing Policy be reviewed without delay and all required amendments are incorporated and thereafter reviewed on a regular basis.	ii	-	Not Rated	Noted and this issue is included in the current review of the Purchasing Policy.	<p>Action Item 10.1 Amend Purchasing Policy</p> <p>March 2017 On track for proposed completion date 30 June 2017</p> <p>May 2017 On track for proposed completion date 30 June 2017.</p> <p>July 2017 A report detailing the proposed revised purchasing policy is being presented to the Audit Committee 18 July 2017</p> <p>Proposed new timeframe - 18 July 2017.</p> <p>September 2017 The purchasing policy will be presented to the Council Workshop 31 October 2017 and presented to the OMC 14 November 2017</p> <p>Proposed new timeframe - September 2017.</p> <p>November 2017 The revised purchasing policy is scheduled for inclusion in the Council meeting 12 December 2017</p> <p>Proposed new timeframe - 12 December 2017</p>	Manager Finance	12-Dec-17
Item 11	Purchases, Creditors & Payments	Interim Audit 2016	We noted that the City's Purchasing Policy does not provide any guidance with respect to obtaining quotations if the goods or services are to be acquired through the Council Purchasing Service of WALGA. Regulation 11(2) of the Local Government (Functions and General) Regulations 1996 stipulates that tenders do not have to be publicly invited if the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA.	iv	<p>On a previous occasion, we sought clarification with WALGA and the Department of Local Government and Communities on this matter and were advised as follows:</p> <ul style="list-style-type: none"> <li>Where the intended purchase is under the \$150,000 threshold, the local government should follow its purchasing policy with respect to obtaining quotations from either WALGA preferred suppliers or non-WALGA suppliers.</li> <li>Where the intended purchase is over the \$150,000 threshold and the local government wishes to use the Council Purchasing Service of WALGA without going through the tender process, it is best practice for the local government to follow the process of obtaining quotations from the WALGA panel on suppliers. This will ensure that the local government is procuring goods and services at best value for money.</li> </ul> <p>Based on the clarification obtained above, in our opinion, the City's Purchasing Policy should be reviewed and amended to provide City staff with guidance for acquiring goods and services from the WALGA panel where the procurement is over \$150,000. Where the procurement is under \$150,000 staff should follow the City's purchasing policy in line with obtaining quotations based on the procurement thresholds irrespective of the source of the supplier.</p>	Not Rated	Noted and will be addressed in the current review of the Purchasing Policy.	<p>Action Item 11.1 Amend Purchasing Policy</p> <p>March 2017 On track for proposed completion date 30 June 2017.</p> <p>May 2017 On track for proposed completion date 30 June 2017.</p> <p>July 2017 A report detailing the proposed revised purchasing policy is being presented to the Audit Committee 18 July 2017</p> <p>Proposed new timeframe - September 2017.</p> <p>September 2017 The purchasing policy will be presented to the Council Workshop 31 October 2017 and presented to the OMC 14 November 2017</p> <p>Proposed new timeframe - 14 November 2017.</p> <p>November 2017 The revised purchasing policy is scheduled for inclusion in the Council meeting 12 December 2017</p> <p>Proposed new timeframe - 12 December 2017</p>	Manager Finance	12-Dec-17
Item 15	Payroll	Interim Audit 2016	<p>We examined the City's payroll system in the following areas:</p> <ul style="list-style-type: none"> <li>Reviewing the policies and procedures at the City in relation to the Payroll system</li> <li>Staff additions and terminations</li> <li>Changes to employees pay, including variations to PAY</li> <li>Authorisation and monitoring of leave taken by employees</li> <li>Processing of payroll</li> <li>Segregation of duties</li> </ul>		<p>The following matters were noted and are brought to your attention:</p> <p>i) The City's 'Annual Leave and Long Service Leave Policy No. 5.7.4' stipulates that the City may require an employee to take annual leave by giving at least four weeks' notice where more than eight weeks' leave is accrued, provided the employee retains a balance of at least 8 weeks.</p> <p>During our review of the employee annual leave entitlement balances as at 11 March 2016, we noted that 22 employees with accrued annual leave in excess of 8 weeks (304 hours) to a maximum of 18 weeks (687 hours).</p> <p>Excess annual leave entitlements may have adverse effects on the City including:</p> <ul style="list-style-type: none"> <li>Key staff not being rotated, a preventative control against fraud.</li> <li>Health and safety concerns with staff members not taking their annual entitlements, and</li> <li>Increase the City's costs given salary rises and increments over time.</li> </ul>	Not Rated	<p>In May 2016 the Acting Manager HR advised the Managers and Directors of the excessive leave accruals within their teams (by this stage 17 employees in total). Managers and Directors were advised to work with their employees and put in place an Excess Leave Management Plan for their staff with excessive leave accruals to bring their leave accruals to 8 weeks maximum. These excess leave management plans generally work to reduce the leave over a period of 12, 18 or 24 months. This process is still ongoing and will continue to be monitored whilst we have employees with excessive leave</p>	<p>Action Item 15.1 Ongoing review of excess leave management plan.</p> <p>March 2017 Leave management plans are in place for some employees with excessive leave balances. This process is ongoing and will continue to be monitored and leave management plans introduced as leave balances continue to increase</p> <p>May 2017 Leave management plans continue to be introduced for employees with excessive leave balances, as well as the provision for cashing out of leave within Award restrictions. This process is ongoing and will continue to be monitored to keep leave balances within reasonable limits.</p> <p>July 2017 Excessive leave accruals continue to be managed by the relevant Manager. A procedure is being drafted by the HR team to formalise the process of identifying and managing or cashing out excessive leave. This will be in place by October 2017.</p> <p>September 2017 All employees who have over 8 weeks of annual leave have been contacted by their Manager to either plan to take leave or to cash out a portion. Requirements for cashing out leave are now included within the draft Employee Handbook.</p> <p>November 2017 The Employee Handbook is currently with the CEO for review and approval</p> <p>Proposed new timeframe - 31 December 2017</p>	Manager HR	31-Dec-17

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ITEM NUMBER	ITEM	AUDIT NAME	AUDITORS COMMENTS	FINDING ID	AUDITORS FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 19	3.1 Trust Funds	Internal Audit 2016	The trust ledger reflects Cash in leu - Car Park Contributions of \$124m, whereas actual funds are physically held in the Municipal bank account. Discussion held with Christine Devenish, Administration Officer for Development Services revealed that planning approval is valid for 2 years for applicants to obtain a building permit. Once a building permit obtained, there is a further one year allowed to commence the building process. Therefore, within the first 3 years, the applicant is entitled to apply for a refund for cash in leu - car park contributions. As a result, the City should not keep these funds in the Municipal account.	3.1.1	These funds should be held in the Trust bank account for as long as the applicant is entitled to apply for a refund.	Medium	The timing of the transfer of monies from the trust account to the cash-in-leu reserve should occur at the point when the City has control of the money and that it is no longer able to be called upon by the creditor. However more work needs to be done to ensure that the exact point at which this occurs is better defined.	<p>Action Item 19.1</p> <p>Develop a documented Administration Procedure for accepting and managing cash-in-leu payments.</p> <p>March 2017</p> <p>On track.</p> <p>May 2017</p> <p>On track for proposed completion date.</p> <p>July 2017</p> <p>Development Services have been reviewing the processes for the collection and management of Cash-in-Leu and %for-Art payments. The main question to be resolved is when the City has control of the funds – that is, when can the developer no longer ask for the refund of the monies with-out assessment by the City. Finance has finished the reconciliation of funds held for %for-Art and is now starting on Cash-in-Leu. Development Services will now compare the deposits still held with the progress/stage of the individual developments. Target is to finish both as part of the year-end process – Aug 17.</p> <p>Proposed new timeframe – August 2017.</p> <p>September 2017</p> <p>On track for proposed completion date 31 October 2017</p> <p>November 2017</p> <p>This was not addressed during the audit due to the Finance Manager's absence.</p> <p>Proposed new timeframe – February 2018</p>	Manager Finance & Manager Approval Services	28-Feb-18
Item 21	3.1 Trust Funds	Internal Audit 2016	The Trust account reflects unclaimed monies held for more than 10 years.	3.1.4	Where money has been held in the trust fund for more than 10 years, it should be returned. If the owner cannot be identified, the provisions of section 6(9)(c) of the Local Government Act should be followed together with guidelines relating to unclaimed monies on the Department of Treasury's website.	Low	The Finance section undertake a review of aged work bonds in trust each November / December. However, no process is currently in place for other trust money such as key and hall bonds. It is considered that an annual review is appropriate, however this review needs to be expanded to cover all trust money.	<p>Action Item 21.1</p> <p>Expand annual review of money held in trust to incorporate all trust money rather than just Work bonds.</p> <p>March 2017</p> <p>As this is considered low risk rating, resources have been allocated to higher risk areas.</p> <p>Proposed new timeframe - to be included in the annual review year end 2017.</p> <p>May 2017</p> <p>On track for proposed completion date 30 June 2017.</p> <p>July 2017</p> <p>As a low-risk item, this is scheduled for review after 2016-17 year-end and audit. Completion by 31/10/17.</p> <p>Proposed new timeframe - 31 October 2017.</p> <p>September 2017</p> <p>On track for proposed completion date 31 October 2017</p> <p>November 2017</p> <p>2016/17 review of trust funds is complete and signed off by external auditors.</p> <p>Complete.</p>	Manager Finance	Complete
Item 24	3.4 Asset Register	Internal Audit 2016	Acquisition of Assets: We noted certain assets in the asset register costing <\$1,000.	3.4.2	The City should consider additional checks to ensure the policy is followed in respect of the \$1,000 capitalisation threshold.	Low	Finance staff have been reminded about the provisions of the Policy in respect to the capitalisation threshold. It is considered that additional checks are not required due to the minor nature of this issue. However, it would be beneficial to clarify any exceptions to the \$1000 threshold in the current procedures and communicate this to the wider organisation.	<p>Action Item 24.1</p> <p>Review capitalisation procedures with a view to setting out circumstances where the \$1000 may not apply. Communicate to the broader organisation.</p> <p>March 2017</p> <p>Proposed new timeframe - Year end 2017.</p> <p>May 2017</p> <p>On track for proposed completion date.</p> <p>July 2017</p> <p>This will be closed out by the completion of a procedure and position paper for the auditors to review as part of the year-end audit.</p> <p>Proposed new timeframe - September 2017 to align with Item 25.1.</p> <p>September 2017</p> <p>On track for proposed completion date 30 September 2017</p> <p>November 2017</p> <p>This was not addressed during the audit due to the Finance Manager's absence.</p> <p>Proposed new timeframe - January 2018</p>	Manager Finance	31-Jan-18
Item 25	3.4 Asset Register	Internal Audit 2016	Depreciation of Fixed Assets including infrastructure: Depreciation periods should be reviewed	3.4.4	To help ensure the City's depreciation policy accurately reflects the useful lives used in calculating depreciation charges, the policy should be updated to only reflect the useful lives utilised.	Medium	Based on our experience with revaluations and the implementation of the AASB guidance note for AASB116 - Property, Plant and Equipment, we have defined and implemented useful life timeframes that reflect actual utilisation of assets and major asset components. However, with regard to the 2013-14 revaluation of Land and Buildings whilst the revaluation included the calculation of useful lives at a component level, system limitations meant that an average of these useful lives had to be used. The City is investigating ways to achieve recognition of separate asset component useful lives when processing the 2016-17 revaluation of Land and Buildings.	<p>Action Item 25.1</p> <p>The City will recognise separate useful lives for asset components of buildings when processing the 2016/17 revaluation of land and buildings. Once the component hierarchies have been determined through the 2016/17 financial year end processes, the depreciation policy will be updated to reflect the range of useful lives utilised.</p> <p>March 2017</p> <p>On track.</p> <p>May 2017</p> <p>On track for proposed completion date.</p> <p>July 2017</p> <p>On track for proposed completion date.</p> <p>September 2017</p> <p>On track for proposed completion date 30 September 2017</p> <p>November 2017</p> <p>The City has now recognised separate useful lives for components of building assets as part of the 2016-17 revaluation process. The Accounting Policy for depreciation and useful lives was reviewed as part of the year-end/audit process.</p> <p>Complete</p>	Manager Finance	Complete

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Item 26	3.4 Asset Register	Internal Audit 2016	Additions to assets involving construction: Assets involving construction are only capitalised and transferred to the asset register at the end of the financial year.	3.4.6	While capitalisation at the end of the year is usually acceptable, strict compliance with accounting standards would require assets to be depreciated from the date they are brought into use. This should be considered for large items which may have a material impact.	Medium	Agree	<p>Action Item 26.1</p> <p>Finance will base with Technical Services to identify a suitable threshold and develop a process for project completion and capitalisation.</p> <p>March 2017 On track</p> <p>May 2017 On track for proposed completion date 30 May 2017.</p> <p>July 2017 Infrastructure and other constructed assets will be reviewed for completion and capitalised quarterly. Procedure will need to be written and implemented before the end of the September quarter. Proposed new timeframe – 30 September 2017.</p> <p>September 2017 Audit needs to be completed before we can capitalise expenditure. Proposed new timeframe – 31 October 2017.</p> <p>November 2017 The Audit of 2016-17 is now complete (as of 14 Nov) and asset register has now been rolled-over into 2017-18. This means that completed infrastructure assets/projects can now be capitalised. The first of these will be capitalised as part of the November month-end process. Proposed new timeframe – 31 December 2017.</p>	Manager Finance	31-Dec-17
Item 27	4.1 Code of Tendering Policy and Document.	Internal Audit 2017	<p>4.1 Lack of formal Policy / Procedural Guidance may result in unnecessary expenses being incurred and acquisitions being made.</p> <p>4.1.1 Lack of formal Policy / Procedural Guidance available to all employees may result in confusion over how purchases over \$100,000 in value should be prepared for and approved prior to becoming a formal tender.</p>	4.1	<p>We noted that the Code of Tendering Policy provides guidance on the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The content and format of the Request for Tender;</li> <li><input type="checkbox"/> Advertising the tender and for how long the advertisement should be open;</li> <li><input type="checkbox"/> How tenders should be received; and</li> <li><input type="checkbox"/> On closure of the advertisement period, how the tender box should be opened and submissions recorded.</li> </ul> <p>However, we note that the Policy lacks guidance regarding the process prior to the proposed purchase becoming a formal tender.</p> <p>We noted that there was no formal Policy or Procedural Manual which clearly outlines how a tender is raised, who is responsible for the process and the components within the process and how the tender should be evaluated.</p>	High	<p>Administration notes that the Code of Tendering is no longer current. It is proposed that this will be rescinded and replaced by a Tendering Administration Procedure.</p> <p>Agreed. It is proposed that the Code of Tendering will be rescinded and replaced by a Tendering Administration Procedure. However, propose that the threshold will be \$100,000 rather than \$100,000 to align with the proposed tender threshold in the draft purchasing policy.</p>	<p>Action Item 27.1</p> <p>Develop Tendering Administration Procedure</p> <p>November 2017 On track</p> <p>Action Item 27.2</p> <p>Incorporate thresholds into Tendering Administration Procedure</p> <p>November 2017 On track</p>	Manager Finance	31-Dec-17
Item 28	4.2 Tendering policy, systems and practices.	Internal Audit 2017	<p>4.2 Lack of clarity regarding the roles and responsibilities of the tendering process leads to an inconsistent approach to tendering being applied and confusion regarding who is responsible for certain key milestones and documents within the tendering process.</p> <p>4.2.1 Lack of understanding of the applicable tender and procurement laws and regulations, as well as the internal tendering policies and procedures, may result in tenders being prepared outside of specified internal policies and procedures, and in the worst case may not be prepared and performed in line with the applicable laws and regulations.</p>		<p>From our discussions with management and staff regarding the current tendering policy, systems and practices in place we note that both management and staff are not fully aware of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What their role and responsibilities are in relation to the tendering process;</li> <li><input type="checkbox"/> How they initiate or become a part of the tendering process; and</li> <li><input type="checkbox"/> What the tendering process actually entails.</li> </ul> <p>We noted that management is concerned with the lack of appropriate knowledge regarding the applicable laws and regulations for tendering and procurement, and is concerned that staff have not been provided with sufficient training to produce quality tendering documents.</p>	High	<p>Agreed: Responsibilities relating to tendering will be clearly defined in the Tendering Administration Procedure.</p> <p>A training plan will be developed for rolling out the Tendering Administration Procedure once it is complete.</p>	<p>Action Item 28.1</p> <p>Responsibilities relating to tendering will be clearly defined in the Tendering Administration Procedure.</p> <p>November 2017 On track</p> <p>Action Item 28.2</p> <p>A training plan will be developed for rolling out the Tendering Administration Procedure</p> <p>November 2017 On track</p>	Manager Finance	31-Dec-17  28-Feb-17
Item 30	4.4 Business Case	Internal Audit 2017	<p>Lack of a Business Case being prepared and considered prior to budget allocation may result in unnecessary expenses being authorised and incurred.</p> <p>We recommend that a Business Case is prepared and put forward to Council for review for all purchases of goods and services which will exceed the prescribed \$100,000 in value. The Business Case should tell the Council why the expense needs to be incurred and what the proposed cost will be. Based on the approved Business Case, a budget allocation should then be made.</p>		<p>We were unable to review any Business Case documentation as no formal Business Case had been prepared and submitted to Council for individual consideration for any of the samples selected for testing.</p>	Medium	<p>Council, through its adoption of strategic priorities on 19 April 2016 committed to a new initiative to require a Business Case to be presented to Council and in annual budget papers for all expenditure greater than \$250,000 or proposed to run for 2 or more years.</p> <p>COP Item 4.2 implement a Project Management Framework will set out further details and provisions the development of business case documents.</p>	<p>Action Item 30</p> <p>November 2017</p> <p>Email sent to auditors on 10 November, highlighting the City's Capital and Budget submission process. Advice requested as to whether or not the process satisfies, or could be adapted to satisfy, the audit finding.</p>	Manager Governance and Risk	30-Jun-18

Item 5.5- Attachment 1

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

ITEM NUMBER	ITEM	AUDIT NAME	AUDITORS COMMENTS	FINDING ID	AUDITORS FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 31	4.5 Procurement Plan.	Internal Audit 2017	<p>The preparation of a Procurement Plan was only introduced in 2016. We note that the Procurement Plan is a standard template document which is completed by the Project Team and Approved by the Director of the Directorate requesting the tender. While the Procurement Plan is robust and ensures the Project Team are addressing the concerns management have, there appears to be a lack of detail with regards to the evaluation criteria (which is currently only listed with weightings disclosed), definitions and scope.</p> <p>Lack of detail in the Procurement Plan may result in a lack of understanding by the Evaluation Team of the selected criteria and how they are to assess each tender submission against the criteria. In addition, lack of definitions and a scope may result in the evaluator lacking sufficient understanding to appropriately evaluate tender submissions.</p>		<p>Reviewed the format and content of the Procurement Plan.</p> <p>The Procurement Plan template should be reviewed, and where possible, additional detail requested regarding:</p> <ul style="list-style-type: none"> <li>Why the Project Team has selected the listed criteria;</li> <li>How the criteria should be evaluated;</li> <li>What the scope of the tender is; and</li> <li>Definitions of any terms that may not be understood by independent members of the Project Team / Evaluation Team.</li> </ul>	Medium	<p>Agreed. The Procurement Plan template will be amended to address the additional detail noted.</p>	<p>Action Item 31</p> <p>The Procurement Plan template will be amended to address the additional detail noted.</p> <p>November 2017</p> <p>Recommended for closure - awaiting sign-off from internal auditor</p>	Manager Finance	31-Oct-17
Item 32	4.6 Request for Tender content and format.	Internal Audit 2017	<p>We noted that the Request for Tender appears to be mostly consistent from tender to tender, with minimal modifications being applied (including, but not limited to, the tender criteria and weighting). It appears as though the Request for Tender, and as a result Contract conditions, are being rolled forward based on previous completed documents.</p> <p>While the Procurement Plan reduces the risk associated with the roll forward of prior year Requests for Tender / Contracts, we note that management and the Council should consider the implementation of a process which results in the Request for Tender and the proposed Contract on award of a tender, being reviewed by a member of staff with a background in drafting contracts and contract law.</p>		<p>Rolling forward Requests for Tender and Contract templates from previous years may result in inappropriate contract terms and conditions being set. In addition, irrelevant information may be asked for, or disclosed within the Request for Tender document. Further, we note that the evaluation criteria applied may not be relevant to the works required for the Request for Tender.</p>	High	<p>Agreed in principle, however Administration notes that necessary skills and capacity is not currently available internally.</p>	<p>Action Item 32</p> <p>Develop a brief business case outlining the various options and costs available to improve the City's capability in relation to drafting tenders and contracts. (e.g. training, additional resources, outsourcing etc).</p> <p>November 2017</p> <p>On track</p>	Director Corporate Services	31-Jan-18
Item 33	4.7 Evaluation Report	Internal Audit 2017	<p>There is a risk that the Council are not making informed and independent decisions based on the documents and data being submitted to them for review for the authorisation and award of tenders.</p> <p>We recommend that Evaluation Reports submitted to Council provide sufficient detail so that Council may independently make an assessment without having to rely solely on the evaluation calculated and performed by the Evaluation Team. In addition, sufficient information should be submitted so that Council is able to understand, and have comfort over, how the tender submissions have been evaluated and recommendations reach by the Evaluation Team.</p>		<p>We note there is a lack of consistency between Evaluation Reports prepared and submitted to the Council for review. In addition, Evaluation Reports lack the following detail:</p> <ul style="list-style-type: none"> <li>Scores calculated by the Evaluation Team are not explained.</li> <li>How scores were calculated by the Evaluation Team is not explained.</li> <li>The only way to verify tender submissions to the Evaluation Report is through the Price Schedule - no further tender details are provided or summarised.</li> </ul> <p>We also note that, where the CEO has Delegated Authority to authorise and award a tender, an alternative evaluation is performed using the Selection Report (this appears to be a combination of both a Procurement Plan and Evaluation Report).</p>	Medium	<p>Administration notes that different formats have been used for Evaluation Reports to CEO vs Evaluation Reports to Council.</p>	<p>Action Item 33.1</p> <p>Administration will create a "standard" Evaluation Report that will apply to all tenders which can then be supported by a brief memo or Council Report depending on the intended audience.</p> <p>By November 2017.</p> <p>November 2017</p> <p>Scheduled for late November 2017 - proposed completion date 31 December 2017</p> <p>Proposed new timeframe 31 December 2017</p>	Manager Governance and Risk	31-Dec-17
Item 34	4.8 Electronic records for each awarded tender.	Internal Audit 2017	<p>Not having an appropriate and complete records management system and process may lead to integral reporting documentation being lost or misplaced.</p> <p>We recommend that management and the Council consider current records maintenance policies, processes and procedures and ensure that the policies are being followed and appropriate records are being maintained.</p>		<p>We noted that neither the hard-copy file, nor the electronic records were completed by themselves. In addition, we note the use of two alternative electronic locations where tender data was saved - the "G-Drive" (being the drive used by the Corporate Services staff) and TRIM (electronic records management system).</p>	High	<p>Administration will create a "Tender Recordkeeping Procedure" that will specifically define the record-keeping requirements for tenders which will include the existing checklist of steps to be completed.</p> <p>The recordkeeping requirements for each tender are to be completed by the Procurement Officer but validated periodically by the Records Team.</p>	<p>Action Item 34.1</p> <p>Create a Tender Recordkeeping Procedure that defines specific records requirements for tenders.</p> <p>November 2017</p> <p>Complete 01/11/2017 - Recommended for closure - awaiting sign-off from internal auditor</p>	Manager Governance and Risk	30-Nov-17

Item 5.5- Attachment 1

## AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

ITEM NUMBER	ITEM	AUDIT NAME	AUDITOR'S COMMENTS	FINDING ID	AUDITOR'S FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 35	5.1 Records Maintenance – tender 58151 'Supply and laying of kerbing'	Internal Audit 2017	We recommend that a formal process be adopted for the maintenance of tender records and that an informal review of scanned documents occur to ensure that electronic records are being appropriately maintained.  Not maintaining complete records may result in potential breaches of applicable laws and regulations regarding the maintenance of records.		We noted that the copy of the successful tender which had been scanned into the system was incomplete. The tender submission was submitted by hand and had been printed on both sides of the paper. The document in TRIM has only been scanned single-sided and hence half the submission is missing. We were able to sight the hard-copy of the tender submission.	Not Rated	Action has been taken to rescans the highlighted tender submission in our records system. A checklist is in place for Recordkeeping in relation to tenders, however Administration will develop this into a 'Tender Recordkeeping Work Instruction' which will include a process for verifying digitisation of hardcopy documents.	Action Item 35.1 Develop this into a Tender Recordkeeping Work Instruction which will include a process for verifying digitisation of hardcopy documents. November 2017 Complete D17/145526 - Recommended for closure - awaiting sign-off from internal auditor.	Manager Governance and Risk	N/A
Item 38	5.4 Breach of Code of Tendering Policy / Document – tender 1151916 (Provision of general cleaning services for the City of Vincent's Administration Civic Building and Library)	Internal Audit 2017	Should the supplier who submitted tenders become aware that not all tender submissions were evaluated per the criteria listed in the Request for Tender, this may create legal issues for City of Vincent as a result of applicable laws and regulations not being appropriately applied.  We recommend that copies of all tender documentation and correspondence is maintained formally in a single location to ensure that all relevant documentation is being maintained and to provide the Purchasing Officer with the opportunity to better exercise control over the tendering process.		We note per review of e-mail correspondence between members of the Evaluation Team, that 19 of the 29 tender submissions received were not evaluated per the criteria documented in the Procurement Plan and the Request for Tender. Instead, these were eliminated from the evaluation procedure based on price alone. These 19 tender submissions were not included in the evaluation process and were only disclosed in the Price Schedule.  We recommend that all staff are made aware of the Code of Tendering Policy / Document and that they receive formal training on not only the applicable laws and regulations, but also on how tender submissions are to be evaluated.	Not Rated	Although initially 19 tenders were not evaluated, this issue had been picked up by a routine check during the approval phase and the panel subsequently reviewed all complying tenders prior to the awarding of the tender.  Notwithstanding, it is proposed that formal training will be rolled out on the "Tendering Administration Procedure" proposed as item 4.1.	Action Item 38.1 Formal training will be rolled out on the "Tendering Administration Procedure" proposed as item 4.2 (action item 28.2). November 2017 On track	Manager Finance	28-Feb-17
Item 40	Lack of Evidence of Evaluation – tenders 2215015 'Manufacture and supply of signage', 2215406 'Supply & delivery of 22023m² side loading automatic bin (for refuse track)', and 2215576 'Supply and delivery of 1 front end loader'	Internal Audit 2017	Not maintaining complete records may result in potential breaches of applicable laws and regulations regarding the maintenance of records.  We recommend that copies of all tender documentation and correspondence is maintained formally in a single location to ensure that all relevant documentation is being maintained and to provide the Purchasing Officer with the opportunity to better exercise control over the tendering process.		We note that we were unable to locate the supporting evaluation documents performed by the Evaluation Team for the listed tenders. Only the final Evaluation Report submitted to the Council for authorisation was located.	Not Rated	Agreed: To date, the oversight of tenders by the Purchasing Officer has extended only to the point of the opening of tenders. This will be extended to include visibility of the process up until contract award.  This will be included in the proposed "Tender Recordkeeping Work Instruction".	Action Item 40.1 Clarify role of purchasing officer in the Tender Recordkeeping Work Instruction. November 2017 Complete D17/145526 - Recommended for closure - awaiting sign-off from internal auditor.	Manager Governance and Risk	N/A

Item 5.5- Attachment 1

AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

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**6 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil.

**7 GENERAL BUSINESS**

**8 NEXT MEETING**

20 March 2018

**9 CLOSURE**

The meeting was closed at 2.58pm.



**CITY OF VINCENT****ENVIRONMENTAL ADVISORY GROUP MEETING****2 October 2017 AT 6:00PM****Venue: City of Vincent – Function Room****UNCONFIRMED MINUTES****Attendees:**City of Vincent Councillors:Cr Loden (*Chair*)Community Representatives:

Kimberley Dupuy and Sally Madden

City of Vincent Officers:Acting Director Technical Services (a/DTS), acting Director Development Services (a/DDS),  
Project Officer Parks and Environment (POPAE) and Sustainability Officer (SO)

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**1. Welcome/Declaration of Opening**

The Chair opened the meeting at 6.08pm.

**2. Apologies**

Cr Gontaszewski, Community Representatives Chiara Pacifici, Chris Cutress, David White, Halinka Lamparski, Isaac Lorca, Lisa Edwards and Stephen Danti.

**3. Confirmation of Minutes**

Minutes from meeting on 7 August 2017 were confirmed by all members in attendance.

**4. Greening Plan Review** (continued from previous meeting)

At the EAG meeting held on 7 August 2017, group members provided initial input into the City's Greening Plan review. Further comments and references were provided to Administration via email following that meeting. This material was presented back to the EAG in a summarised form, accompanied by Administration comments and recommendations.

**Recommendations:**

The EAG Members present agreed with Administration's recommendations for the inclusion of items in the Greening Plan as presented to the Group.

As the Group did not achieve a quorum, those present agreed to circulate the material to the wider group via email to seek any additional comments.

**5. Review of EAG projects – Quick Wins and Strategic Work**

Following its inception in May 2017 the EAG identified a number of projects that could provide quick sustainability wins for the City's community at minimal cost. Four of these "quick-wins" were shortlisted for implementation. The EAG also embarked on longer-term strategic work, assisting to review and update the City's Sustainable Environment Strategy.

To mark the end of its current term, the EAG received an overview of its achievements to date, the current status and next steps for each project.

**6. Other business**

**6.1 Invitation to re-nominate for the EAG**

The Chair advised the group that at the time of local government elections, all advisory groups are disbanded in accordance with the City's Advisory Groups Policy (No. 4.2.12). With the next local government election due on 21 October 2017, this was the last meeting of the EAG for its current term. The Chair thanked the group for its engagement and participation over the last two years and invited the Community Representatives to re-nominate for the next term.

**6.2 Tree pruning in the private domain**

The Chair asked the EAG to consider if the City should subsidise (or directly provide) tree pruning services to property owners for the purpose of powerline clearance where trees on private property extend over the verge and impinge on overhead powerlines.

As the meeting did not achieve a quorum, this matter will be presented again for consideration at the next meeting of the EAG.

**6.3 Waste Strategy**

The Chair informed the EAG that a City of Vincent Waste Strategy is currently being developed by Administration. A draft of the Strategy will be presented to the EAG for feedback at a future meeting.

**7. Previous Agenda Items – status update**

<b>Item</b>	<b>Current Status</b>	<b>Next Step</b>
Lawler Street Sump makeover to public open space	Engineering works included in Budget 2017/18	Engineering works to commence late 2017/early 2018
Sustainable Environment Strategy development	In progress – community feedback from Strategic Community Plan consultation now being processed	EAG to review draft Strategy in first half of 2018
Waste trial	Under way	To be completed by the end of 2017/18 financial year
Composting Hub (near mulch pile at Britannia Reserve)	Included in Budget 2017/18	Agreement with Transition Town Vincent to be finalised and signed
Tree Selection Tool	Phase 1 completed. Community workshop to receive input on Tree Master List planned for November 2017.	Community Workshop November 2017
Floating Reed Bed Filtration System - Trial	Agreement on the terms of a trial to be negotiated between the City and the proponent	Timing to be confirmed once an agreement is reached
Encouraging Community Solar	Desktop review completed. Online resource page being created.	Online resource page to go live by end of 2017
Hyde Park Lakes Turtle Study	Included in Budget 2017/18	Study to commence in 2017/18
Verge Policy Review	The status of the Verge Policy in relation to the Local Government Property Local Law has now been clarified. The Policy review can now proceed.	Verge Policy review to commence late 2017/early 2018

**8. Next meeting**

Next meeting 27 November 2017.

**10. Close**

The Chair closed the meeting at 7.53pm

These Minutes were confirmed as a true and correct record of the meeting of the Environmental Advisory Group held on 2 October 2017.

Signed: ..... Chairperson

Dated: This ..... day of ..... 2017



CITY OF VINCENT

**DESIGN ADVISORY COMMITTEE****Wednesday 4 October 2017 at 3.30pm****Venue: Committee Room  
City of Vincent Administration and Civic Centre****MINUTES****Attendees:**Design Advisory CommitteeMembers:

Sasha Ivanovich (Chairperson)  
 Simon Venturi (Member)  
 Munira Mackay (Member)  
 Adrian Iredale (Member)

City of Vincent Officers

Nadine Wellington (A/Manager Approval Services)  
 Rob Sklarski (Special Projects Officer)  
 Remajee Narroo (Senior Planning Officer)  
 Roslyn Hill (Minute Secretary)

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Applicant-Item 3.1

Joe Chindarsi	Chindarsi Architects
Stephanie Rush	Chindarsi Architects

Applicant-Item 3.2

Orlando Catenacci	Baltinas Architecture
Barry Baltinas	Baltinas Architecture

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**3.30pm****Member Discussion****4.00pm****1. Welcome / Declaration of Opening**

The Chairperson, Sasha Ivanovich declared the meeting open at 4.05pm.

**2. Apologies****3. Business****4.05pm–4.37pm – Applicant Presentation (Current DA)**

**3.1 Address:** No. 258 Charles Street, North Perth

**Proposal:** Four Storey Multiple Dwelling Development (Extension of the Term of Approval)

**Applicant:** Joe Chindarsi on behalf of TF Company Pty Ltd

**Reason for Referral:** The proposal will likely benefit from the referral to the DAC in terms of City's Local Planning Policy No. 7.1.1 – Built Form (LPP7.1.1).

**Discussion:**

The Design Advisory Committee provides architectural advice to the City of Vincent to inform the City's assessment and determination of future planning applications. The DAC's advice is not planning advice and will not fetter the final determination made in respect of an application for planning approval for the proposed development.

**Applicant's Presentation:**

The Applicant gave a PowerPoint presentation.

**Recommendations & Comments by DAC (using the Built Form Policy Design Principles):**

<b>Principle 1 – Context and Character</b>	<ul style="list-style-type: none"> <li>• Further to distinguish how this development is an improvement to other recent developments that could be considered of similar character and elaborate what strategies have been applied to break up of mass/bulk of the project</li> <li>• Demonstrate steps applied that address a response to context and character of the street and neighbouring buildings</li> <li>• General articulation and layering of facades including balconies' grids and frames is commended.</li> </ul>
<b>Principle 2 – Landscape quality</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 3 – Built form and scale</b>	<ul style="list-style-type: none"> <li>• Consider lowering the height of the lift/staircase tower to minimise the bulk</li> <li>•</li> </ul>
<b>Principle 4 – Functionality and build quality</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 5 – Sustainability</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 6 – Amenity</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 7 – Legibility</b>	
<b>Principle 8 – Safety</b>	
<b>Principle 9 – Community</b>	
<b>Principle 10 – Aesthetics</b>	<ul style="list-style-type: none"> <li>• Provide further detailed information on materials/finishes to be applied. Submit a schedule of finishes</li> </ul>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Provide overshadowing diagrams</li> <li>• General Architectural standpoint is commended</li> <li>• The following further information is recommended in the submission –               <ul style="list-style-type: none"> <li>○ Demonstrate an understanding of the current policy and in particular in regard to the development's fits in the streetscape and neighbouring buildings, context generally</li> <li>○ Provide justifications for variations to current policy</li> </ul> </li> </ul>

Page 2 of 7

	<p>and to distinguish how this development is an improvement/differs from other 'box' developments</p> <ul style="list-style-type: none"> <li>○ break up of mass/bulk</li> <li>○ Provide overshadowing diagrams. Provide context plan to also illustrate future developments that can and maybe be built in the area, to their full potential</li> <li>○ Provide an illustrated detailed schedule of finishes/material to be used.</li> <li>○ Refer to adjoining development at rear, recently constructed in reference to proposed setbacks of this development to the rear boundary and how they have been considered</li> <li>○ Landscaping details are to be provided demonstrating how they are proposed in the development</li> <li>○ Provide data of varying heights of the development taken from natural ground level</li> </ul>
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**Conclusion:**

To be returned to DAC.

**4.37pm–5.20pm – Applicant's Presentation – Current DA**

**3.2 Address:** No. 539-545 Beaufort Street, Mount Lawley

**Proposal:** Four Story Mixed Use Development

**Applicant:** Baltinas Architecture on behalf of A Challis td

**Reason for Referral:** For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 9 August 2017

**Discussion:**

The Design Advisory Committee provides architectural advice to the City of Vincent to inform the City's assessment and determination of future planning applications. The DAC's advice is not planning advice and will not fetter the final determination made in respect of an application for planning approval for the proposed development.

**Applicants Presentation:**

The Applicant gave went through the points raised in previous meeting and responded to those points.

**Recommendations & Comments by DAC in previous meeting on 9 August 2017:**

<b>Principle 1 – Context and Character</b>	<ul style="list-style-type: none"> <li>• More detail is required on the architectural language and influence for the elevations to demonstrate how the building fits within the streetscape.</li> <li>• Consider introducing facade circle elements echoing Beaufort Street circle elements into the Harold Street elevation to help marry the two sides.</li> <li>• Consider different setbacks for the facades of each individual building to highlight the differences between the buildings.</li> <li>• Break up the façade fronting Harold Street.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Provide additional information relating to surrounding context on elevations and rendered images</li> </ul>
<b>Principle 2 – Landscape quality</b>	<ul style="list-style-type: none"> <li>• Consider landscaping opportunities on the rooftop.</li> <li>• Opportunity for landscaping along the Harold Street frontage and along the Beaufort Street frontage.</li> <li>• Provide more detail on the canopies and illustrate as to how the four different buildings work together with the different canopies.</li> <li>• Provide more detail on the landscaping to demonstrate compliance with City's landscaping requirements. Calculate hard and soft landscaping areas.</li> <li>• Engage a landscape architect / designer to develop landscaping component of project.</li> <li>• The use of landscaping can also improve privacy to the full glass facade</li> </ul>
<b>Principle 3 – Built form and scale</b>	<ul style="list-style-type: none"> <li>• Large apartments help to increase housing diversity in the area.</li> </ul>
<b>Principle 4 – Functionality and build quality</b>	<ul style="list-style-type: none"> <li>• The light wells are too small. Consider positioning them back-to-back. Consider the possibility of changing the property titles / lot into two sites rather than four (top and bottom). More details need to be shown into how much light will be provided.</li> <li>• Consider solutions that will increase cross-ventilation.</li> <li>• Consider vertical circulation (4 lifts) to be combined to reduce cost. This would apply if subdivision approach is changed. The current subdivision approach limits opportunities for north light, cross ventilation, sharing of vertical circulation, open communal circulation and communal use of rooftop decks.</li> <li>• Provide further detail to demonstrate fire separation. The windows should be openable.</li> <li>• More detail is required to demonstrate that shop front windows are openable, clear glazing treatment, sufficient height and access through doors, on ground level commercial areas.</li> <li>• Windows fronting Harold Street should be clear glazing.</li> <li>• Access to northern sunlight and cross ventilation is limited by the lot configuration. Consider increasing the light wells.</li> <li>• Void between units should be generous; at least six metres wide.</li> <li>• Rear setbacks do not comply. Demonstrate how the impact on rear properties is addressed (4.5m for first level 6.5m for above levels which is not set unless screening and softening of impact can be achieved). Consider landscaping as screening.</li> <li>• More detail is required to demonstrate functionality of the car parking (car stackers)</li> </ul>
<b>Principle 5 – Sustainability</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 6 – Amenity</b>	<ul style="list-style-type: none"> <li>• Reconsider the size of the balconies to 2.5m minimum. Balconies are 2m wide.</li> <li>• Review requirement for DDA compliant toilets in commercial tenancies.</li> </ul>



Principle 7 – Legibility	•
Principle 8 – Safety	
Principle 9 – Community	• Large three bedroom units are encouraged and supported as they provide a diversity of housing options in this area
Principle 10 – Aesthetics	•
Comments	<ul style="list-style-type: none"> <li>• The City will support cash-in-lieu for car-parking if required.</li> <li>• In the presentation it was mentioned that potential investors may design their own apartments. The DAC comments relate to the plans submitted only and any potential investor that changes the design will require resubmission for DAC review.</li> </ul>

**Recommendations & Comments by DAC (using the Built Form Policy Design Principles):**

Principle 1 – Context Character and	<ul style="list-style-type: none"> <li>• Setbacks to the ROW requirement is assessed to be at least 1.82m. Applicant to demonstrate the justification for the variation and impact on adjoining property</li> <li>• More detail is required on the architectural language and influence for the elevations to demonstrate how the building fits within the streetscape. Possible show elevations with the neighbouring developments and how the building relates to them.</li> <li>• Provide additional information relating to surrounding context on elevations and rendered images and demonstrate the reasoning for the character of each building and narrative.</li> <li>• Show possibilities of future developments within the area/streetscape</li> <li>•</li> </ul>
Principle 2 – Landscape quality	<ul style="list-style-type: none"> <li>• Provide more detail on the landscaping to demonstrate compliance with City's landscaping requirements. Calculate hard and soft landscaping areas.</li> <li>• Engage a landscape architect / designer to develop landscaping component of project to comply with the City's landscaping requirements.</li> <li>• Penthouses are generous in size. Consider using space to increase landscaping.</li> <li>• Consider extending planter boxes on balconies in ROW to increase landscaping/canopy and possibly planter boxes overhang in the front façade.</li> <li>• Consider vines to be incorporated into the front façade to increase landscaping.</li> <li>• Possible deep soil zone in the roof landscaping</li> <li>• Give regard to landscaping maintenance when considering landscaping. A policy may be required for management of landscaping (management plan).</li> <li>• Concession may be given by City to consider landscaping requirements to be calculated as 1 development not as 4 separate developments.</li> <li>• Landscaping requirements 15% Deep Soil Zone and</li> </ul>

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	30% Canopy cover
<b>Principle 3 – Built form and scale</b>	•
<b>Principle 4 – Functionality and build quality</b>	•
<b>Principle 5 – Sustainability</b>	•
<b>Principle 6 – Amenity</b>	<ul style="list-style-type: none"> <li>• The light wells and distance between different occupancies across the light wells, are still considered too small, particularly the short stay apartments. Take into account that the use of the rooms (office for example) can be changed by the owner (to bedroom) and consideration needs to be given to light wells regardless of use</li> <li>• Consideration to be given in relation to 'use' of area (dual key doors) and site configuration to achieve cross ventilation.</li> <li>• Consider sound transmission and privacy control between buildings</li> <li>• Consideration to be given to the chosen 'use' of area and site configuration of ensure all aspects are achieved (e.g. access to light, ventilation etc).</li> <li>• Visual privacy for residential area on opposite side of right of way to be considered from proposed apartments within the building</li> <li>• In the presentation it was mentioned that "potential investors may design their own apartments". The DAC comments relate to the plans as submitted, only. Any potential investor or further decisions that changes the design as currently presented, will require resubmission for DAC review</li> </ul>
<b>Principle 7 – Legibility</b>	•
<b>Principle 8 – Safety</b>	•
<b>Principle 9 – Community</b>	•
<b>Principle 10 – Aesthetics</b>	<ul style="list-style-type: none"> <li>• Reconsider the articulation of the canopies. The canopy on the units is not yet considered to be suitably embedded into the design. Consider creating a subtle arc in the canopy of the third unit to respond to the language of the façade. Consider further extending the fold for the second unit. Consider how the corner canopy is supported by the vertical fins, do fins taper out to support it. Refer to the project by Clorinda Testa- The Bank of London and South America.</li> </ul>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• In the presentation it was mentioned that potential investors may design their own apartments. The DAC comments relate only to the plans and design as submitted. only and Any potential investor or further decisions that changes the design will require resubmission for DAC review</li> </ul>

**Conclusion:**

To be returned to DAC.

**5. General Business**

Nil

**6. Close / Next Meeting**

There being no further business, the Chairperson, Sasha Ivanovich declared the meeting closed 5.20pm.

The next meeting will be held on 18 October 2017.



CITY OF VINCENT

**DESIGN ADVISORY COMMITTEE****Wednesday 18 October 2017 at 3.30pm****Venue: Committee Room  
City of Vincent Administration and Civic Centre****MINUTES****Attendees:**

<u>Design Advisory Committee Members:</u>	<u>City of Vincent Officers</u>
Sasha Ivanovich (Chairperson)	Paola Di Perna (Manager Approval Services)
Carmel Van Ruth (Member)	Rob Sklarski (Special Project Officer)
James Christou (Member)	Joslin Colli (Coordinator Statutory Planning)
Jeff Thiefelder (Member)	Steven Laming (Planning Officer)
	Roslyn Hill (Minute Secretary)

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Applicant-Item 4.1

Max Weston	Max Weston Architects
Peter Simpson	PTS Town Planning

Applicant-Item 4.2

Daniel Cassettai	Daniel Cassettai Design
Guy Giulla	Giulla Developments

Applicant-Item 4.3

Jason Salecic

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3.30pm

**Member Discussion**

4.00pm

**1. Welcome / Declaration of Opening**

The Chairperson, Sasha Ivanovich declared the meeting open at 4.15pm.

**2. Apologies****3. Business****4.15pm–5.00pm – Applicant Presentation – No DA Lodged**

4.1	<b>Address:</b>	No. 289-295 Vincent Street, Leederville
	<b>Proposal:</b>	9 Storey Multiple Dwelling Development
	<b>Applicant:</b>	PTS Town Planning and Max Weston Architects

**Reason for Referral:** The proposal will likely benefit from the referral to the DAC in terms of the City's Built Form Local Planning Policy 7.1.1(LPP7.1.1).

**Discussion:**

The Design Advisory Committee provides architectural advice to the City of Vincent to inform the City's assessment and determination of future planning applications. The DAC's advice is not planning advice and will not fetter the final determination made in respect of an application for planning approval for the proposed development.

**Applicant's Presentation:**

The Applicant gave a PowerPoint presentation.

**Recommendations & Comments by DAC (using the Built Form Policy Design Principles):**

<b>Principle 1 – Context and Character</b>	<ul style="list-style-type: none"> <li>• Provide further detail to the area currently indicated as grassed in the frontage to Vincent Street. Introduce more articulation and create a user friendly workable communal and urban space</li> <li>• Consider introducing different planes to the front façade and ROW/laneway to break up the mass/bulk of the building</li> <li>• Provide detail of proposed materials and finishes.</li> <li>• More detail required into the elevations to demonstrate how the building fits within the streetscape</li> <li>• Consider a stronger response to the existing context, study the character of the locality for strong features that can be referenced [this development will replace the last three single storey houses, and then there are three other multi-storey developments, so no transition]</li> <li>• Provide more articulation and detailed resolution to the Vincent Street façade, with particular attention to street level activation.</li> <li>• Articulate the façade to reduce the bulk and scale of the proposal. Consider how the laneway entry might assist to break up massing</li> <li>• Provide separation between lower 5 storeys and upper floors. Consider setting back the upper floors to create a podium that relates to the heights of the existing streetscape.</li> </ul>
<b>Principle 2 – Landscape quality</b>	<ul style="list-style-type: none"> <li>• Landscaping is to be increased to comply with the City's requirements. A detailed landscaping plan to be submitted including calculations of soft and hard landscaping areas provided</li> </ul>
<b>Principle 3 – Built form and scale</b>	<ul style="list-style-type: none"> <li>• Consideration to be given to the existing and potential future development across the rear laneway. Consider stepping back or setting down the lower levels facing the laneway to achieve sufficient rear setback and appropriate scale along the laneway. Avoid the need for privacy screens to optimise outlook from within the apartments.</li> <li>• Basement car park floor to ceiling provision is very high. To reduce the height of the development overall, consider creating two levels of car parking within that</li> </ul>

	height and increasing the height of the street-front tenancy, whilst eliminating the gymnasium at that level. Level 1 and 2 could potentially be consolidated to reduce overall height.
<b>Principle 4 – Functionality and build quality</b>	<ul style="list-style-type: none"> <li>Consider glazing on upper levels (and setting back on all the sides) to improve the cross ventilation and natural light</li> <li>Internal void/light-well, to northern central apartment bedrooms facing inward – consider continuing void at lower levels (L3,4&amp;5) to optimise light down to lower apartments.</li> </ul>
<b>Principle 5 – Sustainability</b>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Principle 6 – Amenity</b>	<ul style="list-style-type: none"> <li>Take into account the outlook from balconies and the future prospect of neighbouring development. Address likely problems of privacy and proximity of adjoining.</li> <li>There may be potential to increase the size of the light-well. Provide calculations that demonstrate that sufficient natural light will be created. Amount of natural light provided will have an impact on the viability of landscaping at podium level. Consider increased northern solar access.</li> <li>Provide further detail on the design of balconies. High level screening to balconies is not supported as it impacts on outlook for residents. Currently balconies do not appear to benefit from sunlight or breeze.</li> <li>Demonstrate an air conditioning strategy that minimises visual impact of condenser units.</li> </ul>
<b>Principle 7 – Legibility</b>	
<b>Principle 8 – Safety</b>	
<b>Principle 9 – Community</b>	
<b>Principle 10 – Aesthetics</b>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Comments</b>	<ul style="list-style-type: none"> <li>Multi use ground level tenancy is supported. It can be an office and needs to contribute in activating street frontage.</li> <li>Show all level datum and levels along Vincent Street.</li> <li>Discuss with DFES the position of fire equipment to minimise its adverse impact on Vincent Street frontage and to achieve required access for fire trucks.</li> <li>Provide further information to justify development over the height limit. Demonstrate what consideration has been given to address impact of additional height in relation to existing context. Provide an outline to demonstrate how the proposal would positively contribute to the locality and the local community</li> <li>Consider submitting a street section drawing that demonstrates that the upper floor is sufficiently setback so as to not be visible from Vincent Street footpaths.</li> <li>3 bedroom apartments are supported and considered a positive contribution to the existing dwelling mix.</li> <li>When giving consideration to setback and height variations, even when they may meet set design principles, their final determination will be subject to an</li> </ul>

	assessment of impact created by the extra height and their bulk.
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**Conclusion:**

To be returned to DAC.

**5.00pm–5.30pm – Applicant’s Presentation – DA Lodged**

4.2    **Address:**     No. 12 Anderson Street, Mount Hawthorn

**Proposal:**     2 Storey Multiple Dwelling Development

**Applicant:**     Daniel Cassettai Design

**Reason for Referral:** For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 5 July 2017.

**Discussion:**

The Design Advisory Committee provides architectural advice to the City of Vincent to inform the City’s assessment and determination of future planning applications. The DAC’s advice is not planning advice and will not fetter the final determination made in respect of an application for planning approval for the proposed development.

**Applicants Presentation:**

The Applicant gave a PowerPoint presentation

**Previous Recommendations & Comments by DAC on 5 July 2017:**

	DAC Recommendation	Applicant Response
<b>Principle 1 – Context and Character</b>	<ul style="list-style-type: none"> <li>• More detail required for the colour palette for outside façade.</li> <li>• More details required for finishes and materials (colours etc).</li> </ul>	Coloured perspectives have been prepared illustrating the colour pallet for the development and the materials to be adopted.
<b>Principle 2 – Landscape quality</b>	<ul style="list-style-type: none"> <li>• Will need a landscape architect to confirm the landscaping including percentage of softscape and deep soil zones as per Built Form Policy requirements. Note minimum 1m dimension for area to comply as deep soil. Deep soil zones are intended to support large scale tree canopy.</li> <li>• Opportunity to plant a tree in the streetscape to add to the landscaping requirements to be met.</li> <li>• More detailed plans are needed for calculating and assessing required landscaping (canopy cover, deep soil zone etc)</li> <li>• Consider the depth and width of the landscaping to make sure it can work along the driveway. Wider landscape strip along driver is preferred. Consider the rootable</li> </ul>	A landscaping plan prepared by a landscape consultant illustrates the provision of additional landscaping, deep soil zones and canopy cover. In addition, the driveway area has been narrowed to accommodate additional landscaping.”



	soil zone to maximise adjacent tree planting without lifting pavement.	
<b>Principle 3 – Built form and scale</b>		
<b>Principle 4 – Functionality and build quality</b>	<ul style="list-style-type: none"> <li>• Separate access for Unit 1 needs to be more legible from the street frontage.</li> <li>• In consultation with technical staff, explore reducing width of driveway to single lane for a portion in order to create more space for landscaping and separate pedestrian entry gate. (take into consideration manoeuvrability of cars in and out of car bays)</li> </ul>	An access gate within the front setback area has been provided to indicate a clear entry point for Unit 1, as discussed with the City's officers.
<b>Principle 5 – Sustainability</b>	<ul style="list-style-type: none"> <li>• Demonstrate summer sun control provided to east and west facing windows</li> </ul>	•
<b>Principle 6 – Amenity</b>	<ul style="list-style-type: none"> <li>• Consider flipping units 6 &amp; 7 to face north (privacy screening may be needed) for the opportunity of more sunlight and better amenity of noise from the car bays. The Living areas will benefit from more direct northern orientation/natural sunlight.</li> <li>• Consider having the bedrooms back to back between units so as to avoid potential noise issues from balconies across from bedrooms.</li> <li>• The DAC do not support bathrooms with no access to natural ventilation and light. Consider swapping a stores with an ensuite. Operable skylight could also be considered for internal bathrooms where not possible to relocate to perimeter wall. Consider the possibility of locating stores internally with the door located outside to better comply with the relevant R-Code provision.</li> <li>• It may be beneficial for cross ventilation in the bedroom to increase the ventilation two sided for the bathroom.</li> <li>• Consider introduction of split roof/clearstory windows to allow access to northern light into upper level living spaces.</li> <li>• No sun control on the windows evident (particularly western side). Consider screening.</li> <li>• Insert furniture into the floor plans</li> </ul>	<p>Bedrooms have been located to be back to back. Windows to bedrooms have been relocated to avoid car bays.</p> <p>The west &amp; east facing windows for Units 1, 4, 5, 6 &amp; 7 will be screened by either fencing, landscaping and awnings over. It is considered that these measures will provide adequate solar protection.</p> <p>It was elected to not flip the designs for Unit 6 &amp; 7 as recommended for the following reasons:</p> <ul style="list-style-type: none"> <li>• The north facing outdoor living areas would be screened with poor outlook and ventilation;</li> <li>• The living areas along the southern face of the building provide improved passive surveillance of the common driveway area; and</li> <li>• It is considered that locating the bedrooms of Unit 6 &amp; 7 closer to the driveway area would have an adverse impact on the future occupants of the dwelling in terms of noise and head light glare</li> </ul> <p>Bathrooms have been provided with windows along the wall or in the case of Units 6 &amp; 7 along the roofline. Units 4 &amp; 5 have not be provided with natural light given the orientation of the dwellings. In these cases, mechanical ventilation and lighting will</p>

	<p>to demonstrate functionality is achieved.</p> <ul style="list-style-type: none"> <li>• Car bays adjacent Unit 1 bedrooms may create too much noise for residents.</li> <li>• Bedroom windows adjacent to car parking is not supported. Consider moving more cars to the front setback area which could create an opportunity to maximise the garden.</li> <li>• Consider turning Unit 1 into a single bed unit, so the 2 bays in front could be put to the rear, and the bedroom at the front would have garden outlook thereby vastly improving amenity.</li> <li>• Lower floor units needs—more natural lighting – consider additional windows where appropriate.</li> <li>• Ensure AC units locations do not adversely affect neighbours</li> </ul>	<p>be provided.</p> <p>The floor plans have been amended to include furniture (indicative layout only) as requested.</p> <p>The fixtures have been relocation from the eastern and western façade, with the fixtures being integrated into the building.</p>
<b>Principle 7 – Legibility</b>	<ul style="list-style-type: none"> <li>• Consider revising entry sequence to be more legible and direct, possibly separating car entry (west) to pedestrian entry (along east boundary and feeding off to rear entrances without back-tracking)</li> </ul>	<p>A separate pedestrian access path has been provided</p>
<b>Principle 8 – Safety</b>	<ul style="list-style-type: none"> <li>• A clear separation of entry sequence needs to created for the pedestrians and cars. Safety for residents needs to be considered. Possibility of installing two different gates, one for cars and another gate for pedestrians and use contrasting paving treatments to delineate between car and pedestrian zones.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 9 – Community</b>	<ul style="list-style-type: none"> <li>• Screening would be required for the front visitor car parking bays.</li> </ul>	<p>The R-Codes require that the visitor bays are to be visible from the street. As such, landscaping has been provided along the front boundary of the subject land to provide partial screening of the bays</p>
<b>Principle 10 – Aesthetics</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Comments</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Recommendations & Comments by DAC (using the Built Form Policy Design Principles):**

<b>Principle 1 – Context and Character</b>	<ul style="list-style-type: none"> <li>• Provide a detailed explanation of the adopted architectural language proposed in the elevations, to</li> </ul>
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	<p>demonstrate the building's relationship, complementary or otherwise, to the existing streetscape and building character. Consider showing elevations inclusive of the neighboring developments.</p> <ul style="list-style-type: none"> <li>Consider neighbouring developments and identify their strong features that can be reinterpreted into the façade as a means to positively contribute to the identity of the area and streetscape</li> <li>Provide further detail of finishes/materials and their articulation and further clarity to differentiate cladding from render.</li> </ul>
<b>Principle 2 – Landscape quality</b>	•
<b>Principle 3 – Built form and scale</b>	•
<b>Principle 4 – Functionality and build quality</b>	<ul style="list-style-type: none"> <li>Consider increasing the size of the windows facing west.</li> <li>Provide more detailing of sun-shading to be applied to east and west facing windows.</li> <li></li> </ul>
<b>Principle 5 – Sustainability</b>	•
<b>Principle 6 – Amenity</b>	<ul style="list-style-type: none"> <li>Consider widening the pedestrian walkway that wraps around the building. Consider improving pedestrian access to the upper level units and interface between car bays and living areas.</li> </ul>
<b>Principle 7 – Legibility</b>	•
<b>Principle 8 – Safety</b>	•
<b>Principle 9 – Community</b>	•
<b>Principle 10 – Aesthetics</b>	<ul style="list-style-type: none"> <li>Illustrate proposed screening of AC units where exposed</li> </ul>
<b>Comments</b>	<ul style="list-style-type: none"> <li>City to further advise on the acoustic requirements and if an acoustic report is required</li> </ul>

**Conclusion:** Amendments can be sent through to DAC members by email.

#### **5.30pm–6.05pm – Applicant's Presentation – No DA Lodged**

**4.3 Address:** No. 61 Parry Street, Perth

**Proposal:** Six Multiple Dwellings Over Five Storeys

**Applicant:** Salecic Designs & Drafting

**Reason for Referral:** For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 23 August 2017.

#### **Discussion:**

The Design Advisory Committee provides architectural advice to the City of Vincent to inform the City's assessment and determination of future planning applications. The DAC's advice is not planning advice and will not fetter the final determination made in respect of an application for planning approval for the proposed development.

**Applicant's Presentation:**

The Applicant gave a PowerPoint presentation.

**Previous Recommendations & Comments by DAC on 23 August 2017:**

<b>Principle 1 – Context and Character</b>	<ul style="list-style-type: none"> <li>• More articulation needed for the street frontage activation.</li> <li>• Activation of ground floor streetscape whilst minimising carpark exposure to street, and maximising exposure of building foyer to street, is encouraged.</li> <li>• Consider vertical façade treatment to relate to the heritage building.</li> <li>• For the front commercial space consider moving the gate further back and moving the visitor car parking bay sleeved behind strip of landscaping to front boundary.</li> <li>• Provide more articulation into the entrance arrival experience so it is not tunnel like. Consider skylights.</li> <li>• Reconsider the finishes on the windows to achieve a unifying uncomplicated architectural character.</li> <li>• Consider finishes particularly to the lower and ground floor street façade and northwest side façade that acknowledge and reflect the architectural character of the adjoining heritage building – suitable face brickwork for example.</li> <li>• Demonstrate provisions to screen any exposed air conditioning systems to apartments.</li> </ul>
<b>Principle 2 – Landscape quality</b>	<ul style="list-style-type: none"> <li>• Landscaping to be increased to comply with the City's requirements and a detailed landscaping plan to be submitted. Calculate soft and hard landscaping areas.</li> </ul>
<b>Principle 3 – Built form and scale</b>	<ul style="list-style-type: none"> <li>• Consider reducing the number of apartments to meet the car parking requirements.</li> <li>• Consider creating two-storey apartments on the top floor as it will remove the need for the lift to extend to the top floor and reduce the overall bulk/mass of the building. Roof terraces on top can be incorporated into these top level units.</li> <li>• Increase balconies to 2.4 metres minimum depth dimensions.</li> <li>• Apartments are currently quite large presenting the opportunity to vary the unit size or number of units to negate overdevelopment.</li> </ul>
<b>Principle 4 – Functionality and build quality</b>	<ul style="list-style-type: none"> <li>• The site appears overdeveloped in the proposal as currently presented which is negatively impacting on amenity generally for occupants as well as adjoining neighbours. Consider the possibility of removing an apartment to meet car-parking requirements to make more space needed to rectify other inefficiencies.</li> <li>• Note: Pedestrian and car access does not need to be physically separated more than being legible with use of different ground surface treatment for example</li> <li>• Cross ventilation - Provide at least two windows to bedrooms and other rooms in apartments, providing cross-ventilation.</li> <li>• Consider introducing perforated screen/slatting to soften/reduce bulk and providing sun protection to west facing windows.</li> <li>• Consider breaks in wall to avoid overlooking to adjoining</li> </ul>

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	<p>property windows and reflect character of adjoining residential neighbourhood. Change/stagger the position of the kitchen windows so they are not looking directly into each other.</p> <ul style="list-style-type: none"> <li>• Storerooms in units 5 &amp; 6 are encouraged to be openable from the outside. Alternatively, storerooms are to be moved.</li> <li>• Increase the width between the stairs and lift (1.4 metres about)</li> <li>• Consider joining a front commercial tenancy to the unit above (i.e. study) to Consider the use of a spiral staircase to connect between front ground floor space and unit above in order to maximise usable area on the ground floor. Current size and provision of 'community use' room in street frontage is inadequate and unlikely to be used.</li> <li>• Activation of ground floor streetscape whilst minimising carpark exposure to street and maximising exposure of building entrance foyer to street is encouraged.</li> </ul>
<b>Principle 5 – Sustainability</b>	<ul style="list-style-type: none"> <li>• Demonstrate provision of sun screening/protection to west facing windows and summer sun.</li> </ul>
<b>Principle 6 – Amenity</b>	<ul style="list-style-type: none"> <li>• The plan of the car parking is inefficient, creating pockets of unusable space. Consider reverting to the previous orthogonal car parking plan and removing a unit to reduce the car parking requirements to bring into compliance. Provide visitor parking that does not require the use of a turning plate and stacker.</li> <li>• Start with working out the car parking and work your way up the levels. If car parking requirements cannot be met consider reducing the number of apartments or creating a two story apartment on the top floor.</li> </ul>
<b>Principle 7 – Legibility</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 8 – Safety</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 9 – Community</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 10 – Aesthetics</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Consider a Fire Consultant/Engineer to assess the development in relation but not limited to fire escapes, exit through carpark area, new skylights if adopted, windows between apartments and adjoining boundaries.</li> <li>• Many of the previous comments and issues still apply.</li> </ul>

**Recommendations & Comments by DAC (using the Built Form Policy Design Principles):**

<b>Principle 1 – Context and Character</b>	<ul style="list-style-type: none"> <li>• Consider simplifying the layout/plan and building composition/ built form of the upper 2 storeys to achieve a simpler, lighter looking box shape above a heavier base.</li> <li>• Simplify the façade. Consider the transition from the new building to the adjoining heritage building. Consider varying planes and depths in the facade to improve articulation.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Reconsider the relationship between balconies and adjoining window/face brick areas. Consider consolidating these elements to create a simple base and a unified outcome.</li> <li>• Consider further articulation whilst providing detailed treatment of the podium facade (first three levels). Consider wrapping brick around entire ground floor to relate to the adjacent cottage, and removing brick from the upper levels.</li> <li>• Provide more details of finishes/materials</li> </ul>
<b>Principle 2 – Landscape quality</b>	<ul style="list-style-type: none"> <li>• Landscaping to be increased to comply with the City's requirements. A detailed landscaping plan is to be submitted including calculations of soft and hard landscaping areas</li> </ul>
<b>Principle 3 – Built form and scale</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 4 – Functionality and build quality</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 5 – Sustainability</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principle 6 – Amenity</b>	<ul style="list-style-type: none"> <li>• Consider altering the size, shape and configuration of the high level strip windows to break up the outlook of the elevation. Design windows so as not adversely affect privacy of the neighbouring development while allowing more daylighting/ventilation into the upper floor level.</li> </ul>
<b>Principle 7 – Legibility</b>	
<b>Principle 8 – Safety</b>	
<b>Principle 9 – Community</b>	
<b>Principle 10 – Aesthetics</b>	<ul style="list-style-type: none"> <li>• Illustrate location and proposed screening of exposed AC units</li> </ul>
<b>Comments</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Conclusion:** To be returned to DAC.

**5. General Business**  
Nil

**6. Close / Next Meeting**

There being no further business, the Chairperson, Sasha Ivanovich declared the meeting closed 6.10pm.

The next meeting will be held on 8 November 2017.





## CITY OF VINCENT

## BUSINESS ADVISORY GROUP MEETING

7 September at 4.30PM

Venue: City of Vincent – Function Room

## MINUTES

**Attendees:**City of Vincent Councillors:Cr Topelberg (*Chair*), Cr MurphyCommunity Representatives:

Trent Durward, Mario Zulberti, Pippa McIntosh

Town Team Representatives

Dr Simon White (*Leederville Connect*), Joanna Fotakis (*Leederville Connect*), Sean Lee (*Leederville Connect*), Nicholas Bond (*Leederville Connect*), Graham Congdon (*Mount Hawthorn Hub*), Adrian Tatasciore (*Beaufort Street Network*), Pam Herron (*Beaufort Street Network*), Ida Smithwick (*North Perth Local*), Ellen Oosterbaan (*On William*), Kate McKie (*On William*).

City of Vincent Officers:

Len Kosova - Chief Executive Officer (*CEO*), John Corbellini - Director Development Services (*DDS*), Stephanie Smith – Manager Policy and Place (*MPP*), David Doy - Place Manager (*PM*), Rossling Ellis – Manager Communications/Marketing (*MCM*)

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**Confirmed attendees**

Pam Herron (PH)	√	Len Kosova (LK)	√
Trent Durward (TD)	√	Stephanie Smith (SS)	√
Pippa McIntosh (PM)	√	David Doy (DD)	√
Nicholas Bond (SW)	√	Josh Topelberg (Chair)	√
Joanne Fotakis (JF)	√	Sean Lee (SL)	√
Graham Congdon (GC)	√	Jimmy Murphy (JM)	√
Ellen Oosterbaan (IS)	√	Rosslind Ellis (RE)	√

**1. Welcome/Declaration of Opening** (2 mins) – Chair

The Chair presented his vision for the BAG

**2. Apologies** (2 mins) – Chair

Adrian Tatasciore (*Beaufort Street Network*), Kate McKie (*OnWilliam*), Mario Zulberti (MZ), Dr Simon White (*Leederville Connect*), Ida Smithwick (*North Perth Local*), John Corbellini (*Director Development Services*)

**3. Approve previous minutes (2 mins) – Chair**

The previous minutes were approved and signed by the Chair

**4. Imagine Vincent (20mins) – RE**

The Manager Communications/Marketing provided a summary of the Imagine Vincent campaign and the CEO explained the role of the City's Strategic Community Plan.

The BAG discussed the relationship between the results of the Perth City Summit and Imagine Vincent.

**5. BAG Priority Area Updates – DD**

The Place Manager provided an update on each of the below Priority Areas.

- **Priority 1: Marketing Strategy**

The Place Manager explained that the following projects are included on the City's Corporate Business Plan.

- Item 3.3 – Establish a City of Vincent Marketing Plan
- Item 6.9 – Prepare Town Centre Branding and Marketing Plans

The Manager Communications/Marketing explained that the City are now resourced to undertake short term marketing campaigns in the lead up to the commencement of the above projects. The first of these campaigns will be a Christmas campaign for local retailers.

The BAG also discussed the potential for a wayfinding map at the Leederville Train Station.

- **Priority 2: Economic Analysis and Vincent Business Engagement Program**

The Place Manager explained that the Leederville Activity Centre Plan and planning frameworks for Vincent's Town Centre's are listed in the City's Corporate Business Plan.

- Item 6.1 – Prepare Draft Leederville Activity Centre Plan;
- Item 6.3 – Prepare, Implement and Review Town Centre Place Plans;
- Item 6.7 – Investigate a planning framework for each of the City's Town Centre's.

The BAG discussed the ways that the tenancy mix might be controlled through the above planning and project delivery framework.

- **Priority 3: Co-Working Spaces and Increasing the Productivity of Commercial Floor Space**

There was no update on this Priority Area

- **Priority 4: Late Night Shopping**

There was no update on this Priority Area

**6. Corporate Business Plan Item 5.2 – City of Vincent Website Upgrade: How can the website support business? (30mins) – RE**

This item was removed and will be presented at a future BAG meeting.



**7. Fact Sheet 'How to use the public realm to grow your business'– Request for BAG feedback (10 mins) – DD**

The Place Manager presented this Fact Sheet to the group. The BAG were broadly supportive of the Fact Sheet subject to minor graphic design and text refinements. The BAG also recommended that the fact Sheet be digitalised and also distributed to local businesses, and provided as part of an approvals package (where relevant).

**8. Leedy Streets Open – Presentation of results and request for BAG advice for recommendations for the future (30 mins) – DD**

The Place Manager provided a brief summary of the results of Leedy Streets Open and then sought feedback from the BAG regarding a second round of closures in the 2017/18 financial year. There was an overall agreement that the second round of Leedy Streets Open should occur at the same time as the Fringe Festival in February 2018.

**9. General Business (5 min) – Chair**

There was no general business.

**10. Next steps and actions (5 mins) – Chair**

Administration will present to the BAG on the upcoming local retail/Christmas social media campaign.

**11. Next meeting (2 mins) – Chair**

Late October/Early November – date to be confirmed.

**12. Close – Chair**



## MINUTES

### ORDINARY COUNCIL MEETING

TIME: 5.30PM

9 NOVEMBER 2017

CITY OF PERTH

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*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park*



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*Prior to taking their seats for the meeting the new members present (Cr Cvitan, Cr Irwin and Cr Vernon) made the required Declaration of Elected Member for the position of Councillor of the Mindarie Regional Council (MRC) in accordance with the Transitional Provisions of the Local Government Act 1995 (Schedule 9.3) using s.702 of the Local Government Act 1960 (repealed)*

## **1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chair declared the meeting open at 5.30 pm.  
The Chair welcomed the new councillors to Mindarie Regional Council and offered congratulations on re-election of returning councillors.

## **2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

### **Councillor Attendance**

Cr R Fishwick JP (Chairman)	City of Joondalup
Cr D Boothman JP (Deputy Chairman)	City of Stirling
Cr J Adamos	City of Perth
Cr E Cole <i>arrived at 5.34 pm</i>	City of Vincent
Cr R Driver	City of Wanneroo
Cr A Guilfoyle	City of Stirling
Cr M Irwin	City of Stirling
Cr K Shannon <i>arrived at 5.43 pm</i>	Town of Cambridge
Cr K Vernon	Town of Victoria Park
Cr F Cvitan JP	City of Wanneroo
Cr M Norman	City of Joondalup
Cr S Proud JP	City of Stirling

### **Apologies**

Nil

### **Leave of Absence**

Nil

### **Absent**

Nil

### **MRC Officers**

Mr B Callander (Chief Executive Officer)  
Mr G Hoppe (Director Corporate Services)  
Ms A Slater (Finance Manager)  
Ms D Toward (Executive Support)

### **MRC Observers**

Nil

### **Member Council Observers**

Ms K Howarth (City of Perth)  
Mr N Claassen (City of Joondalup)  
Mr C Colyer (Town of Cambridge)  
Mr M Littleton (City of Stirling)

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Mr H Singh (City of Wanneroo)  
Mr S Cairns (City of Wanneroo)  
Mr J Wong (Town of Victoria Park)  
Mr A Murphy (City of Stirling)

**Visitors**

Nil

**Members of the Public**

Nil

**Press**

Nil

*Cr Emma Cole arrived at 5.34pm*

**3 DECLARATION OF INTERESTS**

<b>Interest Type</b>	Financial
<b>Name and Position of Person</b>	Gunther Hoppe, Director of Corporate Services, Mindarie Regional Council
<b>Report Item No. and Topic</b>	9.4 CEO Recruitment Process
<b>Nature of Interest</b>	Recommended to Act as the CEO during the recruitment process for a new CEO

**4 PUBLIC QUESTION TIME**

None

**5 ANNOUNCEMENTS BY THE PRESIDING PERSON**

Cr Fishwick advised that he will not be present at the December Council Meeting and therefore wanted to thank the CEO for his service at Mindarie Regional Council. Cr Fishwick commented that due to the CEO's leadership he was leaving the MRC in a better position than when he commenced.

Cr Fishwick noted that meeting dates would be decided at the December meeting and asked Councillors to consider whether a 6 pm start time for the meeting would be more convenient for future meetings.

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Russ Fishwick requested leave from 15 November 2017 to 20 December 2017 and 27 January 2017 to 17 February 2017.

**RESOLVED**

**That the application for leave be granted**

**Moved Cr Driver, Seconded Cr Norman**

(CARRIED UNANIMOUSLY 11/0)

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<b>7</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS</b>
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None

<b>8</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>
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**8.1 ORDINARY COUNCIL MEETING – 14 SEPTEMBER 2017**

The Minutes of the Ordinary Council Meeting held on 14 September 2017 have been printed and circulated to members of the Council.

**RESPONSIBLE OFFICER RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting of Council held on 14 September 2017 be confirmed as a true record of the proceedings.

**Cr Cole moved an alternative motion.**

**1. That the Minutes of the Ordinary Council Meeting of Council held on 14 September 2017 be amended at Item 14.2 on page 19 by deleting the words “implementation of the” so it reads “That a new KPI 8 be included requiring the CEO to carry out a well-executed Tender process for the RRF 2017”.**

**2. That the Minutes of the Ordinary Council Meeting of Council held on 14 September 2017 as amended in clause 1 above be confirmed as a true record of the proceedings.**

**RESOLVED**

**Moved Cr Cole, seconded Cr Guilfoyle  
That the recommendation be adopted.**

(CARRIED UNANIMOUSLY 11/0)

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## 9 CHIEF EXECUTIVE OFFICER REPORTS

<b>9.1</b>	<b>FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 JULY 2017 and 31 AUGUST 2017</b>
<b>File No:</b>	<b>FIN/5-07</b>
<b>Appendix(s):</b>	<b>Appendix No. 1 Appendix No. 2 Appendix No. 3</b>
<b>Date:</b>	<b>24 October 2017</b>
<b>Responsible Officer:</b>	<b>Director Corporate Services</b>

### SUMMARY

The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

### BACKGROUND

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Nature – RRF Only
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Financial Position
- Statement of Investing Activities
- Information on Borrowings
- Tonnage Report

### DETAIL

The Financial Statements attached are for the months ended 31 July 2017 and 31 August 2017 and are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 2 months to 31 August 2017 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 two month period ended 31 August 2017

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	45,338	49,499	(4,161)
Tonnes – Others	1,925	2,772	(847)
<b>TOTAL TONNES</b>	<b>47,263</b>	<b>52,271</b>	<b>(5,008)</b>
	\$	\$	\$
Revenue – Members	7,838,657	8,615,294	(776,637)
Revenue – Other	695,579	767,701	(72,122)
<b>TOTAL REVENUE</b>	<b>8,534,236</b>	<b>9,382,995</b>	<b>(848,759)</b>
Expenses	8,885,124	9,158,711	273,587
Profit on sale of assets	8,585	-	8,585
Loss on sale of assets	-	-	-
<b>NET SURPLUS</b>	<b>(342,303)</b>	<b>224,284</b>	<b>(566,587)</b>

Commentary

Member tonnes for the year to August 2017 are tracking 8% behind budget, which is directly attributable to the change in systems for bulk/verge collection implemented by various councils. Trade and casuals are 847 tonnes behind budget.

The net variance to budget of \$566,587 reflects this reduction in tonnage and RRF operating expenditures, offset by tonnage related expenditure (DER Levy).

This reduction in waste to landfill is consistent with the MRC's vision of 'Winning Back Waste' but will over time see the cost per tonne to landfill for the remaining waste increasing proportionally.

**VOTING REQUIREMENT**

Simple Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 July 2017 and 31 August 2017, respectively, be received.

**RESOLVED**

Cr Vernon moved, Cr Cole seconded

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 11/0)



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<b>9.2</b>	<b>LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 JULY 2017 AND 31 AUGUST 2017</b>
<b>File No:</b>	<b>FIN/5-06</b>
<b>Appendix(s):</b>	<b>Appendix No. 4 Appendix No. 5</b>
<b>Date:</b>	<b>24 October 2017</b>
<b>Responsible Officer:</b>	<b>Director Corporate Services</b>

#### SUMMARY

The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

#### COMMENT

The lists of payments for the months ended 31 July 2017 and 31 August 2017 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 14 September 2017, 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.

<b>Months Ended</b>	<b>Account</b>	<b>Vouchers</b>	<b>Amount</b>
31 July 2017	General Municipal	Cheques EFT DP Inter account transfers <b>Total</b>	\$19,345.27 \$5,783,257.21 \$240,984.57 \$2,200,000.00 <b>\$8,243,587.05</b>
31 August 2017	General Municipal	Cheques EFT DP Inter account transfers <b>Total</b>	\$8,248.69 \$3,629,310.12 \$245,137.45 \$4,000,000.00 <b>\$7,882,696.26</b>

#### VOTING REQUIREMENT

Simple Majority

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**RESPONSIBLE OFFICER RECOMMENDATION**

That the list of payments made under delegated authority to the Chief Executive Officer for the months ended 31 July 2017 and 31 August 2017 be noted.

**RESOLVED**

Cr Boothman moved, Cr Cvitan seconded

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 11/0)

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<b>9.3</b>	<b>APPOINTMENT OF COUNCILLORS ON TO COMMITTEES AND OTHER GROUPS</b>
<b>File No:</b>	<b>GOV/1-04</b>
<b>Attachment(s):</b>	<b>1. Audit Committee Details;</b> <b>2. CEO's Performance Review Committee Details;</b> <b>3. RRF Project Advisory Group Details; and</b> <b>4. Municipal Waste Advisory Council Details</b>
<b>Date:</b>	<b>20 October 2017</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

### SUMMARY

The purpose of this report is to seek the appointment of Councillors of the Mindarie Regional Council (MRC) to its Committees and Groups.

### BACKGROUND

The MRC currently has two Committees, established in accordance with Part 5.8 of the *Local Government Act 1995* (LGAct), and two advisory groups that require Councillor membership as follows:

- Audit Committee (established in accordance with the Local Government Act 1995)
- Chief Executive Officer's Performance Review Committee (established in accordance with the LGAct)
- Project Advisory Group (established in accordance with the Resource Recovery Facility Agreement).
- Municipal Waste Advisory Council (established as part of the MRC's commitment to the Western Australia Local Government Association membership)

Attachments 1 to 4 to this agenda item provide details of the tenure, membership, duties and responsibilities associated with each of the Committees and Groups named above.

### DETAILS

The recently held Local Government Elections have resulted in the need for the MRC to swear in new Councillors and re-appoint Councillors to its Committees and other Groups. The following provides a brief explanation of the purpose of the Committees and Groups:

#### Audit Committee

The Audit Committee is established under the LGAct and has prescribed duties and responsibilities (refer attachment). This committee consists of at least three elected members and an appointed independent member and meets at least three times per year. The Administration provides secretarial support and both the Chief Executive Officer and the Director of Corporate Services attend the meetings to provide advice and guidance to the committee on the issues presented in the agendas. The council at its meeting on 3 December 2015 reappointed Ms Gayle Rogers as the independent person on the committee until the end of April 2018.

#### Chief Executive Officer's Performance Review Committee

This committee was established to ensure that the Chief Executive Officer's (CEO) performance is reviewed annually. The committee is supported by an independent consultant who undertakes a survey of all the Councillors and assists in the review of the CEO's performance in the previous year against pre-set performance measures and the

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setting of performance measures for the next year. The consultant provides a performance report to assist the Councillors in assessing the performance of the CEO.

#### Project Advisory Group

The MRC has entered into a build-own-operate contract with BioVision 2020 for a Resource Recovery Facility (RRF) that processes 100,000 tonnes of municipal solid waste into a mulch (soil enhancer) annually. The RRF's diversion rate from landfill is just over 50%. The RRF is managed through a contract entitled the Resource Recovery Facility Agreement (RRFA). The RRFA includes a requirement to have a Project Advisory Group consisting of an independent Chair, three representatives from the MRC and three representatives from BioVision, plus deputies for each party.

The MRC has historically appointed the CEO, the Director of Corporate Services and a Councillor as its representatives, as well as a deputy stand-in Councillor.

#### Municipal Waste Advisory Council

The Municipal Waste Advisory Council (MWAC) was established in December 1994 as a Standing Committee of the Western Australian Local Government Association (WALGA) with delegated authority to represent the Association in respect of matters relating to municipal waste issues. MWAC is established under a partnership agreement with WALGA, Eastern Metropolitan Regional Council, City of Geraldton/Greenough, Mindarie Regional Council, Rivers Regional Council, Southern Metropolitan Regional Council and Western Metropolitan Regional Council.

The objective of MWAC is to encourage and promote economically sound, environmentally safe waste management practices and to ensure that the shared interests of all Western Australian Local Governments, as they relate to waste management, are effectively managed. As MWAC is a standing committee of WALGA it requires councillor representation. An Officer Advisory Group (OAG) has been established as an advisory committee to the MWAC.

The MRC last appointed the Chairperson as its representatives on MWAC as well as a deputy stand-in Councillor.

#### **LEGAL COMPLIANCE**

Refer attachments 1 through to 4 to determine the varying compliance requirements of the Committees and the Groups.

#### **FINANCIAL IMPLICATIONS**

There is no remuneration attached to the positions on any of the MRC's Committees and/or Groups.

#### **COMMENT**

The number of Committees and Groups that Councillors are to be appointed are minimal and do not require large commitments of time due to the infrequency of the meetings.

#### **VOTING REQUIREMENT**

Absolute/Simple Majority

#### **RESPONSIBLE OFFICER RECOMMENDATION**

That the Council:

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- 
1. Appoint Cr \_\_\_\_\_, Cr \_\_\_\_\_ and Cr \_\_\_\_\_ on to the Audit Committee.  
(Absolute Majority Required)
  2. Appoint Cr \_\_\_\_\_, Cr \_\_\_\_\_, Cr \_\_\_\_\_ and Cr \_\_\_\_\_ on to the Chief Executive Officer's Performance Review Committee.  
(Absolute Majority Required)
  3. Appoint Cr \_\_\_\_\_ as a member and Cr \_\_\_\_\_ as a Deputy Member on to the Resource Recovery Facility - Project Advisory Group.
  4. Appoint Cr \_\_\_\_\_ as a member and Cr \_\_\_\_\_ as a Deputy Member on to the Municipal Waste Advisory Council.

**RESOLVED**

1. **Appoint Cr Fishwick, Cr Boothman and Cr Proud on to the Audit Committee.**  
**Moved by Cr Boothman, seconded by Cr Adamos**  
(CARRIED UNANIMOUSLY 11/0)
2. **Appoint Cr Fishwick, Cr Cole, Cr Norman, Cr Cvitan and Cr Guilfoyle on to the Chief Executive Officer's Performance Review Committee.**  
**Moved by Adamos, seconded by Cr Vernon**  
(CARRIED UNANIMOUSLY 11/0)
3. **Appoint Cr Cvitan as a member and Cr Driver as a Deputy Member on to the Resource Recovery Facility - Project Advisory Group.**  
**Moved by Cr Guilfoyle, seconded by Cr Boothman**  
(CARRIED UNANIMOUSLY 11/0)
4. **Appoint Cr Fishwick as a member and Cr Guilfoyle as a Deputy Member on to the Municipal Waste Advisory Council.**  
**Moved by Cr Guilfoyle, seconded by Cr Boothman**  
(CARRIED UNANIMOUSLY 11/0)

*5.43 pm Cr Keri Shannon arrived. The Chair requested a short adjournment whilst Cr Shannon made the required Declaration of Elected Member for the position of Councillor of the Mindarie Regional Council in accordance with the Transitional Provisions of the Local Government Act 1995 (Schedule 9.3) using s.702 of the Local Government Act 1960 (repealed). The Chairman reconvened the meeting at 5.45 pm.*

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## ATTACHMENT 1

### AUDIT COMMITTEE

#### MEMBERSHIP/SUPPORT STAFF

Three Councillors (Minimum)  
One Independent Member (Sourced from the Community)  
MRC Chief Executive Officer (Support Staff)  
MRC Director Corporate Services (Support Staff)

#### MEETING FREQUENCY

The Committee shall meet as and when required. Normally three times a year being:

- (a) November to review and make recommendations to Council on the previous year's audited financials;
- (b) February/March to review the MRC's risk register and MRC's response to the Statutory Compliance Audit Return required by the State Government and make recommendations to Council; and
- (c) July to review the MRC's risk register.

#### DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be –

- (a) Provide guidance and assistance to Council as to the carrying out the function of the Council in relation to audits.
- (b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Council's auditor.
- (c) Develop and recommend to Council –
  - a list of those matters to be audited; and
  - the scope of the audit to be undertaken.
- (d) Recommend to Council the person or persons to be appointed as auditor.
- (e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
  - the objectives of the audit
  - the scope of the audit
  - a plan of the audit
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the Council to communicate with, and supply information to, the auditor.
- (f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- (g) Liaise with the CEO to ensure that the local government does everything in its power to –
  - assist the auditor to conduct the audit and carry out his or her other duties

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- 
- under the *Local Government Act 1995*; and
    - ensure that audits are conducted successfully and expeditiously.
  - (h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
    - determine if any matters raised require action to be taken by the Council; and
    - ensure that appropriate action is taken in respect of those matters.
  - (i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
  - (j) Review the scope of the audit plan and program and its effectiveness.
  - (k) Review the appropriateness of special internal audit assignments undertaken at the request of Council or CEO.
  - (l) Review the level of resources allocated to internal audit and the scope of its authority.
  - (m) Review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised.
  - (n) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
  - (o) Review Council's draft annual financial report, focusing on:
    - accounting policies and practices;
    - changes to accounting policies and practices;
    - the process used in making significant accounting estimates;
    - significant adjustments to the financial report (if any) arising from the audit process;
    - compliance with accounting standards and other reporting requirements; and
    - significant variances from prior years.
  - (p) Consider recommending adoption of the financial report to Council
  - (q) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
  - (r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.
  - (s) Review the annual Compliance Audit Return and report to the Council the results of that review.
  - (t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of
-

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the Council's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to the Council the results of those reviews.

- (v) Monitor the progress of any major lawsuits facing the Council.
- (w) Perform a biannual review of the material risks identified in the Council's Risk Register.

#### **APPOINTMENT/TENURE**

Extract from Local Government Act

1995 "5.10. *Committee members, appointment of*

- (1) *A committee is to have as its members —*
  - (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
  - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*
- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government. If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
  - (a) *to be a member of the committee; or*
  - (b) *that a representative of the CEO be a member of the committee,*

*the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*



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*5.11. Committee membership, tenure of*

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
  - (b) *the person resigns from membership of the committee; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*
- whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the term of the person's appointment as a committee member expires; or*
  - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*
- whichever happens first."*
-

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## ATTACHMENT 2

### CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW COMMITTEE

#### MEMBERSHIP/SUPPORT CONSULTANT

Four Councillors  
One support HR Consultant

#### MEETING FREQUENCY

The Committee shall meet as and when required. Normally three or four meetings between February and June.

#### DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this committee is to review annually:

- the CEO's performance in accordance with the Key Performance Indicators set by the Committee in the previous year; and
- the outcome of a survey of the Councillors undertaken by the support HR Consultant

#### APPOINTMENT/TENURE

Extract from Local Government Act 1995

"5.10. *Committee members, appointment of*

- (1) *A committee is to have as its members —*
  - (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
  - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*
- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs*

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*the local government of his or her wish —*

*(a) to be a member of the committee; or*

*(b) that a representative of the CEO be a member of the committee,*

*the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

**5.11. Committee membership, tenure of**

*(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*

*(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*

*(b) the person resigns from membership of the committee; or*

*(c) the committee is disbanded; or*

*(d) the next ordinary elections day,*

*whichever happens first.*

*(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*

*(a) the term of the person's appointment as a committee member expires; or*

*(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;  
or*

*(c) the committee is disbanded; or*

*(d) the next ordinary elections day,*

*whichever happens first."*

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## ATTACHMENT 3

### PROJECT ADVISORY GROUP

#### MEMBERSHIP

Three members from the Mindarie Regional Council consisting of;

- one Councillor;
- two staff members being the CEO and Director Corporate Services; and
- two deputy Members being one Councillor and one staff member.
- three members from BioVision 2020.
- one Independent Chairperson.

#### MEETING FREQUENCY

Bi-Monthly

#### DUTIES AND RESPONSIBILITIES

The Project Advisory Group will have the primary responsibility of overseeing the execution of this agreement and ensuring that this agreement runs as smoothly and as efficiently as is possible having regard to the undertakings, commitments and obligations of the parties set out in this agreement and will, subject to this agreement:

- (a) establish and maintain the Project culture;
- (b) assist the parties in fulfilling their obligations under this agreement;
- (c) provide visible leadership for the Project;
- (d) provide a forum through which the parties may discuss matters pertaining to, or to provide advice, guidance and support for, the implementation of the Project;
- (e) assist in resolving conflicts related to the MRC Project Agreements in a prompt, open and transparent manner including referring matters to MRC and the Contractor if required, and otherwise participate in the dispute resolution process as set out in clause 31.3;
- (f) inquire into and report to the parties upon any matter related to the operation, disclosure or performance of this agreement, including providing corporate governance to the parties for compliance with the MRC Project Agreements;
- (g) review all procedures and policies (but not Plans) which are not imposed under this agreement provided that those procedures and policies are not in any way inconsistent with the terms of this agreement, including procedures and policies for:
  - (1) financial matters such as accounts, reviews of finances and costs;
  - (2) the systems, including operating, accounting and IT systems;
  - (3) environmental matters;
  - (4) occupational health and safety issues;
  - (5) human resources and industrial relations matters;

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- (6) resourcing of the Project, including the need for sub-contractors and the necessary arrangements for staffing and labour;
  - (7) community and stakeholder liaison;
  - (8) programming the Project under this agreement;
  - (9) auditing the Project, including legal and financial audits;
  - (10) ensuring compliance with statutory obligations; and
  - (11) obtaining and maintaining the Authorisations as set out in the MRC Project Agreements;
- (h) make recommendations to the parties with respect to:
- (1) the parties' performance under this agreement;
  - (2) any existing provision of this agreement or any Law relating to the responsibilities of the parties and any changes to this agreement;
  - (3) any matter which affects or may affect the proper performance of the provisions of this agreement;
  - (4) the most appropriate methods for investigating and reporting issues, implementing the Innovation and Continuous Improvement Plan and apportioning the costs and benefits which would result from any proposed process or productivity improvement; and
  - (5) variations to this agreement from time to time in accordance with the variation clauses of this agreement (including Agreed Variations) to ensure that this agreement properly reflects the intentions of the parties;
- (i) disseminate Project information to relevant stakeholders in accordance with the MRC Project Agreements; and
- (j) consider any other matter that the parties may from time to time agree and or which may be referred to the Project Advisory Group by any of the parties.

For the avoidance of doubt, nothing in this clause 2 affects the rights and responsibilities of MRC's Representative and MRC.

#### **APPOINTMENT/TENURE**

Membership continues until notification is given to the other party advising of a change in the membership.

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## ATTACHMENT 4

### MUNICIPAL WASTE ADVISORY COUNCIL

#### MEMBERSHIP

One Councillor and a Deputy  
Supported by one staff member who is on a sub-group of MWAC entitled the Officers' Advisory Group.

#### MEETING FREQUENCY

Bi-Monthly

#### DUTIES AND RESPONSIBILITIES

##### *General Functions of the MWAC*

- (a) The principal role of the MWAC in exercising its delegated authority is to govern the Municipal Waste Program and to represent the interests of the Parties and Local Government generally, in all matters relating to local government waste management.
- (b) Without limiting the MWAC's principal role, the broad functions and responsibilities of the MWAC include:
  - (i) defining policy and providing the overall strategic direction of the Municipal Waste Program to achieve the interests of the Parties to this Partnership Agreement;
  - (ii) maintaining the MWAC as a credible, active and effective peak body in the area of waste management;
  - (iii) facilitating and encouraging cooperative linkages between Local, State and Federal Government, Regional Councils, FORC, WMAA, Waste Authority, industry and the community;
  - (iv) representing the interests of the Association in all matters relating to local government waste management in accordance with the Association's policy statements and formal positions on an issue, and without prior reference to the Association where a formal Association position on an issue is not current or has not yet been developed PROVIDED THAT any such position is subsequently put to the Association as soon as practicable for confirmation;
  - (v) acting as an interface between the Parties to this Partnership Agreement and other local governments;
  - (vi) promoting economically sound, environmentally safe and socially acceptable waste management and minimisation strategies;
  - (vii) coordinating and initiating research on waste management issues;
  - (viii) through the WALGA Chief Executive Officer and the MWAC Chair, monitoring and evaluating the performance of the Executive Officer against established key performance indicators;
  - (ix) approving major operating plans, including the strategic plan;
  - (x) approving the Annual Budget in accordance with the terms of this Partnership Agreement; and
  - (xi) ensuring the Municipal Waste Program complies with the law and the

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Association's operational policies and procedures.

- (c) Under the terms of the delegated authority, the MWAC may not make decisions:
- (i) concerning the acquisition, holding and disposition of real property or the borrowing of money or setting Association subscription levels;
  - (ii) that are inconsistent with an existing formal policy statement of the Association without prior reference to and the prior approval of the State Council; and
  - (iii) relating to operational matters as such matters remain the responsibility of the Executive Officer, reporting to the WALGA Chief Executive Officer or to their delegate.

**APPOINTMENT/TENURE**

Membership continues until notification is given to the other party advising of a change in the membership.

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*Mr Gunther Hoppe left the meeting at 5.44 pm*

9.4 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS	
File No:	PER/95
Appendix(s):	Nil
Attachment(s):	1. List of Recruitment Agencies
Date:	12 October 2017
Responsible Officer:	Chief Executive Officer

#### SUMMARY

The report seeks consideration of the recruitment process for a new Chief Executive Officer (CEO) of the Mindarie Regional Council (MRC) as a result of the resignation of its current CEO, Mr Brian Callander. It also seeks the appointment of the Director Corporate Services as an Acting CEO for a period of up to six (6) months to the end of the 2017/18 financial year or until the date a newly appointed CEO commences to ensure the transition process does not impact operations of the MRC.

#### BACKGROUND

On 3 October 2017 the Chairperson received a letter from Mr Callander advising of his resignation and providing three (3) months' notice as required by clause 7.3 of his contract, with his last day being Friday 5 January 2018. The Chairperson, in correspondence dated 6 October 2017, acknowledged Mr Callander's resignation and thanked him for his good work over his term as the CEO of the MRC.

#### DETAIL

Section 5.36 (1)(a) of the *Local Government Act 1995* requires a local government to employ a CEO. The MRC does not have a formal recruitment process for a CEO therefore the following proposed recruitment process is presented for the council's consideration:

It is suggested that the council establish a Recruitment Panel (RP) consisting of the Chairperson, Deputy Chairperson and other councillor/s with the following purpose:

1. Review service offering submissions from recruitment agencies (obtained by the MRC Administration to assist the RP in the recruitment process);
2. Make a recommendation to council on the preferred recruitment agency to its meeting on 14 December 2017;
3. Assess applications received for the CEO position (shortlisted by the successful recruitment agency);
4. Interview the shortlisted applicants together with the recruitment agent; and
5. Make a recommendation to council on the preferred candidate.

*Note: The timing of advertising for the CEO position would need to consider the Christmas and new year holidays.*

The MRC Administration will provide support to the RP by:



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1. Obtaining submissions from appropriate qualified recruitment agencies that demonstrate experience in the recruitment of CEOs. The agencies will be sourced from the WALGA Preferred Supplier list and the WA Government procurement publication (refer Attachment 1) and others.
2. Arranging meetings and providing support as necessary to the RP; and
3. Liaising, as necessary, with the recruitment agency approved by the council.

*Note: The WALGA Preferred Supplier list and the WA Government procurement publication provide a broad range of recruitment agencies experienced in the recruitment of CEOs ensuring value for money and a robust test of the recruitment market. A list of the recommended agencies drawn from the WALGA, State Government and others are included as Attachment 1.*

A longer term alternative to deal with the CEO recruitment process could be to add the recruitment responsibility and process to the obligations placed on the CEO Performance Review Committee. This committee has a membership of four (4) councillors with a purpose of assessing the performance of the CEO annually against the KPIs set for that year and considering the outcome of a performance survey developed by a consultant and completed by the councillors.

Adding the CEO recruitment process to the purpose of this Committee would enable the recruitment process to commence almost immediately after the CEO resigns as it would only require the administration to call a meeting of this committee instead of having to wait until the next council meeting to consider the process.

The committee would not be given any delegated powers, however it would be able to review the submissions from recruitment agencies obtained by the Administration soon after the resignation of the CEO. Were this option to be pursued, the purpose and name of the CEO Performance Review Committee would need to be changed to reflect the additional obligations to accommodate the recruitment process of a CEO.

It is unlikely that the council will have recruited a CEO within the three (3) month notice period provided by the current CEO. As such it is considered appropriate to recommend that council consider the appointment of the current Director Corporate Services, Mr Gunther Hoppe, as the Acting CEO for a period of six (6) months or up to the date of commencement of a new CEO.

Mr Hoppe has recently held the position of Acting CEO of the MRC for a three (3) month period whilst the CEO was on long service leave. In addition Mr Hoppe held the position of Acting CEO of the Western Municipal Regional Council for a period of just under two (2) years on a part time basis in 2015 and 2016.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

Extract from the *Local Government Act 1995*

"5.36. *Local government employees*

*(1) A local government is to employ —*

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- (a) **a person to be the CEO of the local government; and**
  - (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*

5.39. Contracts for CEO and senior employees

(1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.

(1a) Despite subsection (1) —

- (a) **an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting;**

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The average cost for the recruitment process of a Chief Executive Officer is estimated to be between \$40,000 and \$45,000. Previously the MRC has utilised the services of Anne Lake Consultancy for the CEO recruitment process at a value of \$8,000.

There are funds set aside for recruitment in the 2017/18 Budget of \$11,000. Any additional costs to those budgeted will be funded in the half yearly budget review.

**COMMENT**

The recommendation aims to set in place a process that will ensure the market is tested and an appropriately qualified CEO is appointed. In addition it considers the possibility that the recruitment process will take longer than the notice period provided by the current CEO by recommending the appointment of the current Director Corporate Services, Mr Gunther Hoppe, to ensure the ongoing operations of the MRC are managed between the time the current CEO leaves on 8 January 2018 and the new CEO commences.

The recommendation also seeks that council considers amending the current purpose of its CEO Performance Review Committee to include the recruitment process of a new CEO. This will improve the timeliness of the recruitment process removing the need to find an Acting CEO.

**VOTING REQUIREMENT**

Simple/Absolute Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

A. That the Council:

1. appoint a Recruitment Panel (RP) consisting of the Chairperson, Deputy Chairperson and Councillor/s \_\_\_\_\_ and \_\_\_\_\_.
  2. endorse the following purpose of the RP:
    - a) Review service offering submissions from recruitment agencies;
-

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- b) Make a recommendation to council on the preferred recruitment agency at its meeting on 14 December 2017;
    - c) Assess applications received for the CEO position (shortlisted by the successful recruitment agency);
    - d) Interview the shortlisted applicants together with the recruitment agent; and
    - e) Make a recommendation to council on the preferred candidate.
  - B. That the Council appoint the Director Corporate Services, Mr Gunther Hoppe, as the Acting Chief Executive Officer from Monday 8 January 2018 for a period of six (6) months or until the date a newly appointed CEO commences.
  - C. Any financial shortfall resulting from the recruitment process be funded in the 2017/18 half yearly budget review.  
(Absolute Majority Required)
  - D. That the Council request the Administration to present a report to council amending the title and purpose of the CEO Performance Review Committee enabling the Committee to assist the council in the recruitment of a new CEO.

**RESOLVED**

Moved Cr Boothman, seconded Cr Vernon  
That the recommendations be adopted.

- A. That the Council:
    - 1. appoint a Recruitment Panel (RP) consisting of the Chairperson, Deputy Chairperson and Councillor/s Cole, Guilfoyle, Norman and Cvitan.
    - 2. endorse the following purpose of the RP:
      - a) Review service offering submissions from recruitment agencies;
      - b) Make a recommendation to council on the preferred recruitment agency at its meeting on 14 December 2017;
      - c) Assess applications received for the CEO position (shortlisted by the successful recruitment agency);
      - d) Interview the shortlisted applicants together with the recruitment agent; and
      - e) Make a recommendation to council on the preferred candidate.
  - B. That the Council appoint the Director Corporate Services, Mr Gunther Hoppe, as the Acting Chief Executive Officer from Monday 8 January 2018 for a period of six (6) months or until the date a newly appointed CEO commences.
  - C. Any financial shortfall resulting from the recruitment process be funded in the 2017/18 half yearly budget review.
  - D. That the Council request the Administration to present a report to council amending the title and purpose of the CEO Performance Review
-

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**Committee enabling the Committee to assist the council in the recruitment of a new CEO.**

(CARRIED UNANIMOUSLY 12/0)

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### **Attachment 1 – List of Recruitment Agencies**

Recommended CEO Recruitment Providers sourced from the WALGA suppliers list and the WA Government procurement publication and other recruitment agencies.

**1. Austral Human Resources**

Austral Human Resources are recognised specialists in recruitment and job design. Austral provides a full range of recruitment and selections services from Level 1 to CEO positions. They have serviced clients in the Government sector including Local Government and Communities with a strong focus on WA Government Health sector.

**2. Beilby Consulting.**

Beilby's consultants offer a range of services from recruitment support to full advertised recruitment and selection campaigns from graduates to CEO positions. They have serviced an extensive list of state government clients.

**3. Chandler McLeod**

Chandler Macleod Group is Australasia's leading provider of integrated human resources services, products and technologies. Supplying to the Government sector including local, state and federal operate in every state and territory.

**4. Hays Specialist Recruitment**

They have serviced the government sector including the Western Australian Local Government Authority.

**5. Lo-Go Appointments**

Local Government Appointments specialises in the provision of recruitment and human resource services to Local Government throughout New South Wales, Queensland and Western Australia including temporary, contract and permanent placements, executive staff selection, consulting and managed services.

**6. Management Projects**

Management Projects specialises in executive search and recruitment services for State and Commonwealth government clients. They provide recruitment management services to metropolitan and regional positions at all levels from entry level to CEO positions. They have serviced the Department of Local Government and Communities and the Public Sector Commission.

**7. Price Consulting**

Price Consulting Group has a strong reputation for successful recruitment and is a recognised leader in conducting innovative and effective recruitment. Their experience spans to all levels including CEO, Senior Executive and specialist positions. They have serviced the WA Public Sector for 17 years, including the City of Subiaco and the Department Regional Development.

**8. The Futures Group**

The Futures Group provides specialist recruitment, executive search and selection services in the public and private sector. They have experience running large scale recruitment processes including managing Board and CEO appointments in a number of state government departments.

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#### **9. The Nexus Network**

The Nexus Network has been providing recruitment services to the WA Public Sector for nearly 20 years. They have a comprehensive understanding of Public Sector recruitment practices providing for 15+ CEO roles across government.

#### **Anne Lake Consultancy**

Anne Lake is an experienced Human Resources specialist professional providing service to both the private and public sectors. Anne has been responsible for the recruitment of Chief Executive Officers, senior staff and law firm partners and senior associates. She is also proficient in CEO review procedures and has worked extensively with both small and medium country and large City Councils. Amongst her ongoing clients are the City of Swan, the City of Stirling, the City of Gosnells and the Shire of Gnowangerup, Wiluna and Kojonup.

#### **WALGA**

WALGA recruitment operates to assist Local Governments across the state of Western Australia with their recruitment needs. They provide Local Governments with a consultancy service offering full end-to-end recruitment and executive search functionality. WALGA Recruitment has the knowledge and experience to assist having undertaken recruitment processes across a broad range of positions.

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<b>9.5</b>	<b>ENGAGEMENT OF CONSULTANT TO ASSIST IN THE ANNUAL REVIEW OF THE CEO'S PERFORMANCE – DEFERRED ITEM</b>
<b>File No:</b>	<b>PER/79</b>
<b>Attachments(s):</b>	
<b>Date:</b>	<b>27 October 2017</b>
<b>Responsible Officer:</b>	<b>Sonia Cherico</b>

#### **SUMMARY**

Report seeks approval to appoint a Consultant to assist the CEO Performance Review Committee (the Committee) in reviewing the CEO performance and remuneration as per current contract.

#### **BACKGROUND**

This report was presented to the Council at its meeting on 14 September 2017 where the Council resolved to defer it to the next Ordinary Council meeting to provide the Councillors an opportunity to review the submissions from the consultants prior to considering the recommendation from the CEO's Performance Review Committee. The submissions have been distributed to the councillors under confidential memo to allow the councillors the opportunity to review them before making a decision on the appointed consultant.

At the Ordinary Council Meeting 19 May 2014 JCP Consulting was appointed to assist the CEO Performance Review Committee in conducting the CEO's annual reviews for a three (3) year term. As JCP's term ended after the 2017 review the MRC sought quotations from suitably qualified consultants to assist the Committee in its review of the CEO

#### **DETAILS**

On 2 August 2017 request for quotation letters were sent out to seven Specialist Human Resource Consultants seeking quotation for services to assist Council's CEO Performance Review Committee conduct the annual review of the CEO's performance and remuneration. At the time of closing the request for quotation on 18 August 2017 six (6) quotes were received. The following table details the consultants that responded to the request and the price that was quoted:

<b>No.</b>	<b>Consultant Name</b>	<b>Price (\$)</b>
1	JCP Consulting	4,000
2	Richard Curry Consulting	6,950
3	Gerard Daniels	15,000
4	Price	3,982
5	AIM	7,500
6	The Futures Group	7,950

The Committee was presented with a detailed summary of the quotations at the CEO appraisal meeting 21 August 2017. The committee agreed to recommend to Council the appointment of John Phillips from JCP Consulting to perform the CEO Performance Review for a further one (1) year with a two year option. The Committee considered that due to Mr Phillip's prior experience, performance and competitive price that he should be offered to continue for a further one year with a two year option to enable a further review

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of his performance and if acceptable have Mr Phillip's assist the Committee for the rest of the term of the CEO.

On review of the quotations the administration agrees with the recommendation of the Committee and support the continuing services of JCP Consulting for the next three years.

#### **CONSULTATION**

NIL

#### **STATUTORY ENVIRONMENT**

NIL

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

The costs of engaging the consultant recommended by the Committee of \$4,000 is included in the 2017/18 Budget.

#### **STRATEGIC IMPLICATIONS**

N/A

#### **VOTING REQUIREMENT**

Simple Majority / Absolute Majority

That the Council appoint JCP Consulting to assist the CEO Performance Review Committee in reviewing the performance and remuneration of the Chief Executive Officer for a further (1) year with a two year option.

#### **RESOLVED**

Moved Cr Cole, seconded Cr Norman

That the Council appoint JCP Consulting to assist the CEO Performance Review Committee in reviewing the performance and remuneration of the Chief Executive Officer for a further (1) year with a two year option.

LOST 12/0

#### **ALTERNATE MOTION**

Moved Cr Cole, seconded Cr Vernon

That the Council appoint Price Consulting to assist the CEO Performance Review Committee in reviewing the performance and remuneration of the Chief Executive Officer for a further (1) year with a two year option.

(CARRIED UNANIMOUSLY 12/0)

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Gunther Hoppe re-entered the meeting at 5.58 pm

<b>9.6</b>	<b>RESOURCE RECOVERY FACILITY (ENERGY FROM WASTE) – AWARD OF TENDER - DEFERRED ITEM</b>
<b>File No:</b>	<b>WST/209-02</b>
<b>Appendix(s):</b>	<b>Nil</b>
<b>Date:</b>	<b>27 October 2017</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

#### **SUMMARY**

This report seeks the Council's approval to have the deferred item presented to the Ordinary Council meeting on 14 December 2017 instead of the 9 November 2017 Ordinary Council meeting as previously resolved.

#### **BACKGROUND**

The Council at its meeting on 14 September 2017 resolved to defer Item 14.1 Resource Recovery Facility (Energy from Waste) Award of Tender as follows:

*"That the report dealing with the Resource Recovery Facility Tender be deferred until the next Ordinary Council meeting to be held on 9 November 2017, or a Special Council meeting, if the issues can be addressed in a more timely manner"*

The reason for the deferral was to allow time to address uncertainties in a number of clauses of the contract documents associated with the Tender.

#### **DETAIL**

The changes to the contract documents is taking longer than anticipated preventing the report being presented to the Ordinary Council meeting on 9 November 2017 as resolved by the Council. Therefore it is recommended that the Council endorse an extension of time for the report to be presented to its Ordinary Council meeting on 14 December 2017.

#### **CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **VOTING REQUIREMENT**

Simple Majority

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
9 NOVEMBER 2017

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#### **RESPONSIBLE OFFICER RECOMMENDATION**

That the Council acknowledges that the deferred confidential report entitled "*Resource Recovery Facility (Energy from Waste) Award of Tender*" was to be presented to the Ordinary Council meeting on 9 November 2017 and that it accepts that the changes to the Tender contract documents have not been finalised and provides an extension of time to have the report presented to its next Ordinary Council meeting to be held on 14 December 2017.

#### **RESOLVED**

Moved Cr Boothman, seconded Cr Cvitan  
That the recommendation be adopted

(CARRIED UNANIMOUSLY 12/0)

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
9 NOVEMBER 2017

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**10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 37**

**RESPONSIBLE OFFICER RECOMMENDATION**

That the Members Information Bulletin Issue No. 37 be received.

**RESOLVED:**

Moved Cr Guilfoyle, seconded Cr Proud  
That the recommendation be adopted

(CARRIED UNANIMOUSLY 12/0)

**11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

None

**12 URGENT BUSINESS**

None

**13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

None

**14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

None

**15 NEXT MEETING**

*Next meeting to be held on Thursday 14 December 2017 in the Council Chambers at Town of Victoria Park commencing at 5.30pm.*

**16 CLOSURE**

The Chairman closed the meeting closed at 6.01pm and thanked the City of Perth for their hospitality and use of their meeting facilities.

These Minutes were confirmed by the Council as a true and accurate record of the Ordinary Meeting of the Council held on 9 November 2017.

Signed.....Chairman

Dated this .....day of .....2017

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## **Special Meeting of Council**

# **MINUTES**

**Thursday 9 November 2017, 6:00pm  
City of Stirling  
25 Cedric Street, Stirling**

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park

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Minutes TPRC Special Meeting of Council –9 November 2017

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 Minutes TPRC Special Meeting of Council –9 November 2017
 

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**MEMBERSHIP**

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis	Cr Jo McAllister
City of Joondalup	Cr John Chester Cr Nige Jones	Cr Sophie Dwyer Cr Christine Hamilton-Prime
City of Perth	Cr Lexi Barton	Cr Janet Davidson
City of Stirling	Cr Karen Caddy Cr Joe Ferrante Cr Giovanni Italiano (Chairman) Cr Bianca Sandri	Cr Suzanne Migdale
Town of Victoria Park	Cr Claire Anderson	Cr Ronhhda Potter
City of Vincent	Mayor Emma Cole	Cr Jimmy Murphy
City of Wanneroo	Cr Samantha Fenn Cr Brett Treby (Deputy Chairman)	Cr Russell Driver Cr Domenic Zappa

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Minutes TPRC Special Meeting of Council –9 November 2017

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**PRESENT**

<b>Chairman</b>	Mr Tony Arias (until 6:05pm) Cr Giovanni Italiano (from 6:05pm)
<b>Councillors</b>	Cr Claire Anderson Cr Lexi Barton Cr Karen Caddy Cr John Chester Cr Samantha Fenn Cr Joe Ferrante Cr Giovanni Italiano Cr Nige Jones Cr Bianca Sandri Cr Andres Timmermanis Cr Brett Treby
<b>Alternate Members</b>	Nil
<b>Staff</b>	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator) Ms Vickie Wesolowski (Executive Assistant)
<b>Apologies Councillors</b>	Cr Emma Cole
<b>Leave of Absence</b>	Nil
<b>Absent</b>	Nil
<b>Consultants</b>	Nil
<b>Apologies Participant Councils' Advisers</b>	Mr Len Kosova (City of Vincent) Mr Stuart Jardine (City of Stirling)
<b>In Attendance Participant Councils' Advisers</b>	Mr Ross Povey (City of Stirling) Mr Jason Lyon (Town of Cambridge)
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

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**Agenda TPRC Special Meeting of Council –5 November 2015**

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**1. OFFICIAL OPENING**

The Chief Executive Officer, *Mr Tony Arias*, assumed the chair at 6:00pm in order to conduct the meeting until election of a Chairman, and formally declared open the Special Meeting of the Tamala Park Regional Council of 9 November 2017.

The Chief Executive Officer congratulated Councillors on their election to the Tamala Park Regional Council and wished them well in their deliberations over the next two years.

**2. ELECTION OF CHAIRMAN**

Written nomination forms for Chairman, in accordance with the Local Government Act 1995 (schedule 2.31), were given to the Chief Executive Officer. Written approval was also obtained from the elected member nominated for the position of Chairman.

The Chief Executive Officer advised that one nomination for the position of Chairman had been received as follows:

Cr Giovanni Italiano (as nominated by Cr Bianca Sandri)

The Chief Executive Officer called for any further nominations and due to no further nominations being received, declared nominations for Chairman closed.

The TPRC CEO formally announced Cr Giovanni Italiano Chairman of the Tamala Park Regional Council.

Cr Italiano was invited to complete the required Declaration (Form 7 - Local Government Constitution Regulations), duly completed the Declaration and was formally congratulated on his appointment.

Cr Italiano thanked councillors for electing him Chairman and assumed the Chair at 6:05pm to conduct the remainder of the meeting.

**3. ELECTION OF DEPUTY CHAIRMAN**

Written nomination forms for Deputy Chairman, in accordance with the Local Government Act 1995 (schedule 2.31) were given to the Chairman. Written approval was also obtained from the elected member nominated for the position of Deputy Chairman.

The Chairman advised that one nomination for the position of Deputy Chairman had been received as follows:

Cr Brett Treby (as nominated by Cr Brett Treby)

The Chairman called for any further nominations and, due to no further nominations being received, declared nominations for Deputy Chairman closed.

The Chairman formally announced Cr Brett Treby as Deputy Chairman of the Tamala Park Regional Council.



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Agenda TPRC Special Meeting of Council –5 November 2015

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**4. DISCLOSURE OF INTERESTS**

Nil

**5. PUBLIC STATEMENT/QUESTION TIME**

Nil

**6. APOLOGIES AND LEAVE OF ABSENCE**

Apologies were received from Cr Emma Cole.

**7. PETITIONS**

Nil

**8. CONFIRMATION OF MINUTES**

Not applicable

**9. BUSINESS ARISING FROM THE MINUTES**

Not applicable

**10. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)**

Nil

**11. MATTERS FOR WHICH MEETING MAY BE CLOSED**

Nil

**12. ELECTION OF COMMITTEES**

**12.1 Audit Committee**

The Chairman called for nominations from elected members for Audit Committee membership.

The Chairman advised that the following nominations had been received:

- Cr Nige Jones
- Cr Joe Ferrante
- Cr Bianca Sandri
- Cr Samantha Fenn
- Cr Giovanni Italiano

No further nominations were received.

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**Agenda TPRC Special Meeting of Council –5 November 2015**

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Moved Cr K Caddy, Seconded Cr N Jones.

[The recommendation in the agenda]

In accordance with the provisions of the Local Government Act 1995, **APPOINTS BY ABSOLUTE MAJORITY** the following five Council members to the Audit Committee:

**Members**

1. Cr Nige Jones
2. Cr Joe Ferrante
3. Cr Bianca Sandri
4. Cr Samantha Fenn
5. Cr Giovanni Italiano

*(The Chair will be elected at the next Audit Committee Meeting)*

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (11/0).

## **12.2 Management Committee**

The Chairman called for nominations from elected members for Management Committee membership.

The Chairman advised that the following nominations had been received:

- Cr Karen Caddy
- Cr Andres Timmermanis
- Cr John Chester
- Cr Brett Treby
- Cr Bianca Sandri
- Cr Nige Jones

Moved Cr K Caddy, Seconded Cr J Ferrante.

[The recommendation in the agenda]

In accordance with the provisions of the Local Government Act 1995, **APPOINTS BY ABSOLUTE MAJORITY** the following six Council members to the Management Committee:

**Members**

1. Cr Karen Caddy
2. Cr Andres Timmermanis
3. Cr John Chester
4. Cr Brett Treby
5. Cr Bianca Sandri
6. Cr Nige Jones

*(The Chair will be elected at the next Management Committee Meeting)*

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (11/0).

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**Agenda TPRC Special Meeting of Council –5 November 2015**

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**12.3 CEO Performance Review Committee**

The Chairman called for nominations from elected members for CEO Performance Review Committee membership.

The Chairman advised that the following nominations had been received:

- Cr Brett Treby
- Cr Giovanni Italiano
- Cr Nige Jones
- Cr Joe Ferrante
- Cr Andres Timmermanis

No further nominations were received.

Moved Cr J Chester, Seconded Cr J Ferrante.

[The recommendation in the agenda]

**In accordance with the provisions of the Local Government Act 1995, APPOINTS BY ABSOLUTE MAJORITY the following five Council members to the CEO Performance Review Committee:**

**Members**

1. Cr Brett Treby
2. Cr Giovanni Italiano
3. Cr Nige Jones
4. Cr Joe Ferrante
5. Cr Andres Timmermanis

*(The Chair will be elected at the next CEO Performance Review Committee Meeting)*

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (11/0).

**13. REPORTS OF COMMITTEES**

Not applicable

**14. ADMINISTRATION REPORTS AS PRESENTED**

Not applicable

**15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

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Agenda TPRC Special Meeting of Council –5 November 2015

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**16. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**17. URGENT BUSINESS APPROVED BY THE CHAIRMAN**

Nil

**18. MATTERS BEHIND CLOSED DOORS**

Nil

**19. GENERAL BUSINESS**

*The CEO advised that a site inspection and briefing on the Catalina Project will be arranged in early 2018. In the meantime, the Information Pack (contained in the USB) provided to new Council members included the most relevant information on the Tamala Project.*

*He also reminded Council members of the requirement to lodge primary returns and annual returns disclosing certain assets, income, interest, gifts, contribution or debt disposition set out in relevant legislation (part 5 division 6 Local Government Act).*

*He also confirmed for members of the Management Committee that a meeting of the Management Committee is scheduled for Thursday 23 November 2017 at the TPRC offices, commencing at 5:00pm.*

**20. FORMAL CLOSURE OF MEETING**

The Chairman declared the meeting closed at 6:17pm.

These minutes were confirmed at a meeting on .....

SIGNED this ..... day of ..... 2017

as a true record of proceedings.

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CHAIRMAN

# Placeholder for Attachment G

## Information Bulletin

Statistics for Development Applications as at end of  
November 2017 - to follow after Briefing Session

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 16 NOVEMBER 2017**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	Proposal Details	APPLICANT	REVIEW MATTER & COMMENTS
1.	No. 395 Bulwer Street West Perth (DR 117 of 2017)	5 April 2017	Four Multiple Dwellings	Moschopoulos	<p>Review in relation to refusal of two storey multiple dwelling comprising of four multiple dwellings and associated car parking.</p> <p>*****</p> <p>Application refused by Council on 7 March 2017. Mediation conference held on 4 May 2017 where the SAT invited the applicant to provide a revised proposal and for Council to reconsider the application by 25 July 2017. Revised proposal refused by Council on 25 July 2017. The application is now listed by the SAT for determination on the documents. Final submissions by all parties are due for filing with SAT by 29 November 2017 and the matter is listed for a view on site on 5 December 2017.</p> <p><i>Representation by: Dynamic Planning</i></p>

**METROWEST DEVELOPMENT ASSESSMENT PANEL (MWDAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 16 NOVEMBER 2017**

No.	ADDRESS AND DA SERIAL NO.	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	Nos. 125 – 127 Richmond Street, Leederville	<b>Applicant:</b> Rainday Pty Ltd	Sixteen multiple dwelling development (Amendment to approval)	10 July 2017	16 October 2017  13 November 2017	Application was recommended for approval on the 16 October 2017.  Deferred Unanimously.  Minutes available <a href="#">here</a>  Application was recommended for approval on the 13 November 2017.  Alternative recommendation for Refusal Refused Unanimously.  Minutes available <a href="#">here</a>
2.	Nos. 77 – 83 Scarborough Beach Road, Mount Hawthorn	<b>Applicant:</b> Yolk Property Group	Thirty eight multiple dwellings and two offices (Amendment to approval)	11 July 2017	23 October 2017	Application was recommended for approval on 23 October 2017.  Approved Unanimously.  Minutes available <a href="#">here</a>
3.	Nos. 54-70 Cowle Street, West Perth	<b>Applicant:</b> TPG + Place Match	Seventy four multiple dwellings (Amendment to approval)	2 August 2017	23 October 2017	Application was recommended for approval on 23 October 2017.  Approved Unanimously.  Minutes available <a href="#">here</a>
4.	No. 258 Charles Street, North Perth	<b>Applicant:</b> TF Company Pty Ltd	Twenty seven multiple dwellings (Amendment to approval)	3 August 2017	Not applicable	Application has been withdrawn by applicant.
5.	No. 538 Fitzgerald Street, North Perth	<b>Applicant:</b> Momentum Wealth	Fifteen multiple dwellings (Amendment to approval)	8 August 2017	To be confirmed	To be confirmed
6.	No. 113-115 Wright Street, Highgate	<b>Applicant:</b> Kris Mainstone (Maine Architecture)	12 Multiple Dwellings (Amendment to approval)	7 September 2017	13 November 2017	Application was recommended for approval on the 13 November 2017.  Approved Unanimously.  Minutes available <a href="#">here</a>

**METROWEST DEVELOPMENT ASSESSMENT PANEL (MWDAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 16 NOVEMBER 2017**

No.	ADDRESS AND DA SERIAL NO.	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
7.	No. 123 Claisebrook Road, Perth	<b>Applicant:</b> Stewart Urban Planning Pty Ltd	Partial demolition of existing buildings and construction of four storey mixed-use building, including 1 office and 12 multiple dwellings	27 September 2017	To be confirmed	To be confirmed
8.	No. 283 – 285 Vincent Street, Leederville	<b>Applicant:</b> PTS Town Planning	Thirty three multiple dwellings (Amendment to approval)	26 October 2017	To be confirmed	To be confirmed



**CITY OF VINCENT DESIGN ADVISORY COMMITTEE (DAC)  
REGISTER OF APPLICATIONS CONSIDERED BY DAC  
AS AT 16 NOVEMBER 2017**

No.	ADDRESS	APPLICANT	PROPOSAL	DAC MEETING DATE	REASON FOR REFERRAL
1.	No. 199-241 Fitzgerald Street, West Perth	Creative Design and Planning	Local Development Plan for 8 Storey Mixed Use Development	8/11/17	Prelodgment request by proponent. The proposal will likely benefit from referral to the DAC in terms of City's Local Planning Policy No. 7.1.1 – Built Form (LPP7.1.1).
2.	No. 164 Edward Street, Perth	Planning Solutions	Development Application for 2 Storey Office Development	8/11/17	Development Application Lodged. The proposal will likely benefit from referral to the DAC in terms of City's Local Planning Policy No. 7.1.1 – Built Form (LPP7.1.1).
3.	No. 61 Parry Street, Perth	Salecic Design and Drafting	Development Application for 5 Storey Multiple Dwelling Development	8/11/17	Prelodgment request by proponent. For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 18 October 2017.



# INFORMATION BULLETIN



CITY OF VINCENT

## REGISTER OF PETITIONS - PROGRESS REPORT – DECEMBER 2017

**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  
 DCE: Director Community Engagement  
 DCorpS: Director Corporate Services  
 DDS: Director Development Services  
 DTS: Director Technical Services

Date Rcd	Subject	Action Officer	Action Taken
<b>Council Meeting – 14 November 2017</b>			
18/10/17	Petition received from Mr and Mrs Harrison of Emmerson Street, North Perth, along with 9 signatures, requesting that the female and male toilets at the Beatty Park Pavilion be relocated to another location within Beatty Park, or alternatively changing the access so that the entrances are on the southern, park side of the Pavilion, for health and safety reasons and negative impact on family homes, due to current close proximity to residences.	DTS	Currently being investigated and will be further considered during the 2018/19 Budget Preparations.
<b>Council Meeting – 7 February 2017</b>			
12/12/16	Petition received from Mr B Dainton of Harley Street, Highgate, along with 146 signatures, requesting that Council “urgently collaborate with the Federal Government of Australia and the State Government of Western Australia to provide a multi-purpose outdoor sports, basketball, netball and futsal facility at southern side of Birdwood Square near Brisbane Street, Perth or a similar location. A multi-purpose facility will not only provide a venue for local children and adult sporting programs, but also much needed facilities for overflow demand from Highgate Primary School.”	DCE	City's Officers presented the outcome of the investigations on the feasibility of the proposal at the Council Workshop held on 11 July. Reported to Council at OMC held on 22 August 2017. The Director of Community Engagement to meet with lead petitioners to discuss Council Resolution and Public Open Space Strategy.



# INFORMATION BULLETIN



CITY OF VINCENT

## REGISTER OF NOTICES OF MOTION - PROGRESS REPORT – DECEMBER 2017

**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: Chief Executive Officer  
DCE: Director Community Engagement  
DCorpS: Director Corporate Services  
DDS: Director Development Services  
DTS: Director Technical Services

Details	Action Officer	Comment
<b>22 August 2017 – Submitted by Cr Hallett</b>		
Investigation of reduction or elimination of Single Use Plastics	DDS	Investigation to be completed by early 2018, with findings and recommendations to be fed into the Corporate Business Plan and draft Budget for 2018/19.
<b>22 August 2017 – Submitted by Cr Gontaszewski</b>		
Strategies to Improve participation and Accessibility by Women and Girls at City of Vincent Sportsground and Associated facilities, by October 2017	DCE	Strategies included within the Sportsground Fees and Charges Review approved at the Council Meeting October 2017. Sporting Club health checks being circulated to Clubs to determine female membership statistics.
<b>22 August 2017 – Submitted by Mayor Cole</b>		
Reaffirmation of Support for Marriage Equality	DCE	Various initiatives to be implemented between August and November.
<b>30 May 2017 – Submitted by Cr Loden</b>		
Asset Utilisation, report by February 2018	DCE/ DTS	Administration to measure asset utilisation in preparation for February 2018 report.
<b>7 March 2017 – Submitted by Cr Topelberg</b>		
Litis Stadium Master Plan, by 30 June 2017	DCE	New lease to be prepared in November 2017 and Working Group formed with Football West and Department Local Government, Sport and Cultural Industries.
<b>5 April 2016 – Submitted by Cr Harley/Cr Cole</b>		
Request for a new Plan for Axford Park, by July 2016	DTS/ DDS	Ongoing. Council adopted an amount of \$200,000 in the 2017/18 Budget. The draft scope of works for the Request for Quote was circulated to Council for comment. The Request for Quote for a suitably qualified consultant to undertake a concept design for Axford Park will now be advertised.
<b>8 March 2016 – Submitted by former Mayor Carey/Cr Cole</b>		
Review of Development Assessment Panels (DAPs)	DDS	A meeting occurred between the City and Minister for Planning, Hon Rita Saffioti, MLA on 2 May 2017 where this matter was discussed. Council reaffirmed its decision on the DAPs at its meeting of 27 June 2017 (Item 9.5). The City will be writing to the Minister for Planning regarding this position.
<b>27 October 2015 – Submitted by former Mayor Carey</b>		
Review of Laws, Policies and Practices relating to the impact of construction activity, on the public realm, by May 2016	DTS/ DDS	Changes to Property Local Law to facilitate increased penalties discussed at the Council Workshop held on 29 August 2017.



# INFORMATION BULLETIN



CITY OF VINCENT

## REGISTER OF REPORTS TO BE ACTIONED - PROGRESS REPORT – DECEMBER 2017

**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: Chief Executive Officer  
DCE: Director Community Engagement  
DCorPS: Director Corporate Services  
DDS: Director Development Services  
DTS: Director Technical Services

Item	Report Details	Action Officer	Comments
<b><u>Council Meeting – 14 November 2017</u></b>			
9.5	Town Centre Place Plans	DDS	Administration will invite submissions from the community on the Draft Town Centre Place Plans for a period of 28 days by way of local public notice, presentation and invitation to comment to all town teams, display at the Administration and Civic Centre and Library, and publication on the City's website and social media platforms.
10.1	Hyde Park Oblong Turtle Population Study	DTS	Being actioned as per Council decision.
10.3	Safe Active Streets – Bike Boulevard Progress Report Three	DTS	Being actioned as per Council decision.
11.1	Funding request for replacement of corroded structural columns at Azzurri Bocce Club - 3 Lawley Street, West Perth	DCorPS	Club has been advised of decision.
12.1	Loftus Community centre – request for Waiver and Write-Off of Fees	DCE	Lease holding over period and financials in November 2017. Implications confirmed with LCC in writing.
12.2	Manna Inc – Review of the Use of Weld Square for the Provision of Free meal Services for the Homeless	DCE	Meeting to be held with Manna Inc. and key service delivery organisations in December 2017.
12.3	Adoption of the Dogs Amendment Local Law 2017	DCE	The City's Manager Governance to arrange for gazettal, public notice and publication of adopted Local Law. The City's Marketing and Communications team will be preparing information to be distributed to local businesses.
12.4	Floreat Athena Football Club – Litis Stadium Master Plan	DCE	New lease to be prepared in November 2017 and Working Group formed with Football West and Department Local Government, Sport and Cultural Industries.
13.2	Draft CEO Performance Review Policy	CEO	New Policy adopted by Council. Website to be updated.
18.1	CONFIDENTIAL REPORT: Appointment of Community Members to the City of Vincent Advisory and Working Groups	CEO	Community Representatives to be advised of Council's decision and City's website updated.
<b><u>Council Meeting – 17 October 2017</u></b>			
9.4	Nos. 1-16/17 (Lots: 1-16; STR: 59813) Harwood Place, West Perth - Change of use from Multiple Dwellings to Serviced Apartments (Amendment to Approval)	DDS	<b>Completed.</b> Reported back to the November 2017 OMC.
10.1	Hyde Street Reserve – Proposed Extension	DTS	Currently out to public consultation.
11.1	Review of Policy 4.1.26 – Risk Management	DCorPS	<b>Completed.</b> 1 November 2017.
11.2	Lease of 4 View Street, North Perth to Multicultural Services Centre of WA	DCorPS	Drafting and Reviewing Lease.

Item	Report Details	Action Officer	Comments
11.3	Termination of Lease and options for future use – 245 (Lot 245) Vincent Street, Leederville	DCorpS	Realmark engaged to secure and manage lease. Kitchen refurbishment has commenced. Expressions of Interest (EOI) to be prepared.
11.4	Lease to Axicom Pty Ltd for telecommunications purposes – Lot 9023 Marmion Venue, Clarkson (Tamala Park)	DCorpS	Public Notice Period closed. No submissions received. Delegated approval to be sort from CEO
11.8	Review of Local Government Act – Submission to WALGA	DCorpS	<b>Completed.</b> 19 October 2017.
12.1	Sportsground Fees & Charges Review	DCE	Community Partnerships advertised through the Community Consultation Webpage for the required period from 27 October to 9 November 2017. An advertisement was also placed in the <i>Perth Voice</i> newspaper on 4 November 2017. The team is currently in the process of advising local sporting clubs and sending relevant tax invoices to the summer users.
13.2	Approval of Council Briefing and Council Meeting Dates for 2018	DCorpS	Dates to be advertised.
<b><u>Council Meeting – 19 September 2017</u></b>			
9.9	Review of Policy No. 4.2.13 – Design Advisory Committee	DDS	Administration will notify existing Design Advisory Committee members of their extended appointment and will advertise an Expression of Interest for the new Design Review Panel. A further report will be presented to Council following the Expression of Interest process to appoint new members and revoke the existing Policy.
9.10	Fencing Local Law 2008 – Review	DDS	Administration will progress to advertise the Local Law Amendment.
9.11	Relocation of the Leederville Town Centre Taxi Zone	DDS	Administration will now implement the relocation of the existing Taxi Rank, installation of ride share pick up/set down locations, approval and installation of public alfresco and implementation of parking restriction changes including signage and line marking. Administration will negotiate and enter into an appropriate written agreement with ride share operators and taxi organisations to implement ride share totems and wayfinding signage. Administration have notified Leederville Connect and all residents, landowners and businesses within 500m of the Taxi zone of Council's decision. Administration will consult with Leederville Connect and all residents, landowners and businesses within 500m of the Taxi zone during the trial as required by Council's resolution. A report will be presented to Council nine months after the implementation of the changes.
10.1	Replacement Electric Bike – Vincent Community Bike Library	DTS	Being actioned as per Council Recommendation.
10.2	Tender No. 538/17 – Provision of Small Maintenance Services	DTS	<b>Completed.</b>
10.3	Tender No. 537/17 – Provision of Plumbing and Gas Fitting Services	DTS	<b>Completed.</b>
10.4	Tender No. 536-17 – Provision of Electrician Services	DTS	<b>Completed.</b>
10.5	Tender No. 539/17 – Supply and Laying of Hot Mixed Asphalt	DTS	<b>Completed.</b>
11.5	Standing Orders Amendment Local Law 2017	DCorpS	Administration needs to advertise the Local Law and submit further report to OMC 12 December 2017 after the advertising period has closed.
<b><u>Council Meeting – 22 August 2017</u></b>			
11.3	Licence for use of land comprising portion of bike path – Swan River, Under Windan Bridge, East Perth	DCorpS	In negotiation on Graffiti Removal Clause.
11.4	Dedication of spite strip (pedestrian footpath) as road – Lot 151, 62 Robinson Ave, Perth	DCorpS	Department of Planning has provided comments. Submitted request to Minister.
12.1	Petition for a Multipurpose Court at Birdwood Square, Perth	DCE	Director Community Engagement has met with lead petitioner to discuss Council Resolution and Public Open Space Strategy.

Item	Report Details	Action Officer	Comments
12.4	Proposed Parking and Parking Facilities Amendment Local Law 2017	DCE	Statewide Public Notice to progress with submissions to be reported back to Council in December.
<b><u>Council Meeting – 25 July 2017</u></b>			
9.2	North Perth Town Centre Public Open Space	DDS	<p>Administration is now working with the State Government to negotiate and enter into an appropriate funding agreement.</p> <p>Administration has released a tender for a qualified consultant to design, document and project manage the North Perth Common project. The tender specifications are based on feedback from the North Perth Common Working Group who convened on 22 September 2017 and the schedule set out in the 25 July Council Report. This tender will soon be released.</p> <p>Administration listed a project to prepare an urban design concept for View Street Car Park and surrounds in the Corporate Business Plan 2017/18 which was adopted by Council on 25 July 2017.</p> <p>Administration sent letters to North Perth Local and all residents, landowners and businesses within 500 metres of the endorsed public open space location notifying them of Council's decision on 18 August 2017. Letters were also dropped to local businesses in the North Perth Town Centre on 22 August 2017. Community members that submitted a response during the consultation period did not provide contact details so these individuals are not able to be notified.</p>
9.3	North Perth Town Centre Parking Restrictions – Leake Street (between Alma Road and View Street)	DDS	<p>Administration has notified residents, landowners and business owners identified in the Consultation Map provided in Attachment 1 of the report of Council's decision on Leake Street.</p> <p>Administration will also ensure that no changes to the parking restrictions on Grosvenor Road (between Fitzgerald Street and Leake Street) are implemented until the City has engaged with affected residents on the outcomes of the parking restriction trial adopted by Council on 23 August 2016 and presented a further report to Council to consider these outcomes.</p>
11.3	Adoption of 2017/2018 Annual Budget	DCorPS	Response to public submission has been drafted.
12.2	Proposed Dogs Amendment Local Law 2017	DCorPS	<b>Completed.</b> 14 November 2017.
13.1	Corporate Business Plan 2017/18-2020/21	CEO	<b>Completed.</b>
13.2	Community Budget Submissions 2017/2018	CEO	Being actioned as per Council Recommendation.
<b><u>Council Meeting – 27 June 2017</u></b>			
9.4	Proposed Amended Parking Restrictions – Mount Hawthorn Town Centre	DDS	<p>Administration has now completed the installation of the new parking restrictions including sending letters to affected landowners and businesses, installing parking signage and line marking. The enforcement caution period is now complete and the City's Rangers will begin issuing fines for any illegal parking.</p> <p>A review of the parking occupancy rates in and around the Mount Hawthorn Town Centre will be conducted by Rangers within six months of the introduction of the parking restriction changes and a report will be presented back to Council.</p>
9.5	Submission to WALGA – Third Party Appeal Rights in Planning	DDS	Administration has forwarded its submission to WALGA and is drafting letters to be sent to the Minister for Planning and Attorney General advising of the City's position.
10.2	Proposed Road Safety and Traffic Management Improvements in Redfern Street, North Perth and Randell Street, Perth	DTS	Being actioned as per Council Recommendation.
10.3	Beatty Park Leisure Centre – Remedial Works	DTS	Works will be ongoing over the next 12 months.

Item	Report Details	Action Officer	Comments
12.1	No. 34 (Lot 1) Cheriton Street, Perth – Progress Report No. 8	DCE	City working with Department of Planning, Lands and Heritage to excise Norwood Community Garden (agreed in principle) and hand over management of remainder of Lot to Lands.
12.3	Public Open Space Strategy	DCE	Public Open Space Strategy Project Scope to be discussed at Council Workshop on 21 November 2017.
18.2	CONFIDENTIAL REPORT: Mindarie Regional Council (MRC) Joining the Eastern Metropolitan Regional Council Resource Recovery Facility Tender	CEO	Pending further review by MRC Members.
<b><u>Council Meeting – 30 May 2017</u></b>			
9.3	Response to Notice of Motion (Item 10.2 OMC 20 September 2016) – Request to Investigate the Requirements, Conditions and Associated Compliance for Development Applications Involving Tree Retention on Private Land	DDS	Administration has implemented changes in relation to development assessment and enforcement procedures in relation to this report. Local planning policy provisions will be included in a future amendment to the Built Form Policy following the WAPC's determination of the policy provisions under the R-Codes.
10.1	Water Corporation – Long Term Water Main Replacement Program within the City of Vincent	DTS	Ongoing updates being forwarded to Council members.
12.1	Draft City of Vincent Disability Access and Inclusion Plan (DAIP) 2017 – 2022	DCE	<b>Completed</b> The DAIP has been submitted to the Disability Services Commission. In the final stages of graphic design.
12.5	Perth Parking Levy	DCE	Administration continues to identify alternative uses for selected bays within the Perth Parking Management Area. Report will now be presented to the Council Meeting in February 2018 not December 2017.
<b><u>Council Meeting – 2 May 2017</u></b>			
9.1.3	Draft North Perth Town Centre Place Plan (SC2677)	DDS	<b>Completed.</b> Superseded by Item 9.5 from OMC 14 November 2017.
<b><u>Council Meeting – 7 March 2017</u></b>			
9.1.4	Submission on Metropolitan Region Scheme Amendment 1310/41 – Guildford Road from East Parade to Tonkin Highway (SC654)	DDS	The submission was forwarded to the Western Australian Planning Commission on 10 March 2017. A meeting between Main Roads, the Department of Transport and the Department of Planning was held on 4 April 2017. A letter to the Minister for Transport, the Minister for Planning and the Western Australian Planning Commission is currently being prepared.
9.1.5	Outcomes of Advertising – Proposed Amended Parking Restrictions – North Perth Town Centre (SC2862)	DDS	A letter to landowners and businesses was sent on 1 May 2017. Parking signs and ticket machines were installed throughout May and June 2017. The fee change notice was published in the newspaper on 24 June 2017. Parking restrictions will come into effect on 1 July 2017. Distribution of Parking Permits for residents commenced from 21 June 2017. A project to consider the number and location of ACROD bays has been considered as part of the 2017/18 budget process. A periodic review of the parking occupancy rates in and around the North Perth Town Centre will be conducted by Rangers within six months of the introduction of the parking restriction changes and a report will be presented back to Council.
9.3.5	Review of City of Vincent Local Laws under Section 3.16 of the Local Government Act 1995 (SC2688)	DDS	Still waiting on Health, Property and Trading in Public Places Local Laws. To be reported back Council.
<b><u>Council Meeting – 7 February 2017</u></b>			
9.2.4	Charles Veryard Reserve – Installation of Dog Exercise Area Fencing (Full Enclosure)	DTS	Further consultation to be undertaken.
9.3.6	Licence for use of internal carpark, Forrest Park, No. 66 (Lot 143) Harold St, Mt Lawley – Highgate Forrest Park Playgroup Inc	DCorps	<b>Completed.</b> Licence signed by Playgroup and duly executed by the City.

Item	Report Details	Action Officer	Comments
<b><u>Council Meeting – 13 December 2016</u></b>			
9.1.11	Outcomes of Advertising – Draft Policy No. 7.1.1 – Built Form (SC2320)	DDS	Notice of final adoption and revocation published in the Perth Voice on 21 January 2017. Landscaping and setback provisions provided to WAPC at a meeting on 23 January 2017. A follow up meeting with the Department of Planning was held on 2 March 2017 and again on 9 August 2017 and Administration is working with officers from the Department to assist with their assessment. Review of Claisebrook heights pending adoption of TPS2.
<b><u>Council Meeting – 15 November 2016</u></b>			
9.3.8	Leederville Gardens Retirement Village – Village Manager (SC313 & SC308)	DCorpS	Expressions of Interest (EOI) advertised 19 October 2017 for Board Secretary.
<b><u>Council Meeting – 18 October 2016</u></b>			
9.1.12	Initiation of Amendment to Local Planning Policy No. 7.7.1 – Parking and Access (SC2632)	DDS	Consultation occurred between 14 November 2016 and 12 December 2016. No submissions were received so the consultation period was extended until 27 January 2017. A further report will be presented to Council in 2017.
9.2.1	Proposed Safety Improvement at the Intersection of Walcott and Beaufort Streets, Mount Lawley (SC686, SC986)	DTS	Twelve month trial commenced 1 June 2017.
9.2.3	Proposed Parking Restriction Trial – Chelmsford Road, Fitzgerald Street to Ethel Street, North Perth (SC738, SC1201)	DTS	Community consultation being finalised for distribution at completion of trial.
<b><u>Council Meeting – 23 August 2016</u></b>			
9.2.3	Proposed 40kph Area Wide Speed Zone Trial – South Vincent Progress Report No 2 (SC466)	DTS	Continuing discussions with the Road Safety Commission being undertaken prior to the consultation scheduled for 2018.
9.2.4	Proposed Traffic Calming - Anzac Road, Mount Hawthorn (SC673)	DTS	Now scheduled for December 2017.
9.2.5	Proposed Parking Restriction Trial – Chelmsford Road, Leake Street and Grosvenor Road, North Perth (SC738, SC850, SC811, SC1201)	DTS	Community consultation being finalised for distribution at completion of trial.
9.3.4	Review of Investment Policy (SC1408)	DCorpS	To be presented to Council Workshop 21 November 2017
14.1	CONFIDENTIAL REPORT: Belgravia Leisure Option to Renew Loftus Recreation Centre Lease (SC379)	DCorpS	Final negotiations and drafting of deed of extension being undertaken.
<b><u>Council Meeting – 28 June 2016</u></b>			
9.3.5	Lease of No. 4 Broome Street, Highgate to Minister for Education – Highgate Pre-Primary (Little Citizens) (SC591)	DCorpS	Council Workshop paper to be presented 21 November 2017 Workshop.
14.1	CONFIDENTIAL REPORT: Lease of Dorrien Gardens, 3 Lawley Street, West Perth – Perth Soccer Club Inc – Lease Fee (SC529)	DCorpS	Final lease document with Department of Lands for approval.
<b><u>Council Meeting – 5 April 2016</u></b>			
9.1.6	Review of Licences for Outdoor Eating Areas and Display of Goods on Footpaths	DDS	Policies reviewed and revoked at 23 August 2016 OMC. Administration is preparing the new 'self-assessment' system for Trading in Public Places Local Law permits. The system will come into effect in 2017. A full review of the Local Law will commence in 2017 to identify further efficiencies.
<b><u>Council Meeting – 8 March 2016</u></b>			
9.3.5	Leederville Gardens Retirement Village Estate (SC313/SC308)	DCorpS	The City has submitted a request to the Board for consideration of a refund and is awaiting a formal response.
<b><u>Council Meeting – 27 October 2015</u></b>			
9.3.6	Portion of No. 10 (Lot 2545) Farmer Street, North Perth – Approval of a Sub-lease to Vincent Men's Shed (Inc.) (SC351/SC2087)	DCorpS	Negotiating terms with Community Engagement.



Item	Report Details	Action Officer	Comments
<b><u>Council Meeting – 22 September 2015</u></b>			
9.5.3	Review of Advisory and Working Groups and Committees, <i>specifically</i> : <ul style="list-style-type: none"> <li>Draft Policy for establishment and operation of a new Community Engagement Panel</li> </ul>	DCE	Options for the Community Engagement Panel (CEP) were discussed at the Council Member Workshop held on 30 August 2016. Formation of the CEP is being aligned with the Strategic Community Plan community engagement process. Community Engagement Panel met on 16 and 23 September 2017.
<b><u>Council Meeting – 20 January 2015</u></b>			
9.3.4	Lease for Margaret Kindergarten – No 45 (Lot 10349 D/P: Swan L), Richmond Street, Leederville (SC351/SC589)	DCorpS	Council Workshop paper to be presented to 21 November Workshop.
<b><u>Council Meeting – 18 November 2014</u></b>			
9.1.4	Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)	DDS/ DTS/ DCE	<p>The option of parking benefit districts will be reviewed as part of the review of the Car Parking Strategy and preparation of an Integrated Transport Plan.</p> <p>The City has a policy to guide the issuing of parking permits and has the ability to issue commercial parking permits. Administration issues permits in accordance with this policy.</p> <p>The City takes an approach to parking restrictions where we receive complaints, conduct parking occupancy surveys and report to Council on the results of these surveys.</p> <p>The replacement of the CALE ticket machines throughout the City is currently underway and machines are replaced on a periodic basis. This process will continue until all CALE machines are replaced.</p> <p>Paid parking on William Street was approved by Council on 25 July 2017 (Item 10.2), ticket machines have been modified and signs installed 22 August 2017.</p>
<b><u>Council Meeting – 21 October 2014</u></b>			
9.3.5	Lease for Tuart Hill Cricket Club Inc, Modernians Hockey Club Inc and Cardinals Junior Football Club – Lease of Premises at Charles Varyard Reserve Pavilion and Turf Wickets, Bourke Street, North Perth (SC351)	DCorpS	Community Partnerships are waiting for feedback from Mount Hawthorn Cardinals Junior Football Club prior to finalising a report.
<b><u>Council Meeting – 7 October 2014</u></b>			
9.3.2	Lease for North Perth Tennis Club – Lease of Premises at Woodville Reserve, 10 Farmer Street, North Perth (SC351/SC621)	DCorpS	No further action, pending outcome of Tennis West's Strategic Review.
<b><u>Council Meeting – 23 September 2014</u></b>			
9.3.6	Lease for Leederville Tennis Club – Lease of premises at 150 Richmond Street, Leederville (SC351 & PR25077)	DCorpS	No further action, pending outcome of Tennis West's Strategic Review.
<b><u>Council Meeting – 27 May 2014</u></b>			
9.3.4	LATE ITEM: East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	DCorpS	Lease discussions being finalised. Drafting deed of variation of lease.
<b><u>Council Meeting – 12 February 2013</u></b>			
9.2.12	Request to the Minister for Lands for Acquisition of the Right of Way Bounded By Anzac Road, Oxford, Salisbury and Shakespeare Streets, Leederville as Crown Land	DTS	Still awaiting further advice from Department of Lands. City's Coordinator Land & Development following up.
9.2.13	Request to the Minister for Lands for the Acquisition and Reversion to 'Crown Land' of the Right of Way Named Luce Lane, North Perth (TES0225)	DTS	Still awaiting further advice from Department of Lands.