



CITY OF VINCENT

AGENDA

Ordinary Council Meeting 10 December 2019

Time: 6pm
Location: Administration and Civic Centre
244 Vincent Street, Leederville

David MacLennan
Chief Executive Officer

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Questions or statements made at an Ordinary Council meeting can relate to matters that affect the City. Questions or statements made at a Special Meeting of the Council must only relate to the purpose for which the meeting has been called.

1. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name and the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located and Agenda Item number (if known).
2. Public speaking time will be strictly limited to three (3) minutes per member of the public.
3. Members of the public are encouraged to keep their questions/statements brief to enable everyone who desires to ask a question or make a statement to have the opportunity to do so.
4. Public speaking time is declared closed when there are no further members of the public who wish to speak.
5. Questions/statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a Council Member or City Employee.
6. Where the Presiding Member is of the opinion that a member of the public is making a statement at a Council meeting, that does not affect the City, he may ask the person speaking to promptly cease.
7. Questions/statements and any responses will be summarised and included in the Minutes of the Council meeting.
8. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be *"taken on notice"* and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
9. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

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- All Ordinary and Special Council Meetings are electronically recorded except when the Council resolves to go behind closed doors;
- All recordings are retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office;
- A copy of the recorded proceedings and/or a transcript of a particular section or all of a Council meeting is available in accordance with Policy No. 4.2.4 – Council Meetings – Recording and Web Streaming.
- Ordinary Meetings of Council and Council Briefings are streamed live on the internet in accordance with the City's Policy – 4.2.4 - Council Meetings Recording and Web Streaming. It is another way the City is striving for transparency and accountability in what we do.
- The live stream can be accessed from <http://webcast.vincent.wa.gov.au/video.php>
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Manager Governance and Risk on 08 9273 6538.

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1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil

3 (A) PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 APPLICATIONS FOR LEAVE OF ABSENCE

5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS

6 CONFIRMATION OF MINUTES

Ordinary Meeting of Council - 12 November 2019

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

8 DECLARATIONS OF INTEREST

9 STRATEGY & DEVELOPMENT

9.1 NO. 160 (LOT: 307; D/P: 29908 AND LOT: 84; D/P: 1106) LINCOLN STREET, HIGHGATE - PROPOSED SINGLE HOUSE

TRIM Ref: D19/157728

Author: Natasha Trefry, Urban Planning Advisor

Authoriser: Jay Naidoo, Manager Development & Design

Ward: South

Attachments: 1. Consultation and Location Plans [↓](#) 
2. Development Plans [↓](#) 
3. Determination Advice Notes [↓](#) 

RECOMMENDATION:

That Council in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for a Single House at No. 160 (Lot: 307; D/P: 29908 and Lot: 84; D/P: 1106) Lincoln Street, Highgate, in accordance with the plans shown in Attachment 2, subject to the following conditions and the associated advice notes in Attachment 3:

1. Amalgamation

Prior to the lodgement of a Building Permit application for the proposed development, Lot: 84; D/P: 1106 and Lot: 307; D/P: 29908 ('The lots') are to be amalgamated into a single lot on a Certificate of Title; or alternatively, the owner entering into a legal agreement with the City and secured by an absolute caveat lodged over the certificates of title to the Lots requiring the amalgamation to be completed within twelve months of the issue of a Building Permit for the proposed works.

The owner shall be responsible to pay all costs associated with the City's solicitor's costs incidental to the preparation of (including all drafts) and stamping of the agreement and lodgement of the absolute caveat;

2. Boundary Walls

The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the practical completion of the development, and thereafter maintained, to the satisfaction of the City. The finish of boundary walls is to be fully rendered or face brick; or material as otherwise approved; to the satisfaction of the City;

3. Landscaping Plan

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

- The location and type of existing and proposed trees and plants;
- Areas to be irrigated or reticulated;
- The provision of a minimum of 15 percent deep soil area and no less than 22.3 percent canopy coverage at maturity, as defined by the City's Policy No. 7.1.1 - Built Form;
- The provision of trees within deep soil areas on site to maximise the amount of canopy coverage. The tree species are to be in accordance with the City's recommended tree species list; and

- The provision of two Paperbark trees within the verge of Lincoln Street adjoining the development site. The trees are to be a minimum size of 200 litres; and

3.2 All works shown on the plans as identified in Condition 3.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupancy of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers; and

4. Sightlines

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

4.1 Walls, letterboxes or fences adjoin vehicular access points to the site; or

4.2 A driveway meets a public street; or

4.3 Two streets intersect;

Unless otherwise approved by the City of Vincent;

5. Stormwater

Stormwater from all roofed and paved areas shall be collected and contained on site. Stormwater must not affect or be allowed to flow onto or into any other property or road reserve;

6. Car Parking and Access

6.1 The layout and dimensions of all driveway(s) and parking area(s) shall be in accordance with AS2890.1;

6.2 All driveways, car parking and manoeuvring area(s) which form part of this approval shall be sealed, drained, paved and line marked in accordance with the approved plans prior to the first occupation of the development and maintained thereafter by the owner/occupier to the satisfaction of the City; and

6.3 Vehicle access points are required to match into existing right of way levels;

7. Visual Privacy

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

8. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennae, satellite dishes, solar panels, external hot water heaters, air conditioners, and the like, shall not be visible from the street(s), are designed integrally with the building, and be located so as not to be visually obtrusive;

9. Colours, Materials and Finishes

The colours, materials and finishes of the development shall be in accordance with the approved schedule of finishes which forms part of this approval;

10. Right of Way

The landowner shall remove any development or other works and shall seal, drain and grade to match the existing right of way within 1.5 metres of the north eastern lot boundary at the

time the portion of ROW widening is ceded to the City. Any costs associated with the above are the responsibility of the owner; and

11. Street Walls and Fences

The pedestrian access gate shall be visually permeable in accordance with the Residential Design Codes Volume 1, to the satisfaction of the City.

PURPOSE OF REPORT:

To consider an application for development approval for a three storey single house at No. 160 Lincoln Street, Highgate (the subject site).

PROPOSAL:

The application proposes a three storey single house fronting Lincoln Street. Two lots comprise the subject site, being Lot 307 and Lot 84. The application proposes the demolition of the existing dwelling and construction of a three storey single house. There is an existing shopfront that is proposed to be retained and which would be incorporated into the proposed dwelling.

The development plans subject of this report are included as **Attachment 2**.

BACKGROUND:

Landowner:	Claire Miranda Giumelli
Applicant:	Chindarsi Architects
Date of Application:	30 July 2019
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R50
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Single Dwelling 'P'
Lot Area:	390m ²
Right of Way (ROW):	Yes – City of Vincent, 3.0m drained and sealed
Heritage List:	No

The subject site is bound by Lincoln Street to the south-west and a ROW to the north-east. The adjoining property to the north-west comprises of a single storey single dwelling, and the south-east lot comprises of three storey multiple dwellings. A location plan is included as **Attachment 1**. The subject site currently presents to Lincoln Street as a shopfront with a residential component. The City's records indicate the shopfront component of the site ceased operation in March 2011. The residential dwelling and shopfront component of the dwelling do not have any heritage significance.

The subject site is zoned Residential with a density coding of R50 and is affected by Clause 32(4) of the City of Vincent's Local Planning Scheme No. 2 (LPS2) which states *"notwithstanding any other provisions in this scheme, multiple dwellings are not permitted."*

The subject site is located within the Residential Built Form Area prescribed by the City's Policy No. 7.1.1 – Built Form (Built Form Policy), and has a deemed-to-comply building height of two storeys. The north-west adjoining lot and northern lots on the opposite side of the ROW are zoned Residential R50, and the south-east adjoining lot is zoned Residential R80. The adjacent lot to the south of the subject site on the opposite side of Lincoln Street is a Public Reserve for the purpose of primary school. The subject site is within close proximity to Beaufort Street. The lots adjoining Beaufort Street to the west of the subject site are zoned Mixed Use with a density coding of R100.

DETAILS:**Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of the Built Form Policy and the State Government's Residential Design Codes Volume 1 (R Codes). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Street Setback		✓
Building Setbacks/Boundary Wall		✓
Building Height/Storeys		✓
Street Walls and Fences		✓
Open Space	✓	
Outdoor Living Areas	✓	
Privacy		✓
Parking & Access	✓	
Bicycle Facilities	✓	
Solar Access	✓	
Site Works/Retaining Walls	✓	
Essential Facilities	✓	
External Fixtures	✓	
Surveillance	✓	
Developments on Rights of Way		✓

Detailed Assessment

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

Street Setback	
Deemed-to-Comply Standard	Proposal
Policy No. 7.1.1 – Built Form Clause 5.2 4.4 metres	<u>Ground Floor</u> Nil to shopfront 3.1 metres to porch <u>First Floor</u> Nil to Roof Terrace 1
Lot Boundary Setbacks	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 Clause 5.1.3 <u>Northern Lot Boundary</u> First floor roof terrace: 3.0 metres First floor dwelling: 2.0 metres <u>Southern Lot Boundary</u> Second floor roof terrace: 4.0 metres	<u>Northern Lot Boundary</u> First floor roof terrace: 0.674 metres First floor dwelling: 1.8 metres <u>Southern Lot Boundary</u> Second floor roof terrace: 2.5 metres

Building Height	
Deemed-to-Comply Standard	Proposal
Policy No. 7.1.1 – Built Form Clause 5.6	
Two storeys permitted Concealed roof height permitted: 7.0 metres	Three storeys 9.0 metres to top of concealed roof
Street Walls and Fences	
Deemed-to-Comply Standard	Proposal
Built Form Policy Clause 5.10	
Maximum height of solid portion of wall to be 1.2 metres above adjacent footpath level and is to be visually permeable above 1.2 metres	1.48 metre – 1.62 metre solid wall (as existing)
Visual Privacy	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 Clause 5.4.1	
Setback of unscreened roof terrace: 7.5 metres	0.674 metres to northern adjoining property
Development On Right of Ways	
Deemed-to-Comply Standard	Proposal
Policy No. 7.1.1 – Built Form Clause 5.31	
1.0 metre setback from the lot boundary following ROW widening	Nil setback to the lot boundary following ROW widening

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days between 13 August 2019 and 26 August 2019. Community consultation was undertaken by means of written notification with 25 letters being sent to surrounding landowners and occupiers, as shown in **Attachment 1**, and a notice on the City's website.

At the conclusion of the community consultation period, the City received one submission expressing concern relating to the condition of the ROW in terms of overgrown vegetation and graffiti. The concern does not relate to and is outside the scope of the development proposal. The concern relates to the condition of the City-owned ROW. The concern raised has been referred to the City's Parks and Urban Green team for investigation and action.

Following community consultation, Administration identified that it had erroneously advertised the proposal as being two storeys in height, rather than being three storeys in height. Being a two storey deemed-to-comply site, the application was re-advertised for a 14 day advertising period from 30 October 2019 to 12 November 2019 by means of written notification to those who were previously consulted, as well as a notice on the City's webpage. No submissions were received in response to the re-advertised application.

Design Review Panel (DRP):

Referred to DRP: Yes

As the proposal sought departures to the deemed-to-comply building height, the proposal was referred to the Chair of the Design Review Panel (DRP) for comments. Comments were sought with respect to the appropriateness of the proposed built form outcome in the streetscape context, and the extent that the additional storey had been mitigated through articulation, colour and materials. The DRP Chair noted the following comments in regards to the proposal:

- The architect has taken measures to minimise the impact of the third storey by substantially curving the building away from the eye and view at ground level and setting the third floor part of the building well back from the street and rear boundary;
- The retention of the original shop and setting the new development back from the street frontage does effectively mitigate a departure from the height requirements;
- Setting back the new part of the development from the shopfront and street, in addition to the retention of the original face brickwork to the shop section and new face brickwork, are positive architectural gestures of correspondence to the existing street character; and
- The layering of materials finishes between floors and setting back the third floor component work well to reduce the impact of this three storey building in a traditionally two storey gable roofs residential context.

LEGAL/POLICY:

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

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

City of Vincent Policy No. 7.1.1 – Built Form

At the 23 July 2019 Ordinary Council Meeting, the proposed Amendment 2 to the Built Form Policy was approved for the purposes of advertising. The development has not been assessed against the proposed amendments to the Built Form Policy as the amendments are in draft form and are not considered to be 'seriously entertained'. This is because they have not received approval from Council following community consultation, which concluded on 22 November 2019. The amendments are not certain nor imminent in coming into effect in their current advertised form.

The submissions from community consultation for the amended Built Form Policy are expected to be presented to Council in the first quarter of 2020 to consider its acceptability following community consultation.

Delegation to Determine Applications:

This matter is being referred to Council in accordance with the City's Delegated Authority Register as the proposed development is a dwelling that is three storeys in height which does not meet the deemed-to-comply standard of two storeys in height permitted.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:Street Setback

The proposed porch is setback 3.1 metres, and the existing shopfront on the ground floor together with the roof terrace proposed atop of this have a nil setback to Lincoln Street. This is in lieu of the deemed-to-comply requirement of 4.4 metres.

The proposed street setbacks are consistent with the local housing objectives of the Built Form Policy for the following reasons:

- The dwelling bulk itself is setback 4.8 metres on the ground floor, with the porch projecting forward to 3.1 metres. The first and second floor setbacks of the dwelling are stepped back to 4.4 metres and 6.8 metres respectively. These setbacks to the walls of the dwelling are consistent with the deemed-to-comply requirements of the Built Form Policy. This approach to the first and second floors provides articulation of the dwelling to the primary street, and would reduce the appearance of building bulk and scale. The second floor has an increased setback to further reduce the perception of bulk and scale on the streetscape;
- The porch is a roofed open platform that is not enclosed with solid walls. This open framed structure would not contribute to building bulk and rather would contribute towards articulation of the development and would assist in a stepped approach between the existing shopfront to the remainder of the dwelling on the ground floor;
- Major openings from habitable rooms (Guest Bed on the ground floor and Bed 1 on the first floor) on the primary street elevation would ensure the proposal maintains an open and interactive relationship with the street. Roof Terrace 1 projects forward of the main dwelling, on top of the roof form of the retained shopfront. This roof terrace would provide a greater level of passive surveillance which consequently allows for a greater level of street interaction;
- The nil setback of the existing shopfront aids in the preservation and retention of established built form within the City. Although not a heritage listed building, the shopfront contributes towards the existing local character and provides a unique feature and interface for the dwelling, with the internal space of the shopfront to be used as a Study;
- Roof Terrace 1 on top of the existing shopfront is open in nature and would not contribute towards building bulk that is typically associated with solid walls and enclosed buildings. Roof Terrace 1 is a clever and effective use of space of the roof of the existing shopfront;
- The façade of the dwelling incorporates a range of colours and materials which aids to break up the vertical and horizontal scale of the development. Timber cladding, steel finishes, mixed render (grey, white and cement) and facebrick provide a palette which is cohesive with the established Lincoln Street streetscape. The major openings provided to the ground floor and first floor contribute towards an articulated façade and break up the perception of building bulk to the street. Roof Terrace 2 on the second floor is provided with landscaping around the perimeter to further assist in achieving a perceived separation and softened boundary edge; and
- The proposal incorporates deep soil and canopy areas within the front setback of the dwelling, which includes two Orchid Trees within the lot and two proposed Paperbark Trees within the verge area. The provision of landscaping within the front setback assists in partially screening the development and ameliorating the bulk and scale of the development as viewed from the street. The proposed landscaping would soften the appearance of the dwelling and contribute to the landscaping amenity of the street.

Lot Boundary Setbacks*Northern Lot Boundary*

The applicant proposes a lot boundary setback from the first floor roof terrace to the northern lot boundary of 0.67 metres in lieu of the deemed-to-comply 3.0 metres.

The proposed northern boundary setback is consistent with the local housing objectives of the Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The wall of the shop is existing, and the application proposes additional screening and balustrade to the northern elevation which are between 0.3 metres and 0.9 metres higher than the existing wall and have resulted in the departure. The articulation of development along the northern boundary would provide an improved physical and aesthetic amenity to the subject property and neighbouring property;
- Screening has been provided along the northern boundary edge of the roof terrace to restrict overlooking of the adjoining property to the north. The extent of screening is minimised to the extent necessary along the side of the roof terrace to prevent overlooking, while still maintaining an external outlook to Lincoln Street with access to natural sunlight for occupants and minimising building bulk from screening to this boundary;
- The roof terrace on the first floor would not result in a detrimental impact on the neighbouring property to the north in relation to overlooking, given any direct overlooking falls onto the front setback area which is already visible from the public realm;
- The roof terrace on the first floor would not result in a detrimental impact on the neighbouring property to the north in relation to overshadowing, given the shadow falls to the south being onto the Lincoln Street road reserve and a portion of the front setback area of the subject site itself; and
- The application was advertised to the northern adjoining landowner/occupier, who did enquire about the proposal during the consultation period. The neighbour did not provide any submission on the proposal.

The applicant proposes a lot boundary setback of 1.8 metres on the first floor of the dwelling from Bed 3 to the Gym on the northern lot boundary. This is in lieu of the deemed-to-comply requirement of 2.0 metres.

The proposed northern boundary setback is consistent with the local housing objectives of the Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The first floor of the dwelling is articulated and stepped away from the parapet wall to the ground and first floor of the dwelling. The stepped approach reduces the vertical massing of the northern elevation and alleviates the visual impact of the reduced setback of this portion of wall from Bed 3 to the Gym to the abutting property;
- The northern elevation incorporates a mix of materials and finishes being white and concrete renders, timber cladding as well as metal cladding and sheeting to ameliorate the actual and perceived bulk of the dwelling. Openings on the ground and first floors of the dwelling to the alfresco, Bed 3 and Bed 4 presents as an open and interactive elevation void of blank solid walls that further assists in reducing bulk and scale impacts to the northern boundary; and
- The favourable orientation of the site results in no overshadowing and subsequent loss of direct sunlight to the adjacent dwelling to the northern side.

Southern Lot Boundary

The applicant proposes a lot boundary setback from the roof terrace of the second floor to the southern lot boundary of 2.5 metres in lieu of the deemed-to-comply requirement of 4.0 metres.

The southern boundary setback is consistent with the local housing objectives of the Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The façade of the dwelling incorporates a range of materials including metal sheeting, timber cladding, render, concrete and painted brickwork, and the proposal incorporates an articulated design to mitigate the impact of building bulk on the adjoining property;
- The adjoining southern property is R80 coded land that provides for multiple dwellings that are three storeys in height. The reduced setback does not impose overshadowing to habitable outdoor spaces of the multiple dwellings, with the majority of overshadowing falling onto the existing car parking facilities and front setback area. There would still be access to sun during winter months to the existing outdoor living areas on the adjoining property. The overshadowing generated by the proposal meets the deemed-to-comply requirements;
- The dwelling and roof terrace would not result in a detrimental impact on the neighbouring property to the south in relation to overlooking, given any direct overlooking falls onto the front setback area which is already visible from the public realm; and
- The application was advertised to the southern adjoining landowner/occupier, who did not provide any submission on the proposal.

Building Height

The application proposes three storeys and a maximum height of 9.0 metres to the top of the concealed roof in lieu of the two storey and maximum concealed roof height of 7.0 metres set as the deemed-to-comply standard in the City's Built Form Policy.

The building height proposed satisfies the local housing objectives of the Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The third storey and maximum height of the dwelling applies to the stairs, Lounge and Roof Terrace 2 of the dwelling. The third storey element of the proposal is centrally located to mitigate the imposition of actual and perceived bulk and scale to the north-west and south-eastern properties;
- The proposal incorporates a range of materials and finishes including elements of render, timber, brick and metal trim details. The juxtaposition of materials provides visual breaks and clearly distinguishes one part of the dwelling from another, reducing the horizontal and vertical massing of the dwelling. Positioning of windows and terraces to the street on the first and second floors of the dwelling ensures that areas of the building façade which present as solid blank walls are minimised and recessed. These design approach creates visual interest and assists to reduce the impact of building bulk to the streetscape and neighbouring dwellings, and has been supported by the DRP Chair;
- The central location and increased setback of the second floor to 6.8 metres from the street creates a tiered built form outcome when viewed from the adjacent properties. The incorporation of highlight windows and articulation of the upper floor reduces the appearance of blank walls to the neighbouring properties;
- The proposal incorporates landscaping to the front setback area and across the site, with species which range in canopy size from 3 metres to 6 metres at maturity. Landscaping within the front setback area would soften the appearance of the development when viewed from the street and assists in creating a sense of open space;
- The intended building height and built form outcome is specified in the Built Form Policy for the density coding assigned to the subject site and adjoining properties. The R50 and R80 residential density coding and corresponding two storey and four storey permitted building heights which abut either side of the subject site indicates the intended transition of development height and scale along this portion of Lincoln Street. The three storey scale of the development reflects and is consistent with the intended transition in building scale and height of this portion of the street in the planning framework. It is also consistent with the current scale of development in the immediately locality of the site;
- The central location of the second storey ensures the dwelling would not result in detrimental overshadowing to the southern adjoining property. The overshadowing meets the deemed-to-comply standards of the R Codes; and
- The building height and finished floor levels of the proposal have been stepped in line with the natural ground levels of the site that slopes down approximately 0.5 metres from front to rear. This reduces the overall height of the building. The development is considerate of and responds to the natural slope of the site, with minimal fill and excavation required.

Street Walls and Fences

The application proposes the retention of the existing solid brick wall to the primary street. The existing brick wall is solid to a height of between 1.4 metres and 1.6 metres in height.

The retained street wall to Lincoln Street satisfies the local housing objectives of the Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The wall is as existing to the dwelling and shopfront, and forms part of the established Lincoln Street streetscape. The shopfront is of a unique built form nature and the retention and preservation of this wall assists in maintaining the interface of the development to the street;
- The wall applies to a portion of the lot frontage being 6.6 metres in lieu of the 9.64 metre lot frontage;
- The remaining portion of the frontage maintains major openings from the study room to Lincoln Street. Additional openings to the ground floor and upper floors of the dwelling as well as the open façade of the roof terrace overlooking the street maintains an active relationship between the public and private realm, and provides surveillance;

- The overall wall height is less than the 1.8 metre height maximum height permitted by the Built Form Policy. The facebrick materiality of the wall is consistent with the retained shopfront, as well as the materiality and colour palette of existing dwellings within the Lincoln Street streetscape. There are also other examples of existing solid street walls along Lincoln Street, including a corner shop 'The Pearl of Highgate' on the corner of Lincoln Street and Knebworth Avenue with a similar shopfront and adjoining solid street wall that contributes to the character of the area.

A condition of approval has been recommended requiring the pedestrian gate located adjacent to the street wall to remain visually permeable.

Landscaping

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

The Built Form Policy requires 15 percent of the site to be provided as deep soil zone and 30 percent of the site provided as canopy coverage at maturity. The application proposes 24.0 percent deep soil zone and 22.3 percent canopy cover.

The landscaping proposed satisfies the design principles of the Built Form Policy for the following reasons:

- The proposal includes 47 per cent canopy coverage within the front setback area facing Lincoln Street. This would soften the appearance of the dwelling from the street and adjoining properties;
- The location of trees— Delonix Regia (Flame Tree) and Lagerstoemia Indica (Crepe Myrtle) – to the rear of the site would soften the impact of building bulk and scale on adjoining residential properties and the ROW;
- The variety of tree species proposed on site are all consistent with the City's recommended tree species list and are appropriate for development of a residential scale and setting within the City. This includes Flame Tree, Crepe Myrtle, Forest Pansy and Orchid Tree. The tree species are capable of growing and providing between 3 to 6 metres each at maturity;
- The applicant is proposing two additional tree plantings within the verge area of the lot, shown as Broad Leaf Paperbark trees on the development plans. Although located outside of the lot boundary, the trees would contribute to additional greening and provision of canopy coverage in the Lincoln Street streetscape and for the broader locality. The City's Parks Team has confirmed that this tree species is appropriate;
- The amount of deep soil areas proposed exceed the deemed-to-comply requirements of the Built Form Policy. This would be capable of supporting additional canopy coverage. A condition of approval has been recommended requiring the submission of a landscape plan at building permit stage that maximises the amount of canopy coverage at maturity within deep soil areas on site;
- The landscaping design would provide for greater natural amenity of the outdoor living areas for residents; and
- The application proposes garden areas on the ground floor and a planter bed adjacent to Roof Terrace 2 on the second floor, effectively reducing hardstand or paved areas on site. This together with canopy coverage proposed on site and in the adjacent street verge would contribute to the reduction of the impact of urban heat island effect and increase the urban air quality of the locality.

Visual Privacy

The Roof Terrace 1 on the first floor is setback 0.674 metres to the northern lot boundary in lieu of the deemed-to-comply requirement of 7.5 metres.

The proposed roof terrace is consistent with the design principles of the R Codes relating to visual privacy for the following reasons:

- The extent of direct overlooking falls primarily onto the front setback area of the adjoining northern property which is already visible from the public realm;

- The cone of vision that extends behind the front setback area would fall onto the roof of the adjoining property that is single storey and would not impact any habitable rooms with major openings or other active open spaces; and
- The affected neighbour did not provide any submission during the advertising period for the proposal.

Development on Right of Ways

The redevelopment of this property is subject to ROW widening in accordance with the Built Form Policy and the Western Australian Planning Commission's Planning Bulletin 33: Rights of Way or Laneways in Established Areas - Guidelines (PB33). The current ROW that borders the site to the north east is 3.0 metres in width. The recommended 6.0 metre ROW width standard included in PB33 would require future widening of 1.5 metres to be provided for this site. The development has been setback outside of the future ROW widening area, with no permanent structures or active open space proposed within this area.

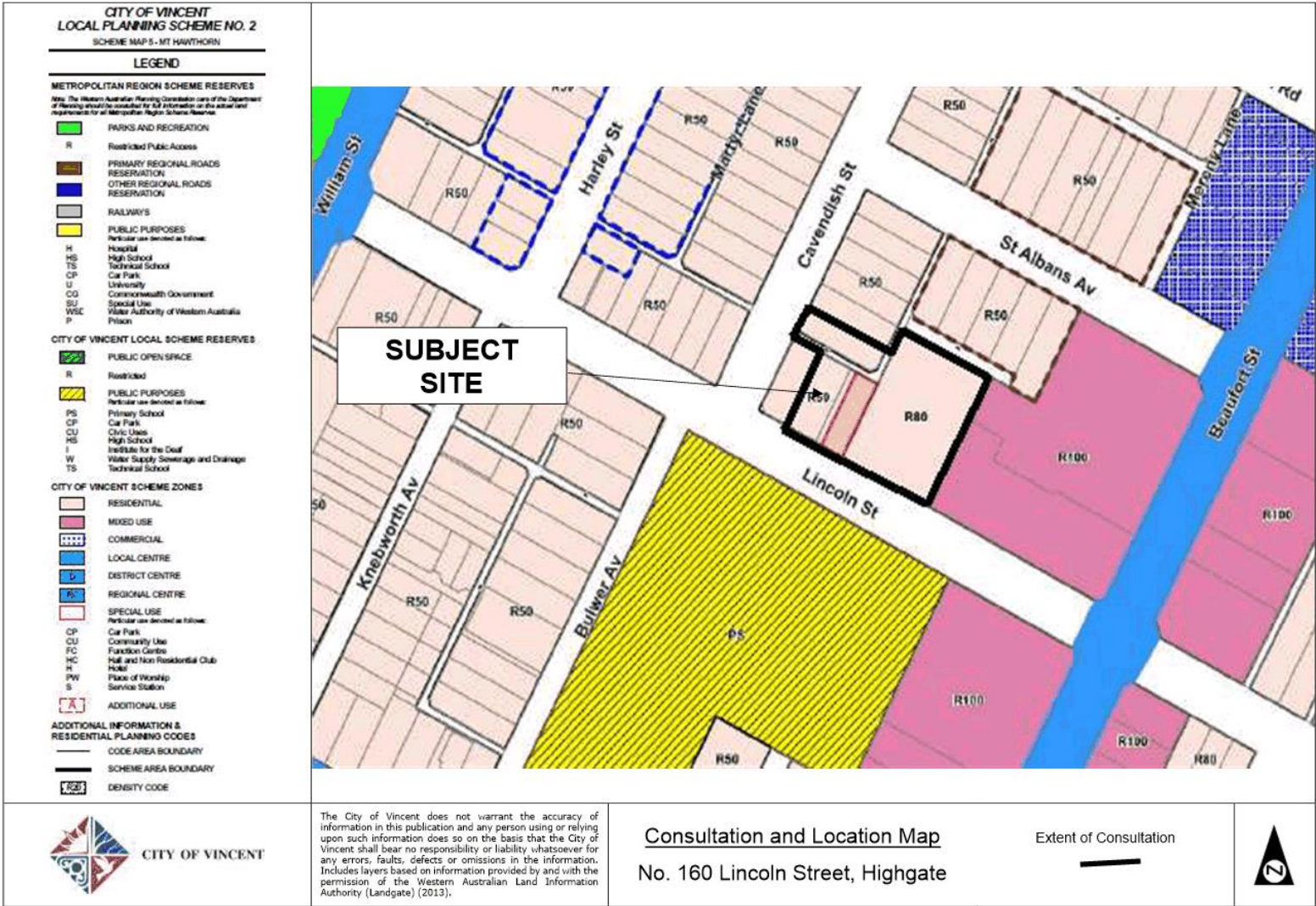
PB33 recommends a ROW width of 6.0 metres for ROWs to ensure appropriate space is available to manoeuvre a vehicle in and out of a garage, carport or parking space at right angles to the ROW. Car parking on the subject lot is proposed to be accessed from the ROW on the eastern lot boundary and the 1.5 metre widening on the eastern side of the lot is necessary to provide adequate manoeuvring for vehicles to and from this car parking area. Road widening to neighbouring dwellings would similarly be required should these be developed and subdivided. This is a long term consideration and is necessary to ultimately facilitate the delivery of a 6.0 metre wide laneway.

The area of ROW widening would be required and dedicated should the lot be subdivided or amalgamated. The application has been appropriately conditioned notifying the landowner that the ROW widening is to be ceded as road reserve at the time of subdivision or amalgamation in accordance with the PB33 and reflected in Condition 1.

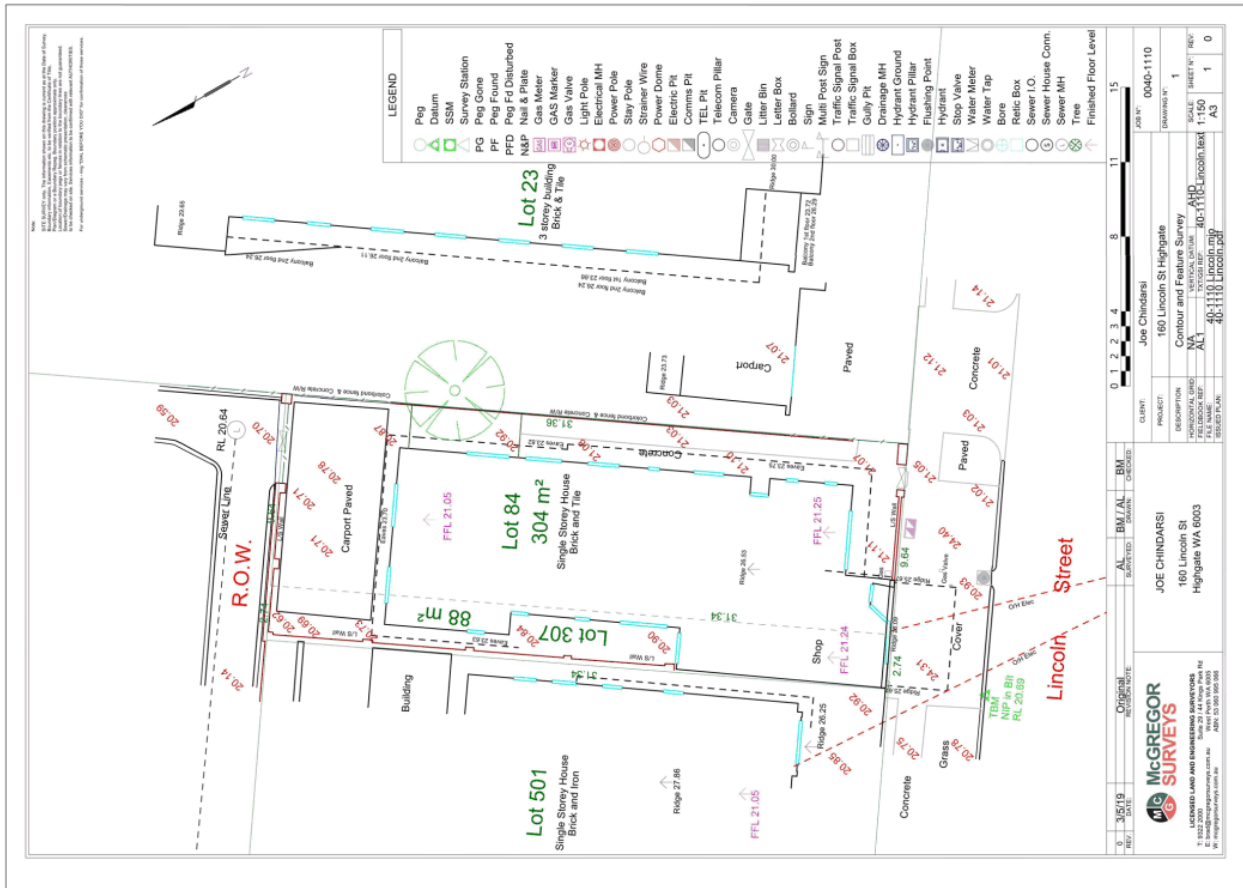
ROW setback

Under clause 5.31 of the Built Form Policy, the deemed-to-comply setback provision for development on ROW's is 1.0 metre, after road widening has been applied. The portion of the ground floor (garage) is proposed to be setback nil from a 6.0 metre wide ROW. A portion of the first floor is also proposed to be at a nil setback from the ROW, with the remaining portion of the dwelling setback 5.9 metres. The proposed ROW setbacks satisfy the relevant design principles of the Built Form Policy and are acceptable for the following reasons:

- The major openings of the Living/Dining area and Bed 3 break up the bulk of the wall and provide passive surveillance to the ROW;
- The first and second floors of the dwelling are setback at 6.0 metres and 9.1 metres respectively. The upper storeys of the development are setback from the ROW far greater than the 1.0 metre deemed-to-comply standard, resulting in development which appears to recede from the ROW on the upper levels. The receding element of the upper storeys assists in mitigating building bulk to the ROW;
- The setback of the garage of the dwelling provides 6.0 metres of manoeuvring space for vehicles. This would facilitate sightlines and vehicle movement to the ROW and achieve the Australian Standard requirements (AS2890.1);
- The ground and upper floors of the dwelling include articulated walls addressing the ROW. The stepped nature of the dwelling to the rear, in addition to the incorporation of highlight windows and major openings, creates an interactive street frontage;
- The proposed dwelling is setback behind the 1.5 metres from the current ROW, allowing for future ROW widening when required; and
- The development provides pedestrian access to the public street (Lincoln Street) for postal, rubbish collection and public utilities. Suitable space is available for service areas and waste management. The proposed ROW setbacks do not detrimentally impact pedestrian or vehicle access to the site.



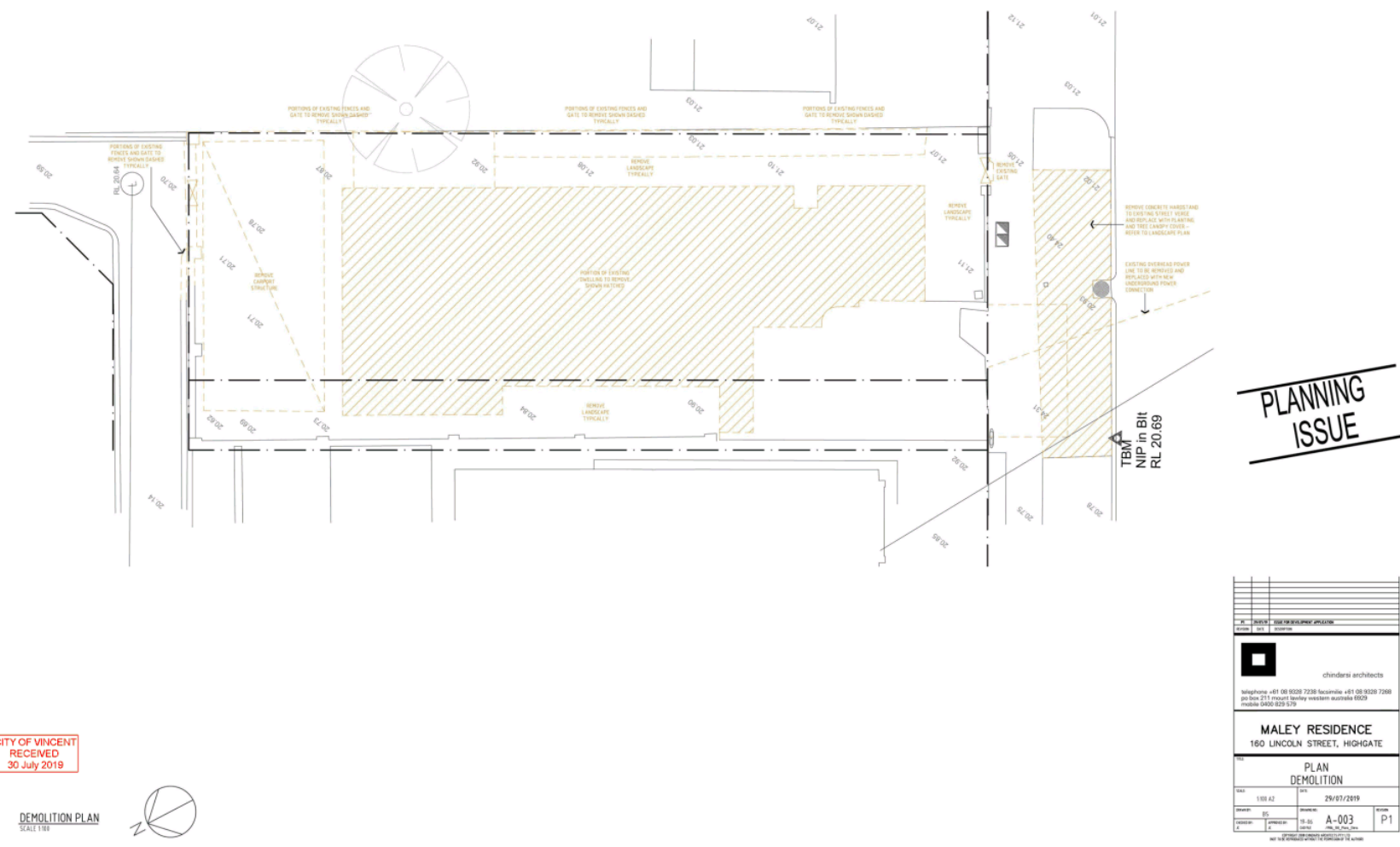


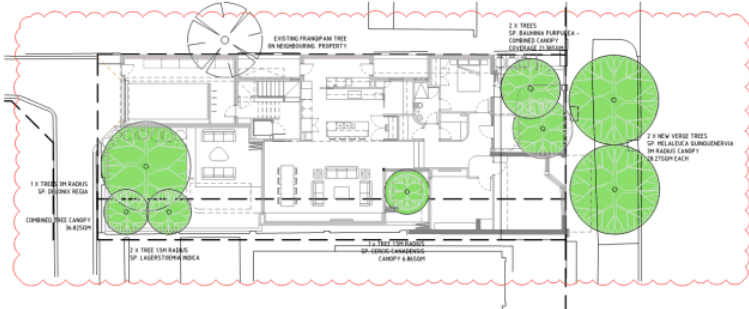


CITY OF VINCENT
RECEIVED
30 July 2019

FEATURE SURVEY
SCALE 1:200

**PLANNING
ISSUE**

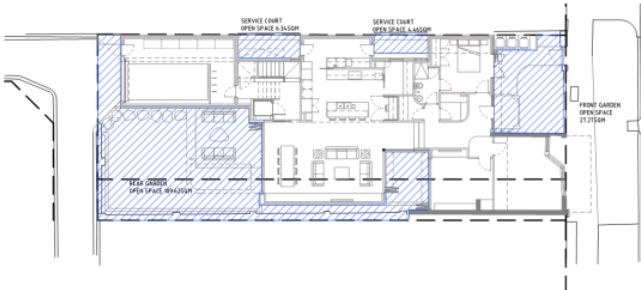




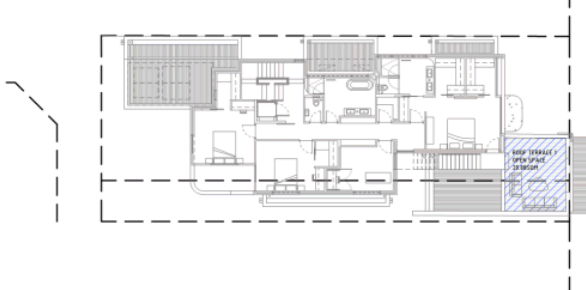
TREE CANOPY DIAGRAM
 SCALE 1:200



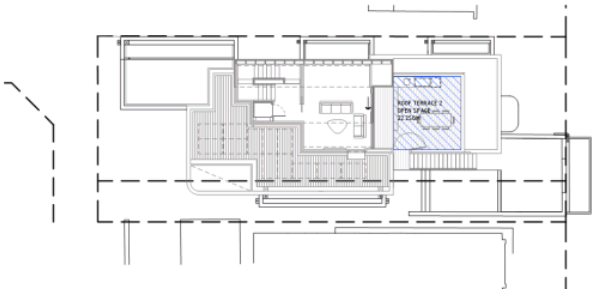
DEEP SOIL DIAGRAM
SCALE 1/200



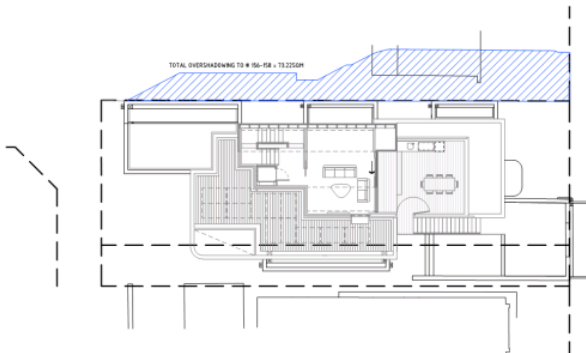
OPEN SPACE DIAGRAM - GROUND FLOOR
SCALE 1:200



OPEN SPACE DIAGRAM - FIRST FLOOR
SCALE 1:200



OPEN SPACE DIAGRAM - SECOND FLOOR
SCALE 1/200



OVERSHADOWING DIAGRAM
SCALE 1:200

TREE CANOPY	
REQUIRED TREE CANOPY 30% OF 390SQM	117SQM
TOTAL TREE CANOPY ON SITE	65.96SQM
TREE CANOPY OUTSIDE OF SITE (VERGE)	56.54SQM
TOTAL TREE CANOPY FOR DEVELOPMENT	121.65SQM


NOTE: ~30% OF STREET FRONT SETBACK COVERED BY TR

DEEP SOIL	
REQUIRED DEEP SOIL 15% OF 390SQM	58.5SQM
FRONT GARDEN BED 1	1.16SQM
FRONT GARDEN BED 2	13.58SQM
LIGHT WELL	9.62SQM
REAR GARDEN	50.65SQM
TOTAL DEEP SOIL	75.01SQM

OPEN SPACE	
REQUIRED OPEN SPACE 40% OF 390SQM	156SQM
GROUND FLOOR	14.8 15QM
FIRST FLOOR TERRACE	20.08SQM
SECOND FLOOR TERRACE	22.25QM
TOTAL OPEN SPACE	142.38SQM

OVERSHADOWING	
MAXIMUM ALLOWABLE OVERSHADOWING R50 AND OVER = 50% OF NEIGHBOURING SITE AREA	
NEIGHBOURING SITE AREA (H 156-158)	2180SQM
PROPOSED DEVELOPMENT OVERSHADOWING	73.22SQM
% OVERSHADOWING	3.3%

**PLANNING
ISSUE**



chindaris architects

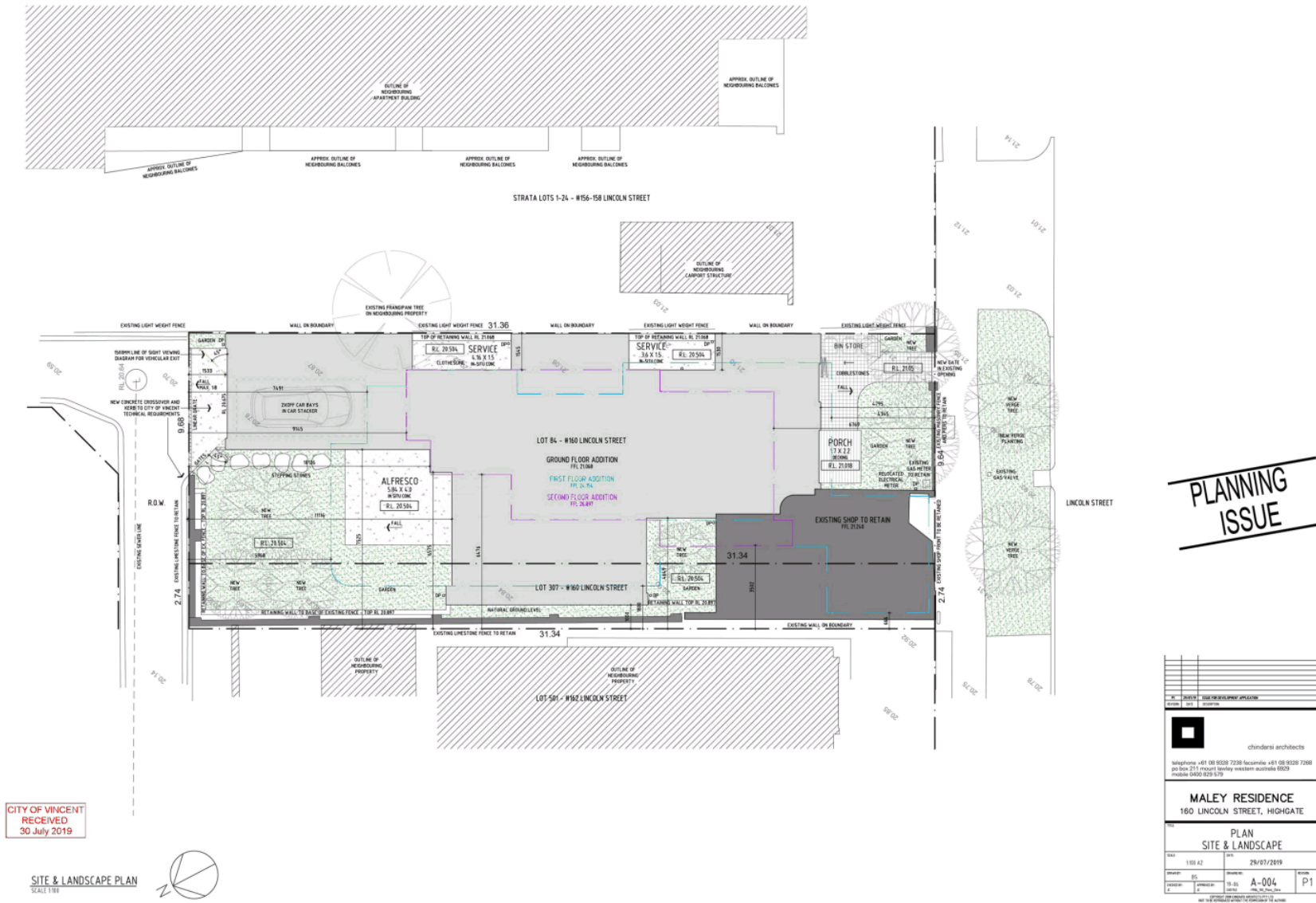
telephone +61 8 9438 7388 for enquiry or 08 9438 7388
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 mobile 0432 838 979

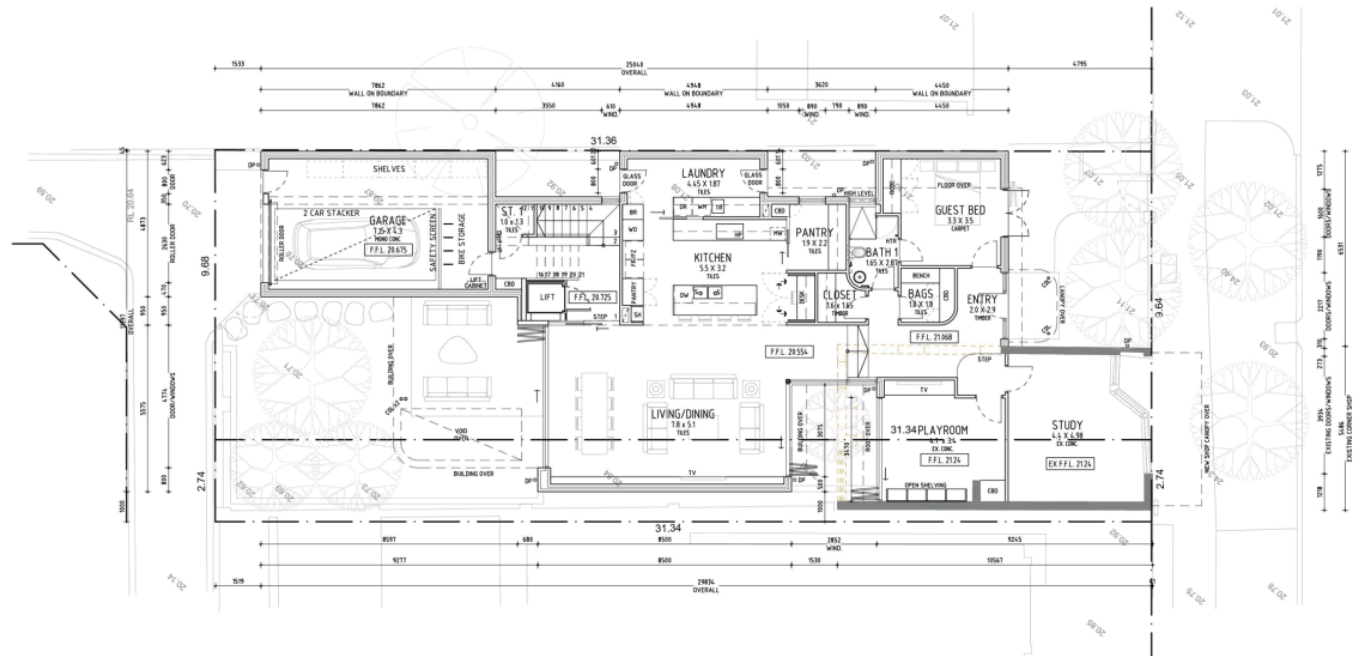
MALEY RESIDENCE

160 LINCOLN STREET, HIGHGATE

TREE CANOPY, DEEP SOIL & OPEN SPACE DIAGRAMMS

sheet	1/200 A2	date	05/11/2019
DESIGNED BY	CS	DATE	
DRAWN BY	ARISTOTELIS A	NO	A-002
			ARCH. DRG.
			SCALE
			PROJECT
			P9





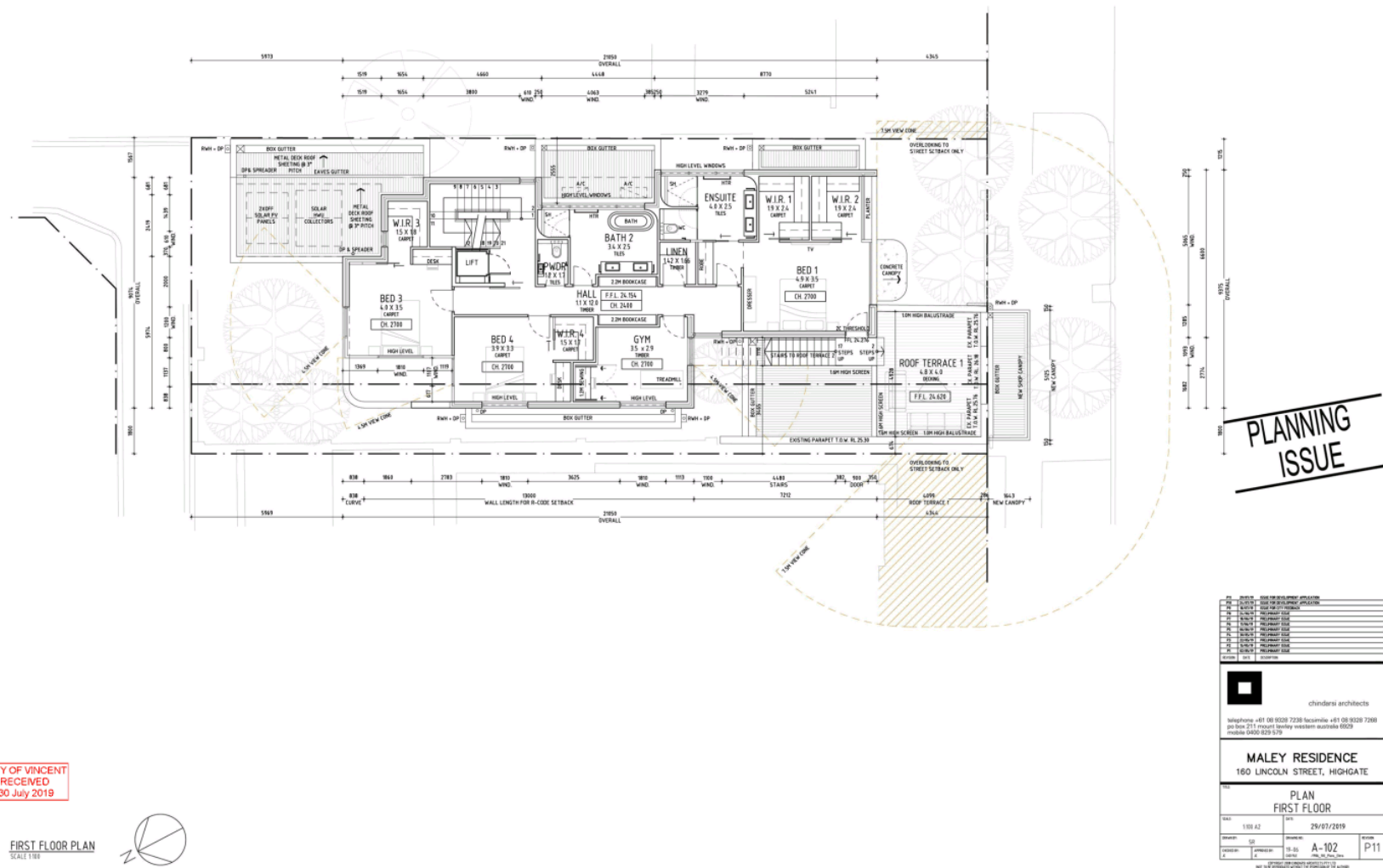
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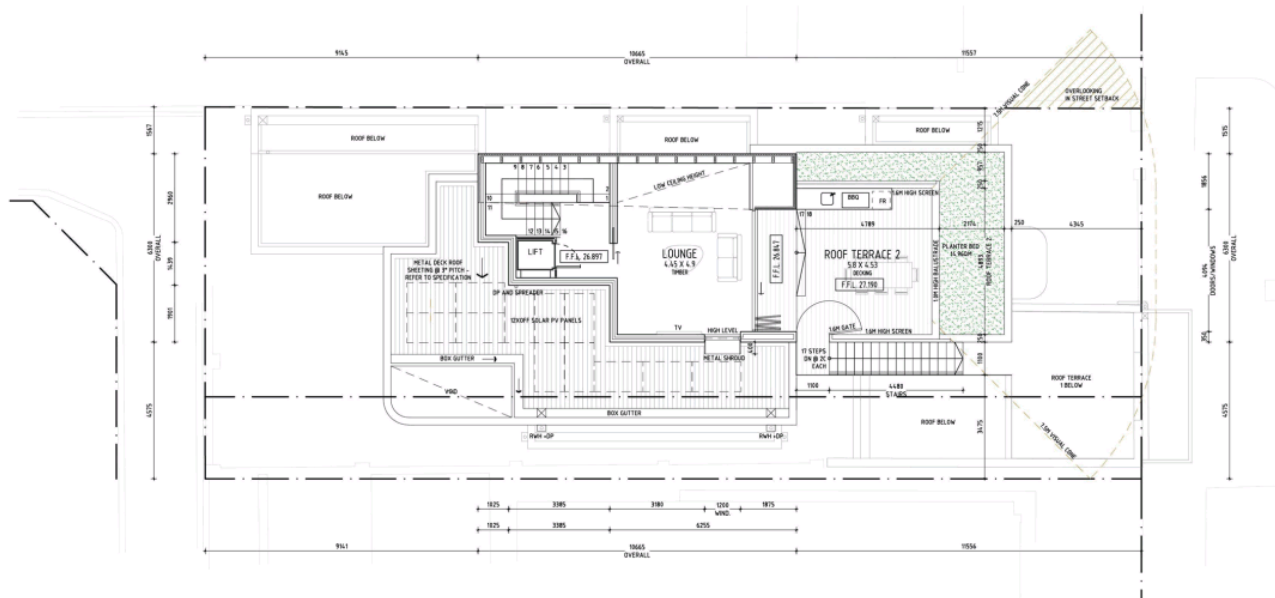


GROUND FLOOR PLAN
SCALE 1:100



1	NAME	CHANDLER ARCHITECTS
2	ADDRESS	150 LINCOLN STREET, HIGHGATE
3	CITY	LOS ANGELES, CALIFORNIA
4	STATE	CA
5	ZIP	90042
6	PHONE	(415) 829 7238
7	FAX	(415) 829 7238
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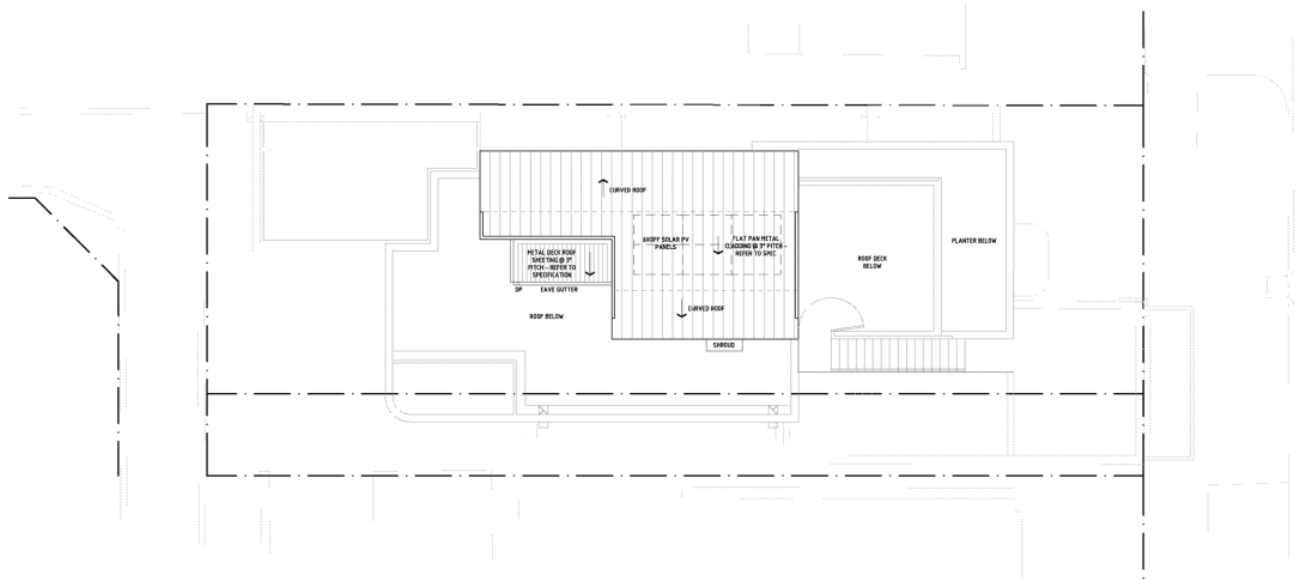


**PLANNING
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SECOND FLOOR PLAN
SCALE 1/8" = 1'-0"

[illegible]



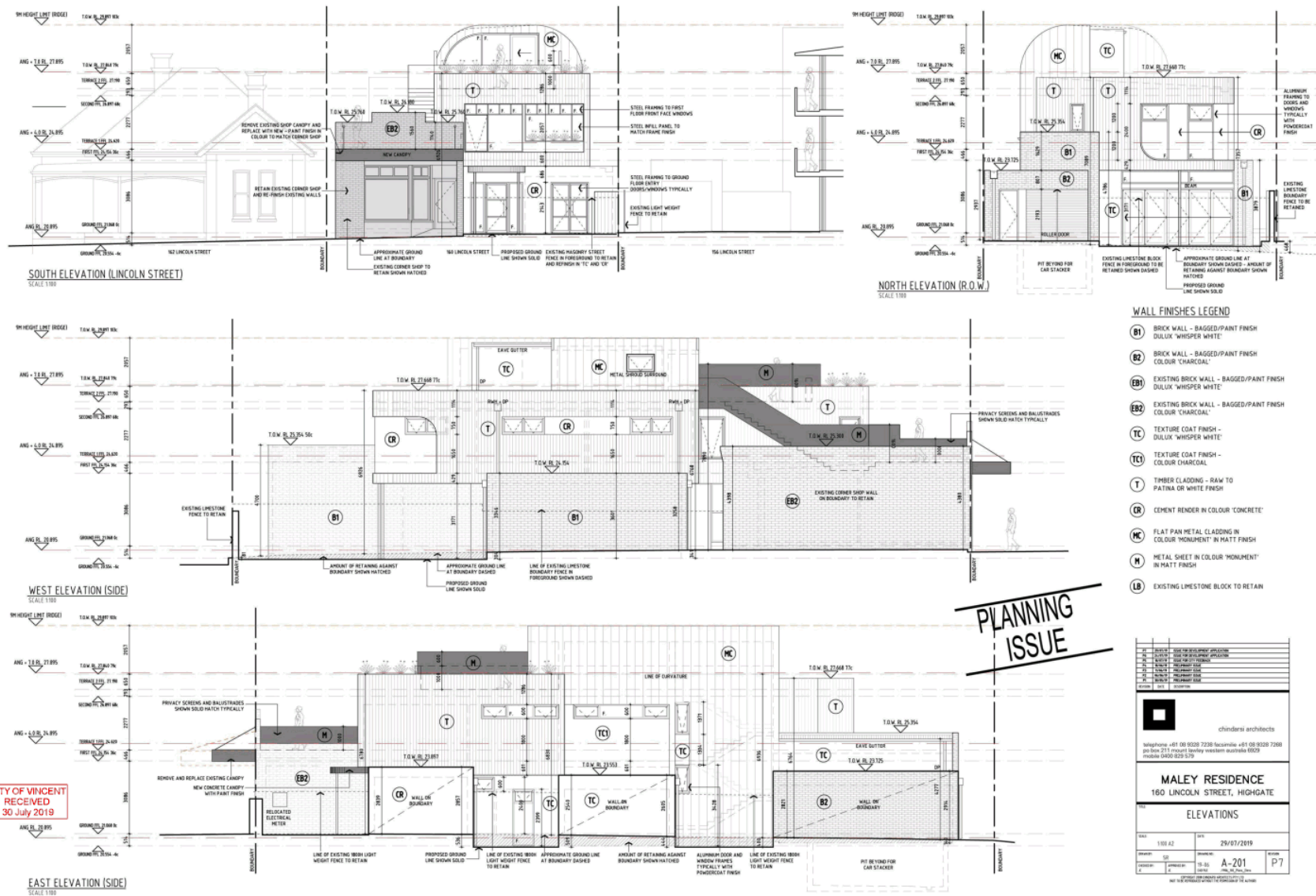
PLANNING
ISSUE

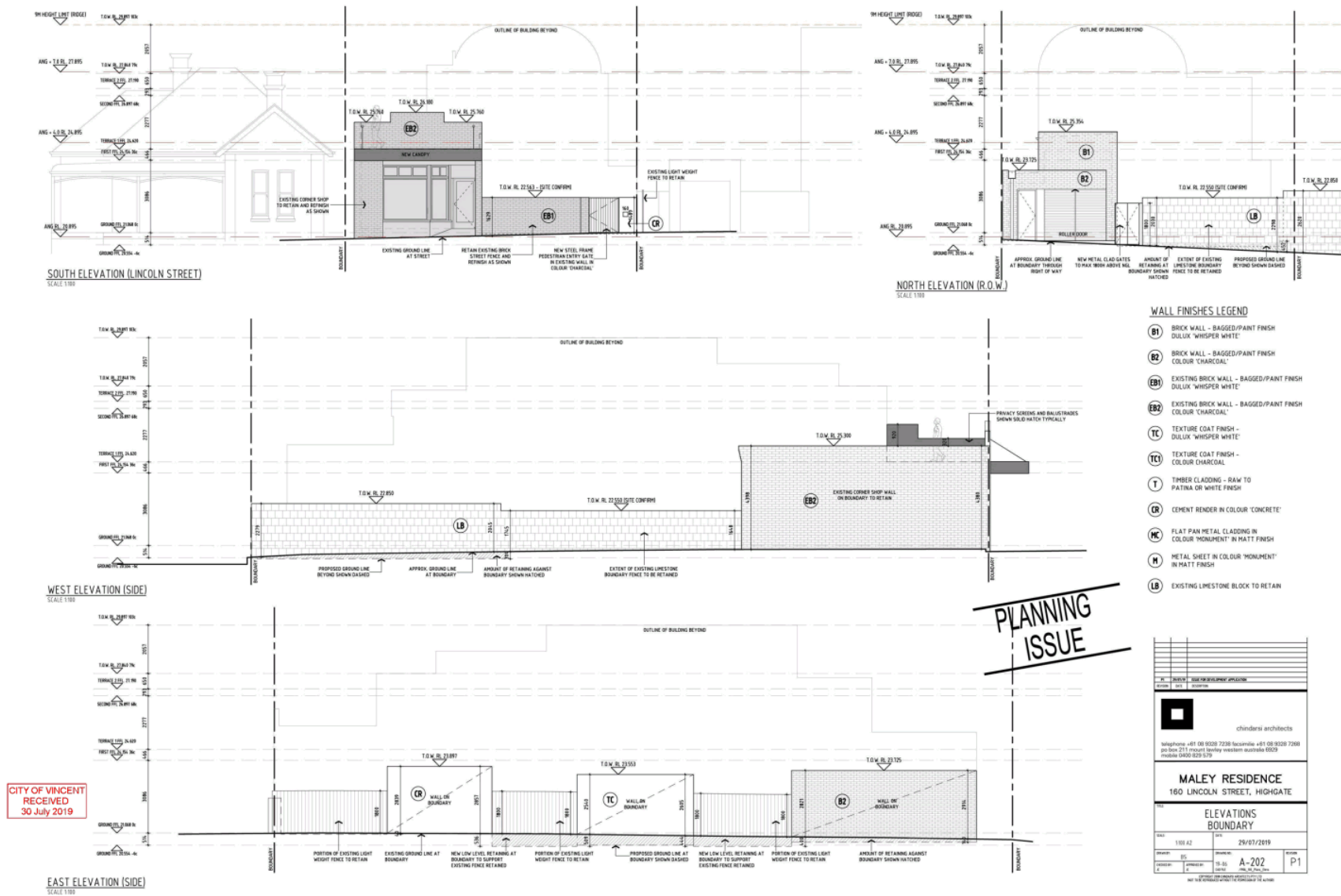
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RECEIVED
30 July 2019

ROOF PLAN
SCALE 1:100



DATE: 29/07/2019	
PROJECT: MALEY RESIDENCE	
DRAWN: A-104	
CHECKED: P11	
SCALE: 1:100	
SHEET: 1 OF 1	
PROJECT LOCATION: 160 LINCOLN STREET, HIGHGATE	
CLIENT: CHINDARS ARCHITECTS	
CONTACT: 08 9239 7200	
WEBSITE: www.chindars.com.au	
ADDRESS: 160 LINCOLN STREET, HIGHGATE, VIC 3063	
PHONE: 08 9239 7200	
FAX: 08 9239 7201	
EMAIL: info@chindars.com.au	
WWW: www.chindars.com.au	





Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. With reference to Condition 2, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
3. With reference to Condition 3, the City encourages landscaping methods and species selection which do not rely on reticulation.
4. In regards to Condition 5, all storm water produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City. No further consideration shall be given to the disposal of storm water 'off site' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of storm water 'off site' be subsequently provided, detailed design drainage plans and associated calculations for the proposed storm water disposal shall be lodged together with the building permit application working drawings.
5. With reference to Condition 7 Clause 5.4.1 C1.2 Visual Privacy requirements of the R codes states that *screening devices such as obscure glazing, timber screens, external blinds, window hoods and shutters are to be at least 1.6m in height, at least 75 percent obscure, permanently fixed, made of durable material and restrict view in the direction of the overlooking into any adjoining property.*
6. A security bond for the sum of \$3000, shall be lodged with the City by the applicant, prior to the issue of a building permit. This bond will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure in the Right of Way and the Verge along Lincoln Street, 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.
7. 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.
8. The 1.5 metre setback to the north eastern lot boundary to the ROW shall be ceded to the City on any subdivision or amalgamation of the land, including Built Strata subdivision.
9. In reference to Condition 11, visually permeable is defined as *"in reference to a wall, gate, door or fence that the vertical surface has continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area; continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or a surface offering equal or lesser obstruction to view; as viewed directly from the street".*
10. A Demolition Permit shall be obtained from the City prior to commencement of any demolition works on the site.

Determination Advice Notes:

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 be sought and obtained.
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.





9.2 CITY OF VINCENT SUBMISSION - DESIGN WA STAGE 2 PRECINCT DESIGN

TRIM Ref: D19/157747

Author: Amanda Fox, Strategic Planning Officer

Authoriser: Stephanie Smith, A/Executive Director Strategy and Development

Attachments:

1. Design WA Stage 2 - Draft Precinct Design Policy [↓](#) 
2. Design WA Stage 2 - Draft Precinct Design Guidelines [↓](#) 
3. Design WA Stage 2 - Precinct Design Discussion Paper [↓](#) 
4. Design WA Stage 2 - City of Vincent Submission [↓](#) 

RECOMMENDATION:

That Council:

1. **ENDORSES** the City's submission on Design WA Stage 2 – Precinct Design, included as Attachment 4; and
2. **NOTES** that Administration will forward the submission to the Western Australian Planning Commission.

PURPOSE OF REPORT:

To consider endorsing the City's submission on Design WA Stage 2 – Precinct Design.

BACKGROUND:

The State Government's Design WA initiative started in 2016 with the release of Stage 1 for public comment. The initiative aims to ensure that good design is at the centre of all development, from the early stages right through to delivery. Stage 1 of Design WA focussed on:

1. Creating a new overarching State Planning Policy (SPP) 7.0 – Design of the Built Environment to set out the principles of good design;
2. Introducing a new SPP 7.3 – R Codes Volume 2 Apartments to provide detailed assessment guidance on the design of apartment buildings; and
3. Providing a Design Review Guide to embed design review into the preparation and assessment process for apartment developments.

These documents came into effect on 24 May 2019.

The State Government released the Design WA Stage 2 – Precinct Design suite of documents for public comment on 13 August 2019. These documents intend to guide the preparation and evaluation of planning proposals for areas that require a high level of planning and design focus due to their complexity. The Stage 2 documents include:

1. Draft SPP 7.2: Precinct Design (SPP 7.2), included as **Attachment 1**;
2. Draft SPP 7.2: Precinct Design Guidelines (Precinct Design Guidelines), included as **Attachment 2**; and
3. Precinct Design Planning Framework Discussion Paper (Discussion Paper), included as **Attachment 3**.

DETAILS:

There are three key components included in Design WA Stage 2 summarised below.

1. Draft SPP 7.2

The draft SPP 7.2 sets out overarching principles such as where the Policy applies, what a precinct is and that the Policy's purpose and objectives are to:

- Ensure that precinct planning and design processes deliver good quality built environment outcomes;
- Ensure consistency of precinct planning across the state; and
- Enable design review to be incorporated to the precinct planning process.

2. Precinct Design Guidelines

The Precinct Design Guidelines provide detailed guidance for practitioners, assessors and decision makers on the process for preparing a Precinct Plan and the design considerations that should be addressed. The Precinct Design Guidelines propose that Precinct Plans give consideration to seven performance based Design Elements including:

- Urban Ecology;
- Urban Structure;
- Movement;
- Built Form;
- Land Use;
- Public Realm; and
- Services and Utilities.

3. Discussion Paper

The Discussion Paper acknowledges that further changes to the planning framework would be required to introduce Precinct Plans as a new planning instrument. The Discussion Paper identifies options to simplify and streamline the introduction of precinct planning, while recognising the complex context of the areas to which precinct design would apply. The purpose of the Discussion Paper is to obtain stakeholder input into the proposed changes and options, and to canvas alternative options and ideas on how to give effect to Precinct Plans. The various options presented in the Discussion Paper would be subject to a separate implementation process, such as an amendment to planning legislation.

CONSULTATION/ADVERTISING:

The closing date for submissions on the draft documents was 15 October 2019. The City was granted an extension until the 11 December 2019 to allow for the item to be presented to the December Council Meeting.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for the City to prepare a submission on the State Governments draft document for Design WA Stage 2 – Precinct Design.

STRATEGIC IMPLICATIONS:

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

Sensitive Design

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

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

The City commends the State Government for undertaking this project to improve design outcomes at the precinct scale. The City supports the intent of the draft Design WA Stage 2 documents and agrees that improved design guidance is required for established areas to achieve transit oriented development outcomes.

The City supports the proposed Precinct Design Guidelines and the Design Elements contained within and recommends they are implemented through the many planning instruments that are currently in place, such as local planning policies and local planning schemes, rather than introducing an additional planning instrument. A detailed submission on the documents is included as **Attachment 4**. If endorsed by Council the submission will be forwarded to the Western Australian Planning Commission.



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STATE PLANNING POLICY 7.2 PRECINCT DESIGN

FOR PUBLIC COMMENT

AUGUST 2019



For a Better
Built Environment

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

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1. CITATION

This is a State Planning Policy made under Part 3 of the *Planning and Development Act 2005*. This policy may be cited as State Planning Policy 7.2 Precinct Design (SPP 7.2).

2. POLICY INTENT

To enable State Planning Policy 7.0 to be applied to precinct planning and achieve good design quality and built form outcomes.

3. PRECINCT DESIGN IN WESTERN AUSTRALIA

Effective precinct design is integral to the future of our cities and towns. Western Australia's population is predicted to reach 3.2 million by 2031 and some 85 per cent of people will live in urban areas.

The Western Australian planning system and policy framework has traditionally been weighted towards greenfield development. However, the need to plan for a broader range of precinct-based contexts and conditions (activity centre, infill, transit, urban corridor) is required to achieve a balance between greenfield and infill development.

As such, it is essential urban areas are planned and developed to facilitate good built environment outcomes.

4. APPLICATION OF THIS POLICY

This policy is to be used to inform and guide the community, landowners, proponents, designers, reviewers, referral agencies and decision-makers to achieve good planning and design outcomes for precincts in Western Australia.

4.1 Where this policy applies

This policy applies across Western Australia for the preparation of precinct plans.

The policy is to be read in conjunction with:

- the supporting Precinct Design Guidelines
- State Planning Policy 4.2 Activity Centres (as amended), when preparing a precinct plan for an activity centre.

4.2 What is a Precinct?

Precincts are areas that require a high level of planning and design focus due to their complexity, whether this is due to mixed use components, higher levels of density, an activity centre designation or character, heritage and/or ecological value.

The following general precinct types are identified:

- activity centre (as defined by SPP 4.2 Activity Centres)
- station precinct (land within and around train stations or major bus interchanges)
- urban corridor (land located along transit corridors)
- residential infill
- heritage precinct.

A precinct should be identified as such in a local planning strategy or scheme, or otherwise identified as a precinct by the Western Australian Planning Commission (WAPC).

5. POLICY OBJECTIVES

The objectives of this policy are to:

1. Ensure that precinct planning and design processes deliver good-quality built environment outcomes that provide social, economic and environmental benefit to those who use them.
2. Ensure consistency and rigour of precinct planning across the State.
3. Enable design review to be incorporated in precinct planning processes, with due regard given to the advice received.

6. POLICY MEASURES

6.1 State and regional strategic planning

Higher-order strategic planning documents such as frameworks, region schemes and sub-regional structure plans should include high-level consideration of precincts when identifying or investigating land for future development.

6.2 Local strategic planning proposals

Strategic planning proposals (local planning strategies, local housing strategies, local commercial strategies and structure plans) should identify the location, extent and purpose of precincts including strategies to catalyse infrastructure. Precinct extent may vary at the precinct plan stage.

6.3 Precinct plans

Compliance with the objectives of this policy should be demonstrated through a precinct plan and supporting information. The Precinct Design Guidelines should be used in conjunction with this policy. Local governments and, where appropriate, landowners can prepare precinct plans.

Table 1 outlines the form of precinct plan required and the responsible authority that will endorse it.

Table 1

Precinct plan format	Responsible authority
Complex Precinct Plan <ul style="list-style-type: none"> - Activity centres as listed in SPP 4.2 - Station precincts - Urban corridors - Residential infill (scheme amendment) - Other areas as determined by the WAPC 	WAPC
Standard Precinct Plan <ul style="list-style-type: none"> - Neighbourhood and local centres - Residential infill (non-scheme amendment) - Heritage 	Local government (unless otherwise determined by the WAPC to be of strategic importance)

6.4 Subdivision and development

Subdivision and development applications should be consistent with an applicable precinct plan.

Where a precinct plan is not in place, but the land is within a designated precinct, subdivision and development should not compromise the ability of the precinct to be comprehensively and effectively planned.

Except as provided for by the *Planning and Development (Local Planning Scheme) Regulations 2015* and subject to clause 6.5 of this policy, where land is designated as a precinct, the decision-maker should not approve an application for subdivision or development approval where there is no precinct plan in place in relation to that land.

6.5 Exemptions

Where an endorsed activity centre plan is current (i.e. has not expired), the decision-maker shall not require a precinct plan to be prepared over that area prior to subdivision or development approval.

Proponents may (but are not required to) prepare a precinct plan over a portion of the activity centre plan area. Where an endorsed activity centre plan forms part of a wider designated precinct, the decision-maker may undertake a precinct plan over the wider precinct.

Current (i.e. has not expired) approvals to local development plans, subdivision and development that relate to designated precincts but pre-date this policy are deemed compliant.

6.6 Design review

Design review benefits precinct planning by providing informed, independent advice regarding the design quality of a precinct proposal and the interpretation and application of the Precinct Design Guidelines. Design review can be particularly helpful for unique or complex precinct plans.

Design review is carried out against the Design Principles contained within State Planning Policy 7.0 Design of the Built Environment. Consideration will also be given to the Objectives outlined within the Precinct Design Guidelines, noting that these align with the Design Principles.

Design review shall be scaled according to the complexity or significance of a proposal and shall generally follow the methodology outlined in the Design Review Guide to achieve consistency across jurisdictions. It is expected that decision-makers give due regard to the advice and any recommendations provided.

State Planning Policy 7.0 Design of the Built Environment, the Design Review Guide and the Precinct Design Guidelines provide further information regarding design review.

6.7 Precinct outcomes

In the context of the SPP 7.0 Design Principles, the following outcomes are expected to be achieved when planning and designing for precincts:

1. The precinct responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.
2. The precinct integrates landscape design that contributes to community well-being and enhances sustainability outcomes.
3. Built form height and massing across the precinct responds to context as well as the intended future character.
4. The precinct meets the needs and expectations of the community and provides for change over time.
5. The precinct delivers positive environmental, social and economic outcomes.
6. The precinct provides comfortable public spaces that encourage physical activity, enable a range of uses and are accessible to all.
7. The precinct is easy to navigate, with good connectivity for all modes of transport.
8. People feel safe and comfortable within the precinct both day and night.
9. The precinct responds to local community needs and the wider social context to facilitate social interaction and connection.
10. The precinct is attractive and inviting, with a coherent identity and cultural relevance.

7. DEFINITIONS

Unless otherwise defined in this section, definitions in the *Planning and Development Act 2015* (and associated Regulations) apply.

Precinct plan: a plan to guide the design, assessment and control of subdivision, land use and development in a precinct.

Complex precinct: are areas that require precinct planning for activity centres, or to appropriately address complex or competing design issues and redevelopment. Design for this precinct may result in significant changes to an area. This precinct type also relates to an area of regional, State or national significance.

Standard precinct: are areas of land that require precinct planning to guide long-term development of a local or neighbourhood centre, or to appropriately address character, heritage and infill development. Standard precincts will have limited complex/competing design issues, and design outcomes are unlikely to result in significant community impact.



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State Planning Policy 7.2

Precinct Design Guidelines

Draft for public comment August 2019



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State Planning Policy 7.2
Precinct Design
Guidelines

Draft for public comment August 2019

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1

INTRODUCTION

1.0 INTRODUCTION

1.1 THE PURPOSE OF THE GUIDELINES

The Guidelines provide supporting information for communities, decision-making authorities, landowners or proponents, referral agencies and practitioners to implement State Planning Policy 7.2 Precinct Design (SPP 7.2). Specifically, they assist in:

- appropriate land use planning and design outcomes in relation to precincts across the State
- ensuring that appropriate standards of design are met in the implementation of land use and development within precincts
- outlining a process for precinct plan preparation.

These Guidelines should be read in conjunction with State Planning Policy 7.2 Precinct Design (SPP 7.2) and the *Planning and Development (Local Planning Schemes) Regulations 2015* (the *Regulations*).

1.2 THE APPROACH OF THE GUIDELINES

To achieve good precinct design, the Guidelines require practitioners to address the Design Elements in an interrelated way. The Guidelines use a performance-based approach to enable precinct-specific design outcomes to be developed. This allows design to be tailored to the specific needs and characteristics of the precinct. It reflects that every precinct is different.

Precinct plans may include provisions for future subdivision and development in a precinct.

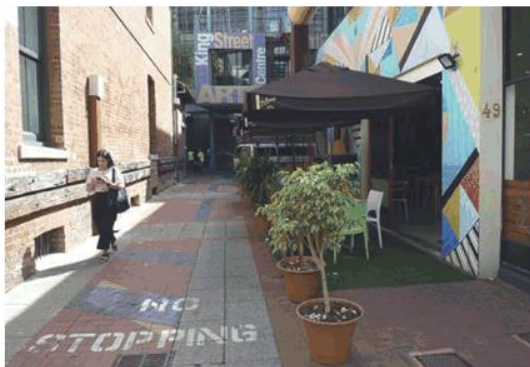
Only issues and investigations relevant to the scale and scope of the precinct need to be addressed in the precinct plan.

1.1.1 WHO ARE THESE GUIDELINES FOR?

The Guidelines have been developed primarily for practitioners to undertake precinct design and for assessors to guide the determination of precinct-related proposals.

These Guidelines, along with State Planning Policy 7.0 Design of the Built Environment (SPP 7.0) and State Planning Policy 4.2 Activity Centres (SPP 4.2), are the predominant documents relating to precinct design for use by decision-making authorities and referral agencies during the consideration of strategic planning proposals, subdivisions and development applications.

The Guidelines have also been written so that the wider community may read and understand how planning for precincts takes place and how it can contribute to the process.



1.3 PRECINCTS IN THE CONTEXT OF SPP 7.0

Meeting the objectives of SPP 7.2 shall in turn satisfy the objectives and principles of SPP 7.0 Design of the Built Environment being:

Objectives:

1. A consistent framework to define the desired design quality outcomes from the planning and design of built environment projects across the State.
2. A coordinated strategy of design quality mechanisms to achieve design outcomes that meet government and community expectations, including:
 - design principles – performance-based approach to policy
 - design review – skilled evaluation expertise
 - design skills – skilled design expertise
3. Timely and efficient review of planning and development proposals against the space.

Principles:

1. Context and character

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

2. Landscape quality

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

3. Built form and scale

Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

4. Functionality and build quality

Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.

5. Sustainability

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

6. Amenity

Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.

7. Legibility

Good design results in buildings and places that are legible, with clear connections and easily-identifiable elements to help people find their way around.

8. Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

9. Community

Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.

10. Aesthetics

Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

The Precinct Design Outcomes in Table 1 represent how the objectives and principles of SPP 7.0 relate more specifically to a precinct context. These outcomes have been captured and expressed in the Design Elements, Objectives and Guidelines in Section 3.

Table 1. How precinct design outcomes relate to the Design Elements and SPP 7.0 Design Principles

This table shows the relationship between the SPP 7.0 Design Principles and the Design Elements within the Precinct Design Guidelines. It indicates where key linkages generally apply (dark shading), though linkages may still apply beyond those indicated on this table, based upon the individual nature of each precinct proposal.

SPP 7.2 Precinct Design Outcomes	Design Elements							SPP 7.0 Design Principles
	1. Urban Ecology	2. Urban Structure	3. Movement	4. Built Form	5. Land Use	6. Public Realm	7. Services and Utilities	
The precinct responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place								Context and character
The precinct integrates landscape design that contributes to community well-being and enhances sustainability outcomes								Landscape quality
Built form height and massing across the precinct responds to context as well as the intended future character								Built form and scale
The precinct meets the needs and expectations of the community and provides for change over time								Functionality and build quality
The precinct delivers positive environmental, social and economic outcomes								Sustainability
The precinct provides comfortable public spaces that encourage physical activity, enable a range of uses and are accessible to all								Amenity
The precinct is easy to navigate, with good connectivity for all modes of transport								Legibility
People feel safe and comfortable within the precinct during both day and night								Safety
The precinct responds to local community needs and the wider social context to facilitate social interaction and connection								Community
The precinct is attractive and inviting, with a coherent identity and cultural relevance								Aesthetics

Precinct Design Guidelines 7

1.4 APPLICATION OF THE GUIDELINES

SPP 7.2 Precinct Design (incorporating these Guidelines) is part of SPP 7.0 Design of the Built Environment. It sits alongside SPP 7.3 Residential Design Codes Volume 2 - Apartments and draft Neighbourhood Design (as amended). It also has a close relationship with State Planning Policy 4.2 Activity Centres (as amended).

The manner in which precinct design interrelates with the wider planning framework is illustrated in Figures 1 and 2.

Where a precinct plan is proposed for an activity centre identified in SPP 4.2, the precinct plan is to address these Guidelines as well as SPP 4.2.

The Guidelines apply to all land identified as a precinct in strategic planning documents and/or planning schemes or otherwise deemed to be a precinct by the Western Australian Planning Commission (WAPC).

These Guidelines are to be considered when preparing and assessing precinct plans. The Design Elements and related Objectives are to be used to prepare and assess precinct plans.

The Guidelines may apply to subdivision and development over land identified as a precinct where a precinct plan is not in place. This is because in such circumstances, proponents must demonstrate that future precinct design would not be compromised by subdivision and/or development.

Fig 1. Precinct design in policy context.

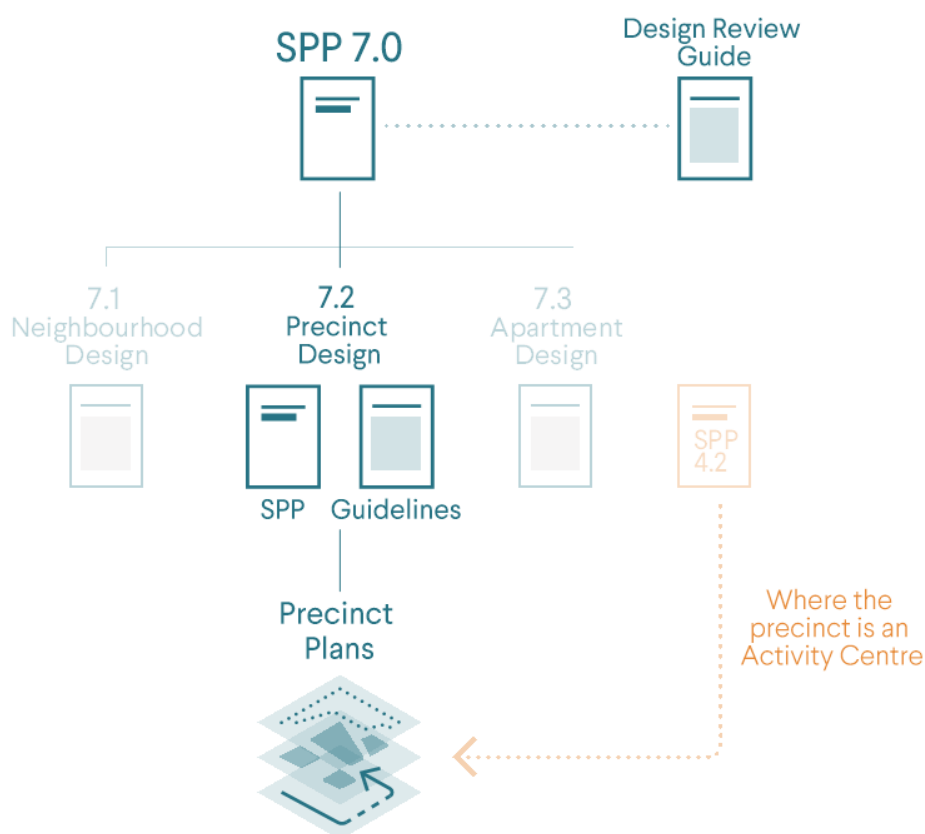


Fig 2. The relationship between precinct design and neighbourhood design.

Precinct design addresses the detailed 2-D and 3-Dimensional qualities of specific areas within neighbourhoods that require complex consideration.



1.4.1 THE STRUCTURE OF THE GUIDELINES

The Guidelines are structured around **Design Elements**. Design Elements are critical design components.

Each Design Element is supported by an explanatory **Intent** along with **Objectives** and **Considerations**:

Intent explains the intended outcome and why it is important.

Objectives state the aim and/or purpose to achieve the desired outcomes.

Considerations are how the Objectives may be achieved through appropriate design responses.

The Objectives should be achieved through the flexible application of the Considerations. This will depend on precinct context, purpose, complexity and scale. Practitioners must demonstrate and justify where individual Objectives and Considerations do not apply to the precinct they are designing.

Each Element provides a list of suggested **Precinct Plan Outputs** that may be considered by practitioners to demonstrate achievement of the Element objectives. The outputs will vary from precinct to precinct depending on the precinct type and complexity.

Appendix A5 of the Guidelines contains a sample assessment template – performance-based policy recommended for submission with precinct plans to assist assessment by decision makers.

An illustration of the Guidelines structure is shown in Figures 3 and 4.

Fig 3. Guidelines Structure

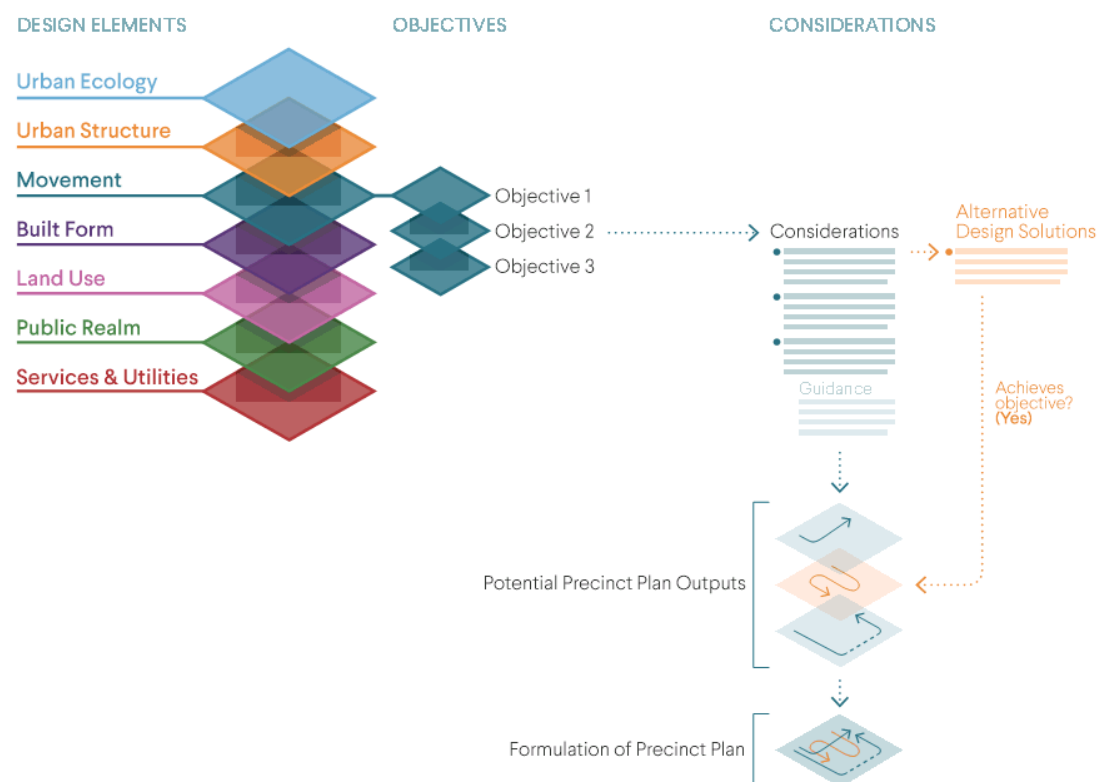
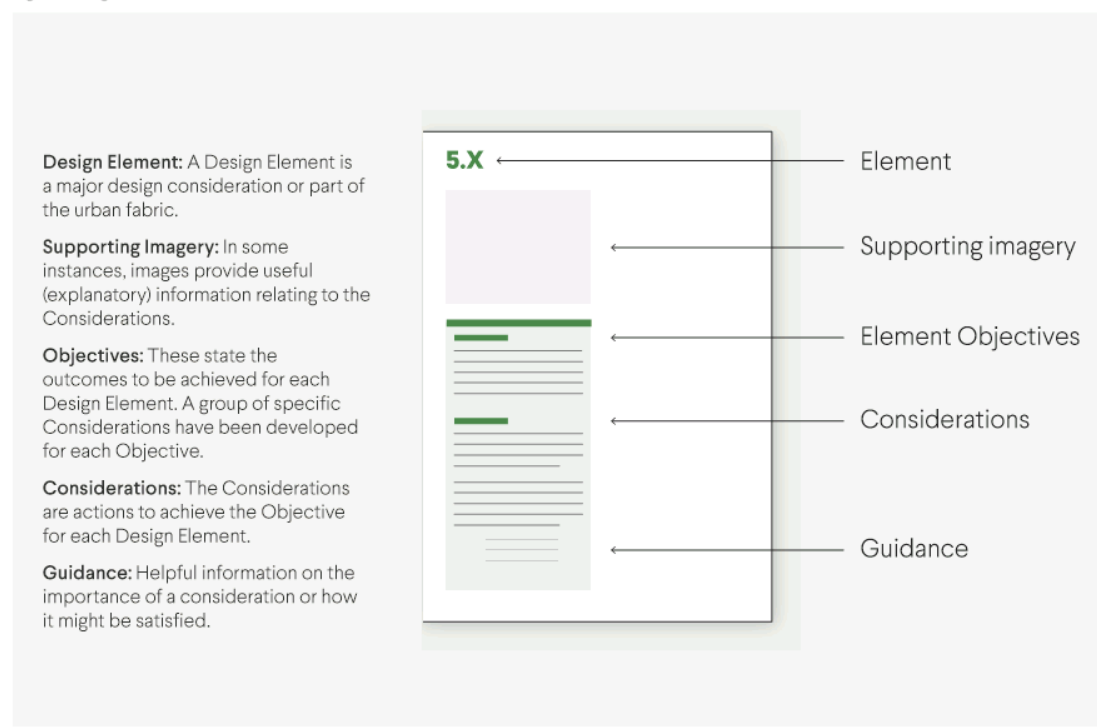


Fig 4. Design Element Structure



1.4.2 PRECINCT TYPE AND SCALABILITY

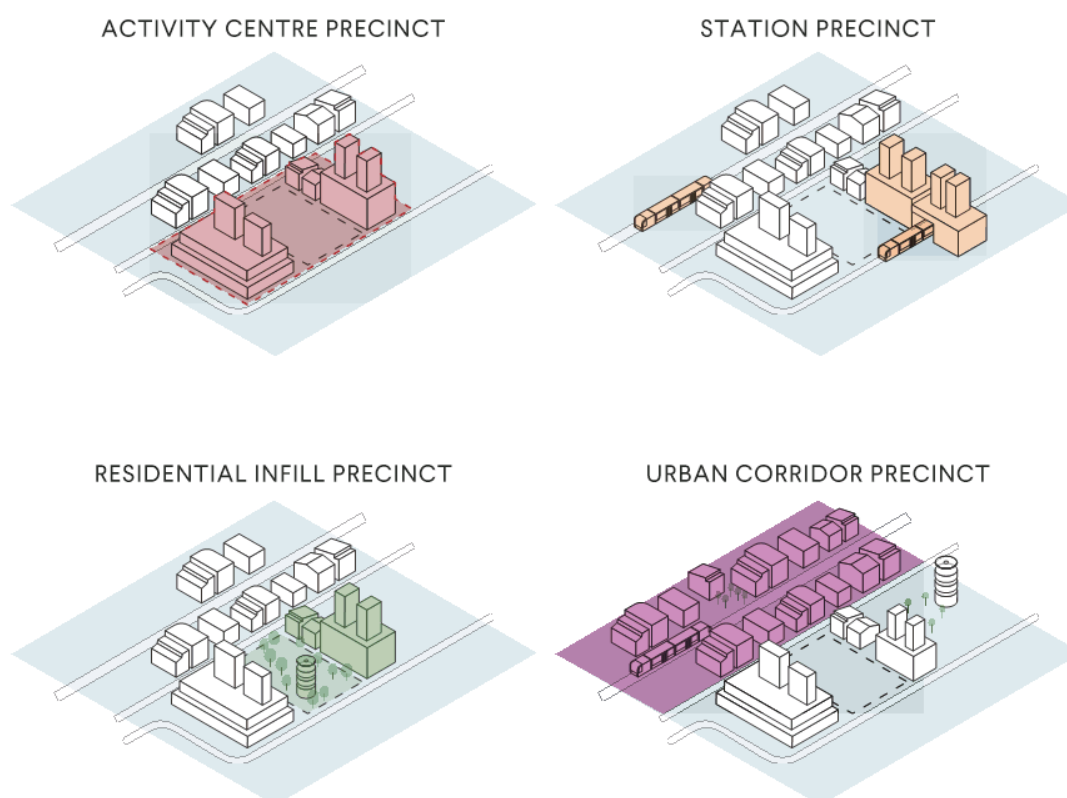
Not all precincts are the same and there are different types of precincts that perform a variety of roles and functions. A precinct may take the form of all or part of an activity centre; may be focused around significant transport infrastructure or a transport corridor; or may be a location identified as suitable for increased residential density.

A recognition of precinct type and a level of scalability is required in the application of the SPP 7.2 and the Guidelines. It allows practitioners to tailor the design response to the type, purpose, characteristics, complexity and scale of the precinct being designed and planned for.

Not all Considerations will apply to all precincts and practitioners and/or decision-makers will need to apply discretion. For example, some Considerations related specifically to the planning and design of transit stations would not apply if a precinct did not have a station present or proposed.

Similarly, in some cases the preparation of a precinct plan may rely on information contained within existing strategies such as a local housing strategy or local commercial strategy. Larger, more complex precincts will likely need new and specific, detailed analysis and reporting to support the preparation of a precinct plan.

Fig 5. Different precinct types



1.4.3 DESIGN REVIEW

Design review benefits precinct planning by providing informed, independent advice regarding the design quality of a precinct proposal and the interpretation and application of the Precinct Design Guidelines. Design review can be particularly helpful for unique or complex precinct plans.

Design review is carried out against the Design Principles contained within SPP 7.0 Design of the Built Environment or applicable local planning scheme. Consideration will also be given to the Objectives outlined within the Precinct Design Guidelines, noting that these align with the Design Principles.

Design review shall be scaled according to the complexity or significance of a proposal and shall generally follow the methodology outlined in the WAPC Design Review Guide to achieve consistency across jurisdictions. It is expected that decision-makers give due regard to the advice and any recommendations provided.

For those precinct plans considered suitable for design review, it is recommended where a Design Review Panel is available that at least two reviews are carried out, one at each of the following stages of precinct plan development:

1. Concept stage is when the precinct design team prepares initial concept layouts for their precinct. This should be carried out soon after the context analysis stage, to allow design review feedback to inform the development of the precinct vision and supporting principles. Plans at this stage are typically unresolved sketches with basic street networks and uses indicated along with rough ideas of built form scale and location. Information regarding the surrounding context, and how the concept proposals respond to this, is essential. Multiple precinct design options may be useful where this is appropriate.

2. Design development stage is when the precinct planning team responds to feedback and analysis of the precinct concepts to develop a more detailed proposal. Information provided for review will be further refined, presenting a developed precinct proposal. Information regarding the surrounding context, and how the precinct proposal responds to this, is essential.





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PREPARE

2.0 PREPARE

This section contains guidance on how to undertake precinct design through the development of a precinct plan.

2.1 PRECINCT PLAN FORM

The form of a precinct plan will differ depending on the area and type of precinct being designed.

Table 2 below outlines the form of precinct plan required and the responsible authority that will endorse it.

Complex precinct plans need to be prepared for activity centres listed in SPP 4.2, station precincts, urban corridors, residential infill precincts where a local scheme amendment is proposed, and other areas as determined by the WAPC.

Standard precinct plans should be prepared for neighbourhood and local centres, residential infill precincts to guide built form, and heritage precincts.

Table 2. Precinct plan form and responsible authority*

Precinct plan format	Responsible authority
Complex Precinct Plan - Activity centres as listed in SPP 4.2 - Station precincts - Urban corridors - Residential infill (scheme amendment) - Other areas as determined by the WAPC	WAPC
Standard Precinct Plan - Neighbourhood and local centres - Residential infill (non-scheme amendment) - Heritage	Local government (unless otherwise determined by the WAPC to be of strategic importance)

* Note: This is a duplicate of Table 1 in SPP 7.2

2.2 ESTABLISH THE PROJECT TEAM AND PARTNERS

It is critical for design teams to comprise the skills and expertise to effectively respond to issues and make best use of opportunities that impact on a precinct, in a collaborative and holistic manner. Acknowledging that project team composition is sometimes an iterative process (for instance issues requiring additional team members may only be identified once the design process has commenced), the following list summarises potential project team disciplines. It not a compulsory list, but a reminder of the many components that make up a precinct plan approach.

Specific team make-up will vary according to the precinct under design and based on context analysis (Section 2.3) while the scale of team member inputs will vary according to the precinct.

Table 3. Potential precinct plan team disciplines

Discipline
Project Manager
Urban Planner
Architect
Urban Designer
Community Engagement Consultant
Landscape Architect
Heritage Architect
Transport Consultant
Civil Engineer
Commercial Advisor / Economist
Property Economics
Noise Consultant
Community Development

2.3 CONTEXT ANALYSIS

This section identifies the key information that decision-makers/ stakeholders/ assessors need to make an informed decision on precinct plans. While the aim is for exemplary context analysis, it is reiterated that the detail and extent of information is to be scaled according to the form of the precinct plan, the complexity of the precinct being designed and the extent of pre-existing information.

Context analysis will provide the justification behind key decisions for the precinct. It should be communicated in clear, easy to understand content that informs a vision and principles. Further examples of potential context analysis outputs is provided in Appendix A1.

Context analysis should address:

Physical Context: Location, land use, tenure and ownership, ecology, open space, utilities infrastructure, social infrastructure and services, movement, topography and environment.

Community Context: People, housing, culture, visitation, values, identity and anticipated user needs. Economy including historical and current development patterns, property sector market conditions/attributes/outlook and employment, anticipated user needs.

Governance Context: Planning schemes and policies, density targets, environmental policies, statutes and controls, economic strategies and plans, infrastructure strategies and plans, and sustainability policies and targets.

2.4 GUIDANCE ON HOW TO DETERMINE THE BOUNDARY OF A PRECINCT

Once context analysis has been completed, the design team must convert it into **Key Influences** that might include/relate to:

- Catalyst projects and infrastructure
- Servicing challenges
- Strategic linkages
- Land assembly
- Infrastructure funding and coordination
- Community composition and character
- Any special character areas or sub-precincts that warrant further, specific consideration (including, potentially, their own precinct plan)

Key Influences should be tested through agency discussion, initial stakeholder engagement and design review.

Of course, the extent and detail of context analysis needed will vary depending on the precinct. For example, when it comes to a neighbourhood centre it may be enough to rely on community analysis contained in pre-existing strategic planning materials (i.e. no further work needed) whereas a complex, higher-order precinct would likely need its own specific supporting research.

The Precinct Design Guidelines emphasise the importance of undertaking exemplary context analysis to inform precinct planning. A comprehensive understanding of a precinct's context is also of fundamental importance to the determination of the boundary of a precinct.

There are a range of factors that should be considered when determining a precinct boundary and several potential considerations are outlined in Appendix A2. It should be noted that the factors and examples included in Appendix A2 are not a complete list and there may be other relevant factors that warrant consideration. It does, however, provide guidance on what may be appropriate to consider and the possible responses to these considerations.

The content in Appendix A2 is not intended to be a prescriptive set of requirements. Instead, it can be used by assessors and proponents where relevant, to guide the process of assessing and determining a suitable precinct boundary. The process should be consultative and based on the information relevant to the circumstance.

The process of determining a precinct boundary tends to be iterative and be refined as contextual investigations proceed and preliminary discussions occur. It may also be appropriate for precinct boundaries to expand or decrease in response to community feedback, advice from agencies and/or as an outcome of the assessment process.

It is envisaged that precinct boundaries will be less rigidly defined at the higher-order strategic planning levels and that precinct boundaries will be refined at subsequent stages in the planning process once more detailed information regarding a precinct is available and context specific investigations and discussions have progressed.

Importantly, planning authorities and, where applicable, proponents, should be able to clearly demonstrate the way in which a precinct boundary has been defined and the reasons as to why the proposed boundary is suitable.

2.4.1 A BALANCED APPROACH

In formulating an appropriate precinct boundary, planning authorities and proponents should aim to consider the relevant factors in a balanced manner that results in a desirable and logical precinct boundary. No single factor should be used as the sole determinant of a precinct boundary.

For example, the 800m walkable catchment around a train station might be severed by a major arterial road on one side at a distance of 500m. On the other side of the catchment, the existing cadastral and street block pattern might result in properties located 1000m from the station being included within the precinct so that consistent development controls apply to properties in that area.

Whilst this is a simplified example, it illustrates that intention for precinct boundaries to be determined in response to the relevant contextual considerations and that various and potentially competing factors will need to be balanced.

2.5 ESTABLISH THE PRECINCT VISION AND PRINCIPLES

Precinct plans should be framed around an agreed vision and underpinning principles to support the vision. They must be specific to the precinct being designed and have a strong linkage to place as expressed in context analysis, community participation and strategic objectives.

2.5.1 WHY ARE THEY SO IMPORTANT

A vision and supporting principles are critical because they ensure alignment of outcomes with the agreed purpose of a precinct. They represent a touchstone by which all potential actions and opportunities can be measured. Put simply, if actions and opportunities are overtly inconsistent with an agreed vision then they should be set aside, while consistent actions and opportunities warrant further consideration and testing.

Consistency should not be limited to one factor – for example a design response may rank highly in relation to, say, social benefit and lower in relation to economic performance but, on balance, could be worthy of further analysis.

2.5.2 WHAT IS A VISION?

A vision articulates the future role and function of the precinct as a unique place, around which design decisions and outcomes can be based and measured against.

The vision should be aspirational but achievable and capable of expression in detailed design and planning phases. It should address both qualitative (such as connection to place and community participation) and quantitative (such as physical buildings and spaces) outcomes.

Here is an example of a vision:

'The vision for Waterbank is to create a new wellbeing precinct: a social place that reflects the cosmopolitan Perth of today. Relaxed, accessible, tactile and distinctly Western Australian in its design and identity, Waterbank balances its urban character with a strong connection to nature.' (Metropolitan Redevelopment Authority)

2.5.3 WHAT ARE PRINCIPLES?

Principles are a conduit between the vision, detailed provisions and implementation. Principles must be capable of being effectively expressed in precinct plan provisions that, when implemented, result in those principles (and by extension, the vision) being achieved. Principles should comprise a heading along with a brief explanation.

Here is an example:

'Connection to Nature

The precinct has a strong connection to place. Extensive vegetation and greenery can be found across the site, within both the existing public and private realms.

Maintaining a visual and physical relationship with the natural environment internally and externally will assist in improving the liveability of the precinct and help offset higher density development forms. In this context, the development will sit among the trees and be oriented to provide access to natural light and air to assist in reducing on-going cost of living expenses.'

2.5.4 VISION AND PRINCIPLE DEVELOPMENT

There are a variety of ways to develop a vision and underlying principles. These Guidelines do not mandate any in particular but provides examples in Table 4 of how it may occur.

Table 4. Vision and Principle Development

Context Analysis Informs...	Purpose	Example tools
Vision	To establish a clear and concise summary of the future role and function of the precinct	<ul style="list-style-type: none"> – Interpretation of Context Analysis – Design charrette
Supporting Principles	Helps to achieve the vision and against which successful alignment of the vision can be measured	<ul style="list-style-type: none"> – Focus group workshops – Practitioner development preceded by community engagement – Creative exercises such as 'day in the life' methods

2.6 STAKEHOLDER AND COMMUNITY PARTICIPATION

The community and other stakeholders are a rich source of information and knowledge. Meaningful engagement enables better outcomes, can test design responses and validate context analysis. Communities should have the opportunity to participate in relevant, appropriate and well-timed engagement that allows for their views to be considered in a manner commensurate to the scope and scale of the proposal, and the potential level of community impact and interest.

Effective community and stakeholder engagement (inclusive of early local government engagement) that responds to local context enables better outcomes for the community, private developers and government. It allows parties to identify concerns, risks, opportunities, options and potential solutions that surround an issue or plan. This leads to more informed decision-making and mutual benefits.

These Guidelines advocate early and continuous engagement in precinct planning consistent with International Association of Public Participation (IAP2) principles. These principles promote the values and leading practices associated with involving the public in decisions that impact their lives. They include:

- **Inclusiveness:** Inclusive processes and practices to increase access to information and broaden involvement in planning and decision-making.
- **Reaching out:** New and more effective ways to involve community in planning and decision-making processes will assist in capturing the significant knowledge and expertise residing within communities.
- **Mutual respect:** Listening to and understanding the views, concerns and experiences of the community will lead to better decisions and strengthened government/ community relationships.
- **Integrity:** Open and accountable engagement practices and processes that genuinely inform decision-making will increase community trust and confidence.
- **Affirming diversity:** Incorporating diverse opinions and perspectives into planning, design and decision-making will help achieve effective and sustainable outcomes.
- **Adding value:** Government, education, community and stakeholders working productively together will add value to the project delivery process.

While engagement will vary depending on the precinct being designed, these Guidelines seek that practitioners engage more broadly than the statutory advertising period when undertaking precinct plan for complex precincts.

It is important that the decision-maker is made aware of engagement processes and timing outside of statutory advertising requirements, as they are often the recipient of community inquiries.



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2.6.1 IDENTIFICATION OF STAKEHOLDERS

Stakeholders may include State or local government authorities and the business and local/surrounding resident community. Early understanding of the key stakeholders who may have an interest in a proposal is essential, so too is determining the likely interests of each stakeholder. Both will confirm the most appropriate engagement techniques.

Stakeholders commonly consulted on precinct planning projects include (but are not limited to) the following (Table 5).

Identifying hard-to-reach groups and individuals who do not engage due to real or perceived barriers is important to ensure a broad cross-section of views are heard. These groups can differ from project to project but could include:

- children and young people
- disadvantaged and homeless
- people with a disability
- Aboriginal and Torres Strait Islander people
- culturally and linguistically-diverse people.

Engagement with these groups should be flexible and adaptable. It should consider communication style, language and the format of such engagement (e.g. individual rather than group meetings).

2.6.2 ENGAGEMENT STRATEGY

An engagement strategy should be prepared in consultation with the local government early in the precinct design process, and allow for contingency to adapt and change over time depending on the nature and complexity of issues that arise. It should set out the following:

- the engagement scope, objectives, anticipated benefits, risks and mitigation strategies for those risks
- the local context to be investigated
- who should be consulted, via what mechanism and what issues may be at play
- the stages at which engagement should be carried out
- who will be responsible for facilitating the engagement
- the key messages to be communicated in the engagement process
- how the outcomes of engagement should be communicated to local government or State Government and the broader community
- what strategies will be put in place following the engagement to ensure feedback is considered/actioned and stakeholders are kept informed
- how community participation will occur post-approval of the precinct plan in a manner that does not erode certainty of approvals and agreed outcomes.

Table 5. Potential Stakeholders

Government authorities	Private interests	Community interests
<ul style="list-style-type: none"> — State Government authorities — Local government/s — Local service providers 	<ul style="list-style-type: none"> — Landowners — Investors — Developers 	<ul style="list-style-type: none"> — Local residents (across all demographics) — Local resident groups, clubs and associations — Local businesses or chambers of commerce — Local employers and employees — Local elected members — Visitors to an area



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2.6.3 ENGAGEMENT METHODS

The level and type of engagement shall always be relative to the scale of the precinct and the potential level of community impact it may generate.

The following table indicates example techniques and recommended facilitators for particular levels of precinct planning, depending on the level of impact and complexity. Engagement methods and techniques should be undertaken with reference to the International Association of Public Participation (IAP2) guide.

Note that a project can change in scale throughout the course of the project, depending on the issues that arise.

Table 6. Potential Engagement Techniques

Scale/Impact of Precinct Planning	Example Proposal	Example Techniques	Facilitation of Engagement
Low impact A proposal consistent with the planning framework and unlikely to result in significant community impact	— A precinct plan that is consistent with the planning framework	<ul style="list-style-type: none"> — Statutory advertising only — Resident/stakeholder door knocks (adjoining residents/businesses) — Letter drops to invite to meet individually (adjoining residents/businesses) — One-on-one stakeholder meetings 	<ul style="list-style-type: none"> — Local government — Urban planner
Moderate impact A proposal which may result in some impact however is generally consistent with the planning framework and can be appropriately managed. May result in some external impacts such as density or traffic that can be suitably managed	— A precinct plan that may result in a moderate level of community impact (eg. traffic, noise, density)	Inclusive of low impact strategies above, plus the following: <ul style="list-style-type: none"> — community information/open days — expert speaker series/panels — interactive design workshops — focus groups — community reference group or working group — online engagement platforms — surveys or polls (intercept; on-line or hard copy) — social media tools 	<ul style="list-style-type: none"> — Local government, urban planner or engagement specialist (dependent on the specific techniques)
Complex/contentious projects A proposal potentially significant changes to the area	<ul style="list-style-type: none"> — A precinct plan that proposes a reasonably significant change to the existing community (whether it be density, land use, built form etc.) — A highly contentious development proposal within a precinct 	Inclusive of low and moderate impact strategies above, plus the following: <ul style="list-style-type: none"> — community open days — enquiry-by-design workshops — charettes — visioning workshops — citizens' jury — field trips/walking tours — digital mapping tools — digital collaborative planning tools 	<ul style="list-style-type: none"> — Engagement specialist

2.6.4 ONGOING ENGAGEMENT, AND MONITORING

An important component of engagement is ensuring that people know how their feedback is/was used to inform a proposal or alternatively, influence a planning decision or outcome. Maintaining engagement throughout the various stages of a precinct plan and 'closing the loop' with participants along the way is as critical as the primary engagement.

Mechanisms to deliver this should reference the IAP2 framework and could include:

- publishing the outcomes of an engagement activity or event for the broader public to view
- maintaining an online platform to provide regular updates to those interested (e.g. website/landing page, social media)
- individual one-on-one follow up meetings throughout the process to ensure concerns/matters are addressed.

Precinct plans will also need to (potentially as part of an updated engagement strategy) outline how community participation is proposed to occur on an ongoing basis through community groups and partnerships.

2.7 FEASIBILITY

Regardless of the author (e.g. local government, landowners, redevelopment authority), precinct plans should have a strong view to the feasibility of the envisaged development scenarios. An understanding of the likely scale and intensity of the range of uses that will be ultimately delivered within the precinct should be demonstrated.

Feasibility should be a continuous consideration through the development of the precinct plan, as a filter for decision-making. The precinct plan also needs to test and validate fundamentals before operation. Considerations include:

- identification of issues associated with coordination and assembly
- sharing of costs
- identification of cost types and critical pre-funding required
- the need for interim uses and development staging.

It is also important that there is a balance between the long-term vision of the precinct plan and the economic reality of the desired outcomes. If a large area of land is to be set aside for a long-term purpose, there needs to be consideration of what interim solutions might be needed to avoid the sterilisation of the land.

Precinct plans should also consider funding models for the development of precincts that best suit the economic opportunities and likely development outcomes. There is a wide variety of funding options available, including:

1. Development contributions

This model apportions the cost of certain items within the precinct according to the share of usage. A development contribution plan fits within this model. This would require precincts to be spatially defined in planning schemes.

2. Impact mitigation payment

This model is suited to instances where there are unanticipated impacts on infrastructure. For example, a development is proposed within a precinct that is more intense than envisaged under the precinct plan, creating a need to upscale the infrastructure. This is an unanticipated, non-planning impact, resulting in the proponent having to pay 100 per cent of the costs.

3. Inclusionary zoning/provisions

This model applies to outcomes that are sought within a precinct, such as affordable housing or open space, where they can be leveraged by an obligation of development. It should include certain features/infrastructure to ensure in aggregate that the development is sustainable. Cash in lieu payments are possible where it is impractical to develop an outcome for a certain reason (e.g. scale, appropriateness).

4. Value capture

This model operates on the principle that fundamentally all development rights are reserved by the community. Developers have the right to develop in accordance with a planning framework, however, additional development rights (e.g. plot ratio, height) can be sold to the developer in order to provide a net benefit to the community. Developers would need to 'buy' the right to develop beyond the planning scheme, at a set price, that is described in the planning framework.

2.8 GUIDANCE ON INCENTIVES AND COMMUNITY BENEFITS

Precinct plans can where appropriate, encourage community benefit in nominated areas.

It is important that encouragement mechanisms such as incentives do not become default development standards and are, instead, kept reserved for achieving community benefit. Encouragement could include additional development potential or flexibility (such as additional building height) and this may impact upon and/or be expressed through the built form envelopes defined in a precinct plan (refer Design Element 4).

It is important that the cost and value of community benefit derived can be objectively measured and assessed as the decision-maker will need to:

- determine whether the encouragement is enough to attract the desired community benefit
- demonstrate that the value of the community benefit is broadly commensurate with any additional development entitlement.

It is unnecessary for precinct plans to demonstrate the satisfaction or otherwise of community benefit to justify greater development potential or flexibility. It is the role of the precinct plan simply to establish the process and parameters for encouragement while it is the role of future development and other applications to illustrate community benefit to justify the granting of incentives, in response to the precinct plan.

In this context, precinct plans should take development incentives into account when defining built form envelopes. This could mean the illustration/inclusion of maximum additional development in the envelopes of the precinct plan. Alternately, the precinct plan may simply acknowledge that the built form envelopes are subject to review and refinement at detailed design phases, including with respect to the application of incentives. The extent of information provided and the way it is represented will vary according to precinct context and through discussion between design teams, the community and decision-makers in preparing the precinct plan.

As a minimum, precinct plans should:

- define the community benefits that might justify greater development potential
- consider the relative weight that may be applied to those community benefits – are some more important than others and therefore worthy of greater encouragement?
- define an 'upper cap' for allowable additional development
- outline the process for demonstrating community benefit.

When considering the type and scope of encouragement to apply within a precinct, precinct plans should reflect the following:

- mechanisms should be chosen and weighted to reflect priorities identified through context analysis
- development incentives are to be applied in a responsible and accountable manner to avoid the expectation that they become the 'default' development standard in a precinct
- mechanisms should be weighted so that community outcomes are balanced with the benefit the developer achieves from the additional development allowed through varying the relevant development standard. Whole-of-life costs including maintenance should be considered where public facilities are proposed
- application of mechanisms should not result in adverse impacts on adjoining properties or the existing or desired character of the precinct. Where available, Design Review Panel advice should be provided to ensure that high quality design outcomes are achievable and are appropriate to local context
- decision-makers should seek feedback from the development and building industry to achieve a feasible trade-off between development bonuses and community benefit.

2.8.1 EXAMPLES OF COMMUNITY BENEFIT

The following is a list of community benefit examples that may be considered in exchange for additional development potential or flexibility via a precinct plan:

Affordable housing: where development delivers affordable dwellings in partnership with an approved housing provider or not-for-profit organisation recognised by the Housing Authority.

Dwelling diversity: where development provides a dwelling type agreed as a priority by the decision-maker, such as aged and dependent dwellings, universal-access dwellings, one-bedroom apartments, key-worker dwellings or other innovative housing models.

Heritage: where a proposal delivers an exceptional outcome with regard to conserving and/or enhancing a place listed on the State Register of Heritage Places, a local planning scheme register or Local Government Heritage Inventory under the *Heritage of Western Australia Act 1990* (or the equivalent under the Heritage Act 2018) or a place that is located within a designated Heritage Area.

Retention and restoration or improvement of vegetation: where significant mature or native vegetation is retained within a development site.

Economic development: where development results in significant opportunities for the economy of the precinct. It may be a significant uplift in economic activity, a catalyst for further business, increased local employment and/or training, or space for business to locate and incubate.

Public facilities: where development results in public facilities or amenities agreed as a priority by the decision-maker.

Water conservation: where the proposal demonstrates exceptional water conservation and management and a significant reduction in scheme water use.

Energy efficient design: where a proposal demonstrates exceptional energy efficient design and a significant reduction in energy consumption.

Spaces and places: an exceptional contribution to areas that support social interaction and community engagement.

Community development: where proponents seek to deliver exceptional processes, activities and structures to support and enhance the community of the precinct such as through partnerships between the proponent and local organisations, and providing venues/opportunities for art and cultural initiatives.

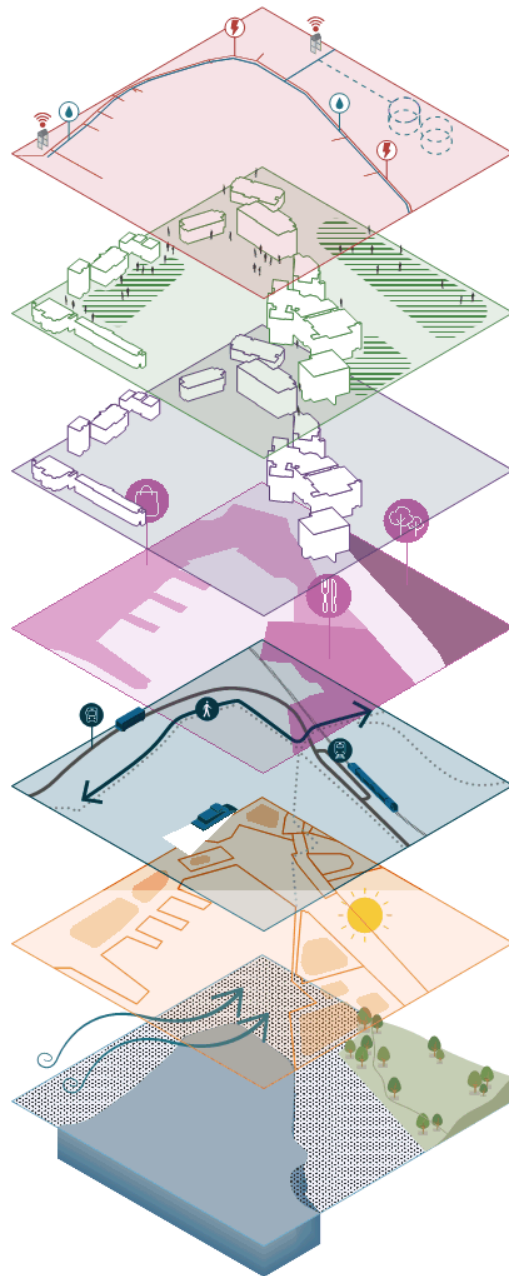
As well as encouragement mechanisms, precinct plans may facilitate trade-offs that provide for a 'balancing' benefit in exchange for some precinct plan standards not being met by future development.



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DESIGN

3.0 DESIGN

3.1 WHY IS GOOD DESIGN IMPORTANT?

A focus on design quality within the planning system provides the opportunity for innovative and creative solutions to the complex social, economic and environmental challenges that we are facing across the State. This includes the need to change our development patterns to limit urban sprawl, to reduce pressure on the environment and groundwater systems, and to promote more equitable access to housing, job opportunities and social and cultural infrastructure.

Good precinct design is integral to the delivery of these required changes. Well-designed precincts can balance the needs and expectations of existing communities with that of our growing and changing population, and optimise the efficiency of supporting infrastructure. They will help enable the delivery of places that are accessible and welcoming to all, provide good transport connections and contribute to the overall social, economic and environmental well-being of our communities.

Ensuring that precincts are well-designed will also enable the successful integration of higher-density development into our cities and towns, with carefully considered responses to areas with a mix of uses, an activity centre designation and / or specific character, heritage or environmental value. This will help create a diverse range of opportunities for living and working across the city and State.

Achieving good precinct design requires reconciling a vast range of different, and often competing objectives. Outcomes will vary according to the circumstances of each precinct plan, and the context in which it will be delivered. As such, facilitating good precinct design requires a performance-based rather than prescriptive approach to planning assessment, with consideration given to these broader aspects.

Meaningful and effective community engagement is crucial for delivering good precinct design. Section 2.6 provides guidance on best-practices approaches to engagement that will help ensure that the community and other stakeholders are involved in the design process in a manner that will facilitate the preparation of precinct plans that are well-integrated and respond to local need while also being welcoming to the broader public.

3.2 PRECINCT DESIGN ELEMENTS

This section contains the Design Elements and their Intent, Objectives and Considerations that are to be reflected in a tailored and performance-based way through precinct design.

Design Element 1: Urban Ecology

Design Element 2: Urban Structure

Design Element 3: Movement

Design Element 4: Built Form

Design Element 5: Land Use

Design Element 6: Public Realm

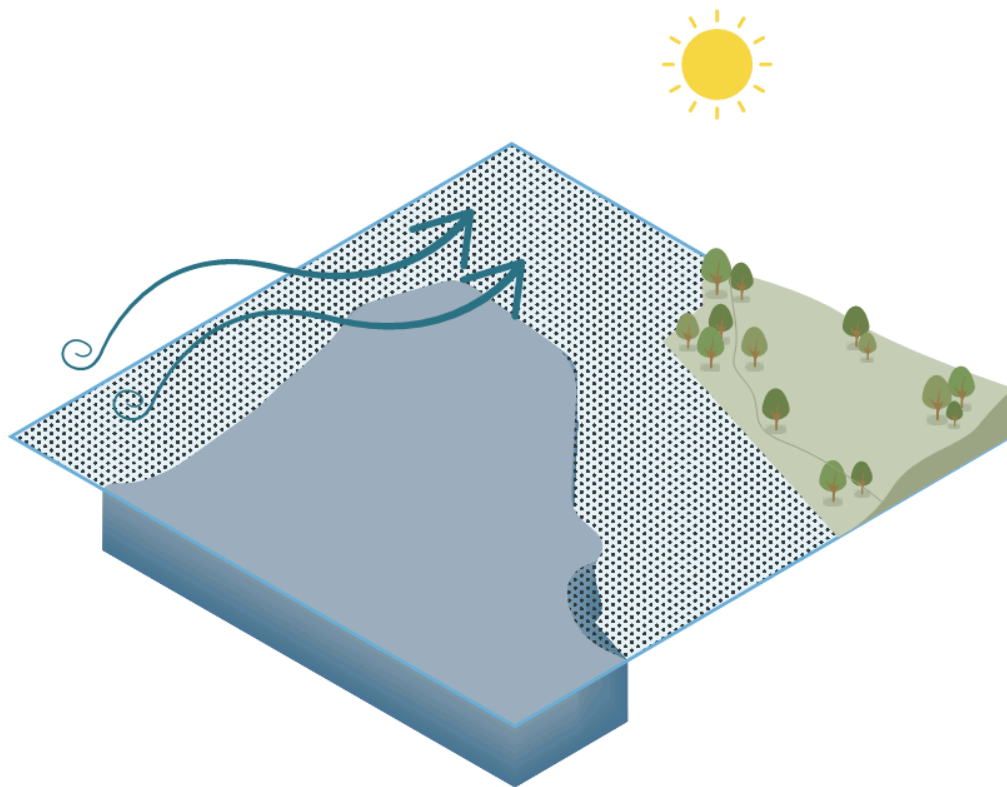
Design Element 7: Services and Utilities

DESIGN ELEMENT 1: URBAN ECOLOGY

This Element considers the interrelationships of the built and natural systems of the urban environment. It is an holistic consideration of processes that is not limited to the natural environment.

INTENT

Precinct design should seek to protect and enhance urban ecology with a focus on integrated, place-responsive outcomes. Developing an understanding of the built and natural features, and systems of a precinct and their relationship to wider context is the basis for sustainable development. Natural features of the precinct including pre-European (remnant) vegetation, can support habitat enhancement and provide place benefits to the precinct, contributing to a better quality urban environment.



DESIGN ELEMENT 1: URBAN ECOLOGY



Fig 6. Waterwise and native species have been integrated into the Elizabeth Quay landscape.



Fig 7. This public artwork at Elizabeth Quay provides interpretation of Aboriginal heritage in the context of the Swan River.

OBJECTIVE

- O1.1** To recognise, respond to, protect and enhance urban ecology.

CONSIDERATIONS

- C1.1.1** Identify opportunities to contribute to enhancement and/or development of the green network, including the urban tree canopy, within and beyond the precinct.
- C1.1.2** Demonstrate that the urban water cycle is managed as a single system that responds to the precinct's urban water context.
- C1.1.3** Identify opportunities to incorporate waterwise and endemic species and/or non-native species into the green network and public realm planting where appropriate.
- C1.1.4** Identify opportunities to support habitat protection and enhancement in the public realm.

OBJECTIVE

- O1.2** To ensure precinct design responds to Aboriginal, cultural and built heritage.

CONSIDERATIONS

- C1.2.1** Demonstrate how the precinct design responds to, enhances and integrates characteristics that relate to the full history (including pre-colonial history) of the site, whether it be related to patterns of use, cultural significance and/or existing built form.

GUIDANCE

Consider how the precinct design can respond to the physical and social history of the area, including local Aboriginal history and understanding of the landscape. This may mean looking beyond the surface of what remains in the area physically, to draw out latent significance.



Fig 8. Perth Cultural Centre has a successful habitat space in a highly-urbanised environment.



Fig 9. Provision of energy capture and storage integrated into the built form envelope.

OBJECTIVE

- O1.3** To ensure integration of urban ecological features into precinct design to enhance sense of place.

CONSIDERATIONS

- C1.3.1** Identify opportunities to integrate land form and landscape features of the precinct into precinct design.
- C1.3.2** Identify opportunities to incorporate existing built features including built heritage into precinct design.
- C1.3.3** Identify opportunities to incorporate the urban water features of the precinct into the design of the public realm.

GUIDANCE

Identify site constraints and opportunities (ie water dependent areas, remnant vegetation, landscape and landform) and how they will be managed through water sensitive urban design.

OBJECTIVE

- O1.4** To minimise resource use, energy consumption and greenhouse gas emissions from the precinct.

CONSIDERATIONS

- C1.4.1** Consider energy demand and review the potential for on-site energy generation, storage and precinct-wide distribution.

GUIDANCE

Facilitate on-site PV energy generation, battery storage and smart micro-grid infrastructure where possible.

- C1.4.2** Consider setting precinct-wide targets for carbon emissions reduction.

GUIDANCE

Refer to national and State resources and policies that provide best-practice guidance on how to measure, reduce, offset, report and audit emissions that occur as a result of the operations of the precinct.

- C1.4.3** Prepare a precinct-wide Waste Management Strategy in line with low-waste, circular economy objectives.

GUIDANCE

The waste management strategy should consider organic waste composting,

nutrient capture, recycling rates and diverted waste from landfill targets.

- C1.4.4** Encourage water conservation by promoting reuse and recycling.

GUIDANCE

Use reliable alternative water supplies such as rainwater harvesting and waste water recycling along with drought tolerant and lower water-use plant species, and irrigation systems that utilise alternative water supplies if possible.

- C1.4.5** Identify opportunities for the adaptation of existing structures, buildings and other features, and the use of recycled materials in precinct design.

- C1.4.6** Consider an holistic sustainability performance equivalent to Australian best practice through benchmarking project proposals against nationally or internationally-recognised sustainability standards.



Fig 10. The Water Line at Railway Square, Midland represents the movement of old locomotive trains through the space.

PRECINCT PLAN OUTPUTS

- ❑ Site assessment – identification of landscape and topographical features (natural and cultural)
- ❑ Biodiversity and/or environmental assessment (including fauna habitat identification)
- ❑ Heritage assessment including Aboriginal, cultural and built heritage interpretation plan
- ❑ Conceptual illustrations showing design of public open spaces, including streetscapes, civic squares and paved open pedestrian spaces
- ❑ A Water Management Report (at the appropriate scale) that:
 - ❑ identifies hydrological features (e.g. existing drainage, groundwater conditions, flood risk areas, waterways, wetlands)
 - ❑ determines the proposed drainage parameters and existing flood capacity of the development site
 - ❑ presents water sensitive design options that would apply to the precinct
 - ❑ demonstrates how stormwater management will be addressed, including reuse opportunities
 - ❑ addresses the precinct plan in its entirety through total water cycle management and demonstrate that the proposed water management strategies are feasible for implementation into the subdivision design
 - ❑ considers alternative water sources to be used within the development (potable and non-potable).
- ❑ Energy and greenhouse gas emissions statement (demonstrates how the precinct has a reduction in non-renewable energy sources)
- ❑ Waste management strategy



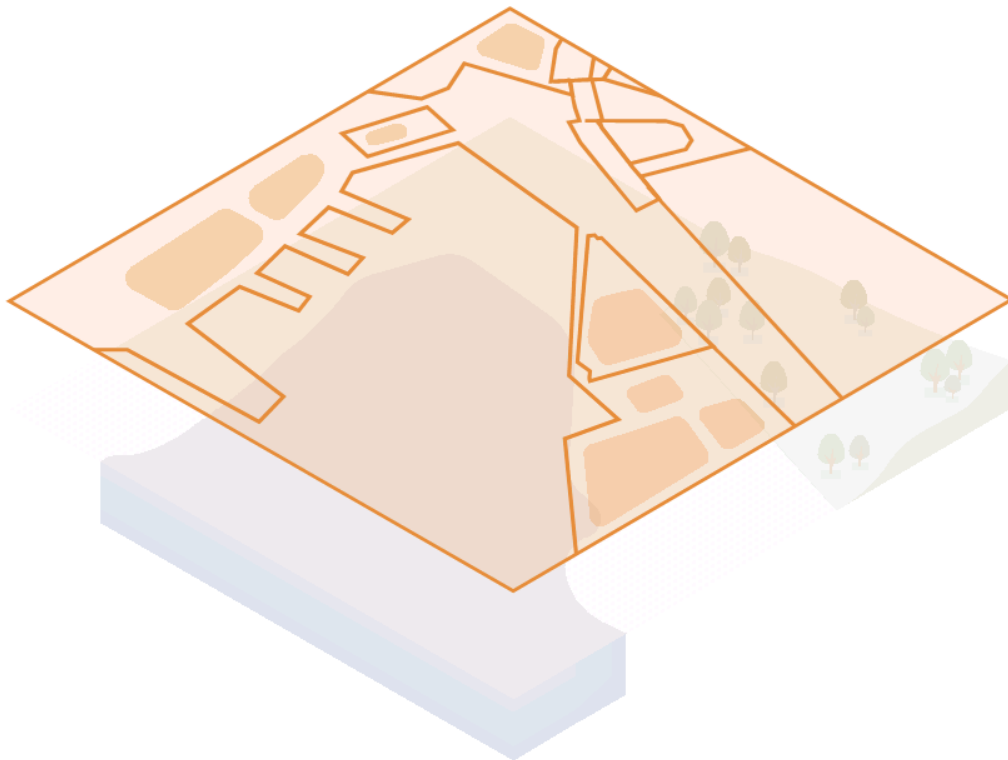
Fig 11. A long-disused flour mill has been converted into a hotel in Katanning Town Centre

DESIGN ELEMENT 2: URBAN STRUCTURE

This Element considers the physical framework of a precinct – its pattern and scale of street blocks, lots and public spaces, and the organisation and scale of its streets, roads and paths.

INTENT

The urban structure of the precinct should be robust, flexible and permeable to support intended function and built form. The urban structure should also be place-responsive with careful consideration of its physical, cultural and economic context, and integration with the surrounding urban fabric and landscape.



DESIGN ELEMENT 2: URBAN STRUCTURE



Fig 12. The Roundhouse in Fremantle is a visual anchor for way-finding through the city, reflected in view corridors.

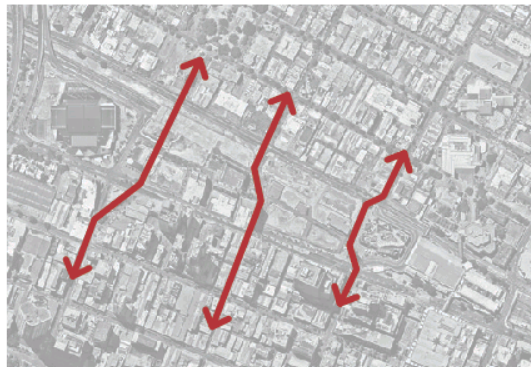


Fig 13. The Perth City Link development responds to an existing urban structure and creates better north-south connections.

OBJECTIVE

- O.2.1** To ensure design responds and contributes to a distinct precinct character.

CONSIDERATIONS

- C2.1.1** Provide for a diversity of blocks and lot sizes that will support the future, role character and purpose of the precinct.
- C2.1.2** Create view corridors to key landmarks and interesting destinations within the urban structure.
- C2.1.3** Consider the historic and or significant lot patterns, street layout, streetscape, landscape, access to existing heritage buildings and any other factors which contribute to the precinct's significance, character and sense of place.

OBJECTIVE

- O.2.2** To promote an urban structure that supports accessibility and connectivity within and outside the precinct.

CONSIDERATIONS

- C2.2.1** Design urban structure to support a well-defined movement network to and through the precinct.
- C2.2.2** Streets and blocks should be designed to support the provision of an active transport network that connects dwellings to priority areas and public transport services.
- C2.2.3** Ensure street block patterns provide an interconnected layout.
- C2.2.4** Identify opportunities to create or improve legibility to and through the precinct.



Fig 14. Walkability means more than just distance. Urban structure should support great walking environments to priority areas and public transport.

OBJECTIVE

- O.2.3** To ensure the urban structure supports the built form and range of activities appropriate to the amenity, safety and function of the precinct.

CONSIDERATIONS

- C2.3.1** Urban structure is to support building placement to address the safety, amenity function and activity of the public realm.



Fig 15. The Knutsford project in Fremantle demonstrates how an adaptable existing block pattern can allow further subdivision and increased land use intensity.

OBJECTIVE

- O.2.4** To ensure an adaptable urban structure.

CONSIDERATIONS

- C2.4.1** Precinct plans should demonstrate how the street block pattern can accommodate change over time.
- C2.4.2** Consider how subdivision and/or amalgamation accommodates increased land-use intensities, residential densities and/or worker population growth.
- C2.4.3** Consider long-term strategic opportunity/catalyst sites and how they are to be protected from significant under-development.

GUIDANCE

Strategic opportunity/catalyst sites are those that will have a significant impact on the structure and function of the precinct. They can also trigger further land use and development.

- C2.4.4** Illustrate the relationship between the proposed urban structure and staging.



Fig 16. The Mezz Shopping Centre in Mount Hawthorn provides an example of how a larger development site can be connected to adjacent areas with appropriate built form and street design.

OBJECTIVE

- O.2.5** To ensure large development sites are integrated into the surrounding area.

CONSIDERATIONS

- C2.5.1** Connect the development site to the wider precinct and adjacent areas.
- C2.5.2** Transition from large development sites to adjacent areas using scale, built form, land uses and street design.



PRECINCT PLAN OUTPUTS

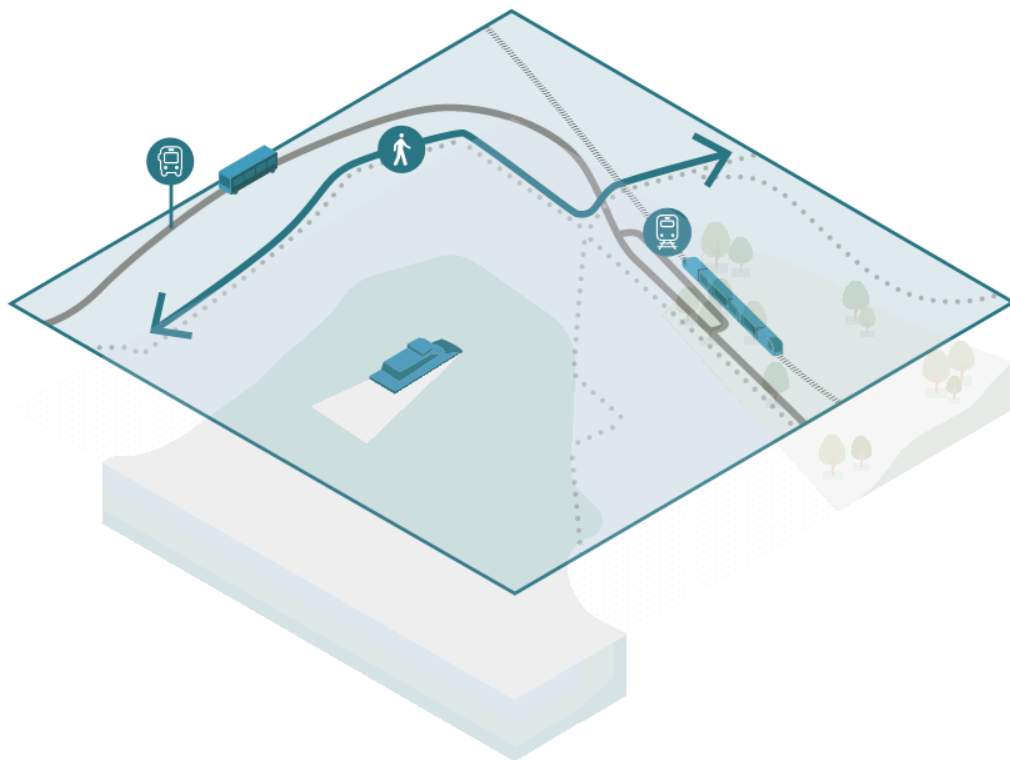
- ☐ Plan showing existing and proposed block and street structure, with rationale for modifications
- ☐ Map key views and design response
- ☐ Implementation and staging plan

DESIGN ELEMENT 3: MOVEMENT

This Element considers the interconnected system of streets, roads and paths of the precinct, serving all users and modes to accommodate pedestrians and cyclists, public transport, delivery and private vehicles. This Element recognises the system as a place and seeks to integrate it within the precinct and beyond.

INTENT

The movement network should support the identified precinct function and provide for the safe, legible and efficient movement of people and goods to and through the precinct. Precincts should be accessible by a range of transport modes including walking, cycling, public transport, on-demand services, cars and delivery vehicles. The space used to support the movement network should be planned to integrate the provision of services and utilities, car parking and access to daylight and ventilation for adjacent buildings and public spaces.



DESIGN ELEMENT 3:

MOVEMENT



Fig 17. Rokeby Road, Subiaco is a place for people that provides for a variety of uses in the street environment.



Fig 18. Shared streets should be located in high activity areas where they can support a variety of functions.

OBJECTIVE

- O.3.1** To ensure the design of the movement network supports the precinct's role and purpose.

CONSIDERATIONS

- C3.1.1** Where contextually appropriate, the movement network should provide multi-use streets.

GUIDANCE

Roads are major arterials necessary for freight movement (for example) to and through a precinct. Streets, by contrast, are people-based environments that accommodate a wide variety of functions.

- C3.1.2** Provide clarity and diversity in street hierarchy and ensure that the role of the street is reflected in its layout.

- C3.1.3** Streets are to enable safe, convenient and comfortable travel and access for users of all ages and abilities, and prioritise user needs accordingly.

GUIDANCE

Streets should support the following modal hierarchy:

1. walk
2. cycle
3. public transport
4. delivery
5. on-demand
6. private vehicle.

- C3.1.4** Design to allow for deliveries and incorporate operational and logistical freight movements that minimise impacts on pedestrians.

OBJECTIVE

- O.3.2** To ensure a balanced movement network that prioritises walking, cycling, public transport and shared mobility, and reduces car dependency.

CONSIDERATIONS

- C3.2.1** Identify the preferred hierarchy of streets and roads based on mode, and the changes required to support it.

- C3.2.2** Demonstrate that the proposed mode hierarchy is fit-for-purpose in relation to planned place outcomes.

- C3.2.3** Ensure streets are designed for typical use rather than over-designed for a future peak need.

- C3.2.4** Provide safe, continuous and direct pedestrian and bicycle access routes from surrounding areas into the precinct and to public transport.



Fig 19. Provision of safe and comfortable cycle and pedestrian paths promotes active transport..

OBJECTIVE

- O.3.3** To enable a range of transport choices that meet the needs of workers, visitors and residents.

CONSIDERATIONS

- C3.3.1** Design streets to meet place need and the desired level of use and access.
- C3.3.2** Form a well-connected and legible movement network that includes safe and effective pedestrian routes to public transport and other key destinations.
- C3.3.3** Provide a place-appropriate cycle network that connects safely and conveniently to key destinations.
- C3.3.4** Identify public transport services and infrastructure needed to improve coverage/frequency/ connection and user choice, including on-demand transport.
- C3.3.5** Design public transport infrastructure to be well-integrated and appropriate to the desired intensity of patronage and precinct character.
- C3.3.6** Balance local traffic access with neighbourhood/ district/regional traffic requirements for travel to, through (where appropriate) and around the precinct.



Fig 20. Where appropriate, the sensitive location of parking within the built form envelope can remove parking impacts from the street.

OBJECTIVE

- O.3.4** To ensure precinct-wide coordination of on and off-street parking that supports the amenity and safety of the precinct.

CONSIDERATIONS

- C3.4.1** Promote an appropriate supply of car parking by a suitable allocation of on-street, off-street, public and shared parking.
- C3.4.2** Design parking to be well integrated with urban form so that it does not detract from pedestrian amenity.
- C3.4.3** Guide the location and management of parking supply to prioritise access according to the needs of different user groups.
- C3.4.4** Design of carparking is to facilitate adaptability over time and accommodate potential future change of use.

GUIDANCE

Car parking demand assessment should consider emerging technologies and how these are likely to impact future demand.

Increasing floor to ceiling heights in a multi-storey carpark will allow it to be adapted to a different use should carparking demand diminish.

When locating carparking facilities, consider how potential future adaptation might be integrated into the public realm.

**PRECINCT PLAN OUTPUTS**

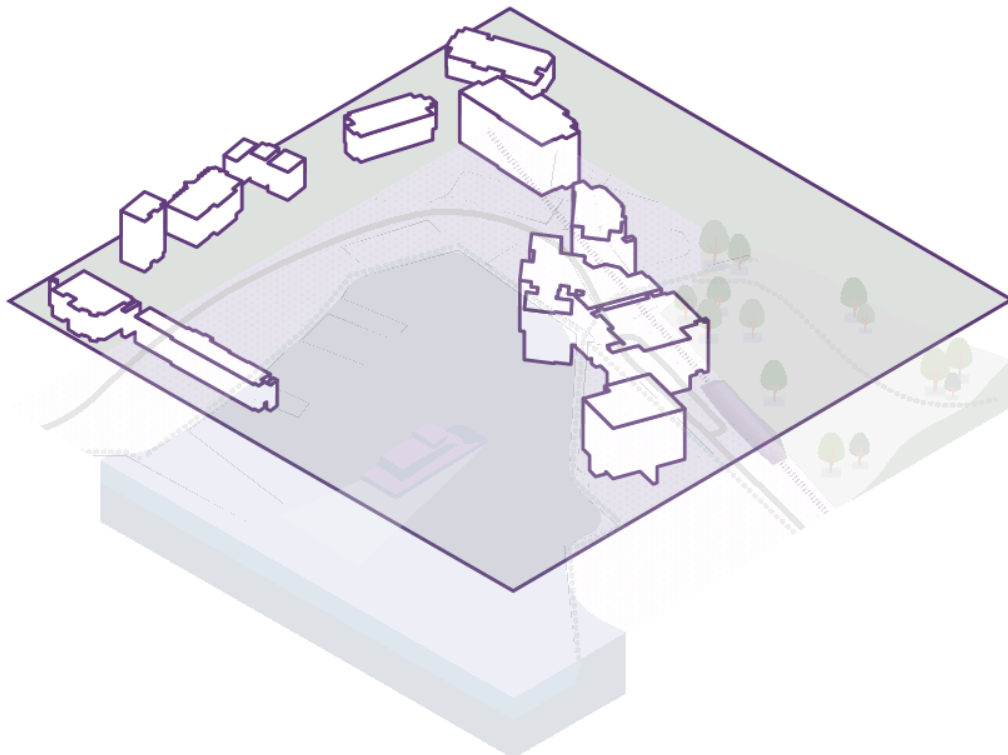
- ☐ Street type/hierarchy plan
- ☐ Street/road cross sections (note that cross sections do not need to reflect Neighbourhood Design typologies)
- ☐ Movement priority plan
- ☐ Mode shift target
- ☐ Walkability and relative connectivity assessment
- ☐ Transport assessment including an analysis of the local street and district/regional road network
- ☐ Parking supply and management plan that addresses parking caps, efficiency measures such as reciprocal/common user parking and the location and management of parking supply. The plan should also include the management of on-street and off-street public parking.

DESIGN ELEMENT 4: BUILT FORM

This Element considers built form and scale and the relationships between buildings, and between buildings and the public realm.

INTENT

Precinct built form should be designed in response to the urban ecology and urban structure of the precinct. Built form design should support the development of a range of typologies to provide choice and affordability. It should also support the development of a built environment that is place and functionally appropriate in development intensity, bulk and scale. A well-considered built form will support the critical mass of people necessary in appropriate locations to support thriving local business, employment and entertainment opportunities along with services including public transport.



DESIGN ELEMENT 4:

BUILT FORM



Fig 21. New built forms should respect but not replicate existing forms.

OBJECTIVE

- O.4.1** To ensure building form, scale and use support the context and intended future character of the precinct.

CONSIDERATIONS

- C4.1.1** Encourage diversity in building typology to enable choice and affordability.
- C4.1.2** Demonstrate how built form controls consider and respond to the physical and cultural features of the precinct.
- C4.1.3** Where they exist in an area, use desirable built form precedents and identity as guides to future development including for forms and materials.
- C4.1.4** Consider proportions and forms that are sympathetic to the existing built character.
- C4.1.5** Built form envelopes should address identified prominent sites, street corners, major development sites and other significant sites through the careful consideration of controls such as height and setbacks. (refer to Appendix A3 for further guidance).

GUIDANCE

Scale refers to height and setbacks as expressed in a built form envelope and in the context of precinct character. Mass refers to the arrangement, volume and shape of a building or group of buildings within the building envelope.

- C4.1.6** Consider how to manage built form transitions between and within the precinct.



Fig 22. Built form scale can manage transitional impacts across a precinct through height and setbacks.

OBJECTIVE

- O.4.2** To ensure the development of a robust and flexible built form design that promotes urban land efficiency, to allow for increased development intensity, adaptation and redevelopment over time.

CONSIDERATIONS

- C4.2.1** Consider emerging practice in built form typology design (e.g. schools, other educational institutions, libraries, hospitals) appropriate for the intended future development intensity of the precinct.
- C4.2.2** Consider the use of targeted development mechanisms where appropriate to achieve precinct priorities, and trade-offs to allow for flexible implementation (Refer to section 2.8).
- C4.2.3** Identify buildings with potential for retention and adaptive reuse (including temporary use) with a priority on heritage buildings.

GUIDANCE

Consider if any buildings are at risk of redundancy and how this might be planned for.

- C4.2.4** Consider future development requirements and the adaptation of new buildings for other uses.



Fig 23. This Northbridge example demonstrates how built form can respond to an area's architectural, heritage, use and cultural setting.

OBJECTIVE

- O.4.3** To ensure buildings are appropriately set back to reinforce and/or complement the existing and proposed streetscape character.

CONSIDERATIONS

- C4.3.1** In conjunction with height controls, consider setbacks for upper levels to:
- reinforce the desired scale of buildings at street level
 - reduce overshadowing of the street and other buildings.
- C4.3.2** Street setbacks should consider the intended relationship between the public and private realm.
- C4.3.3** Building separation to be in proportion to building height.
- C4.3.4** Identify opportunities for communal and private open space, tree retention, deep soil areas and landscaping.
- C4.3.5** The setback of buildings should enable passive surveillance and outlook to the street.



Fig 24. New built form can respond to existing buildings and their context while defining new public spaces and being significant in their own right.

OBJECTIVE

- O.4.4** To ensure built form facilitates solar access and natural ventilation for internal and external amenity and contributes to sustainable design performance.

CONSIDERATIONS

- C4.4.1** Consider prevailing winds and orient large buildings to minimise wind effects at street level and on adjoining properties and public spaces.
- C4.4.2** Provide for continuous weather protection for pedestrian priority streets and public spaces.
- C4.4.3** Locate and arrange buildings to allow solar access both into the buildings and to the public realm and adjacent spaces.
- C4.4.4** Built form envelopes should consider how overshadowing of public spaces and nearby development will be minimised.

**PRECINCT PLAN OUTPUTS**

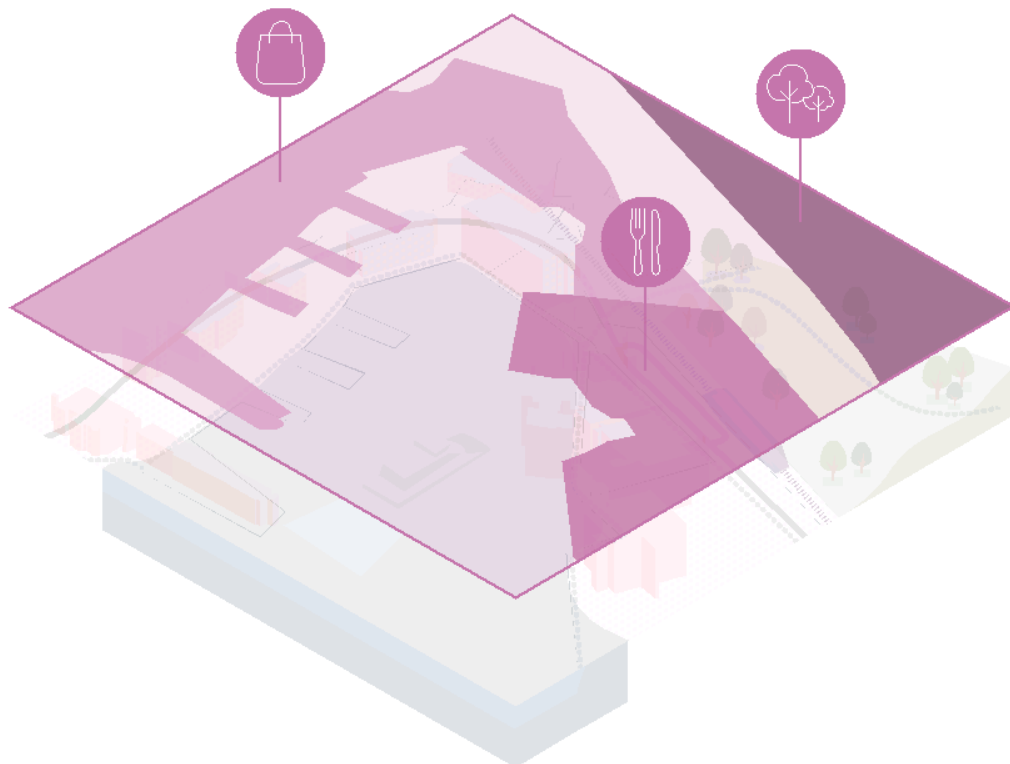
- ☐ Precinct built form envelope diagram including building heights and setbacks (ground and upper floors)
- ☐ Prominent sites plan
- ☐ Road/streetscape cross sections showing relationship to built form and street width (note cross sections do not need to reflect Neighbourhood Design typologies)
- ☐ Streetscape character analysis:
 - ☐ including a built form character and street frontage inventory
 - ☐ including design of streetscape interface with the public realm
- ☐ Assessment against CPTED principles
- ☐ Key view diagrams
- ☐ Diagram illustrating solar access, overshadowing, mitigation of wind impact

DESIGN ELEMENT 5: LAND USE

This Element considers the economic, social and civic function of the precinct and how it relates to its immediate context and surrounding areas.

Intent

Land use planning should reflect the role of the precinct in its wider context. It should reflect community needs and consider current and intended future activities and functions, alongside broader trends. Diverse and adaptable land uses will support improved place outcomes, social interaction, civic engagement and access to goods, services and employment.



DESIGN ELEMENT 5:

LAND USE



Fig 25. King Street in the city of Perth has been a focus of fashion, but now includes a greater mix of food and retails.



Fig 26. Temporary uses can foster enterprise and activate areas within a precinct.

OBJECTIVE

- O.5.1** To ensure the needs and expectations of the community are met as the precinct and surrounding areas grow and change over time.

CONSIDERATIONS

- C5.1.1** Consider and demonstrate the adaptability of current and proposed land uses in the short, medium and long term.
- C5.1.2** Demonstrate how staged land use transition over time has been considered.

GUIDANCE

Large development sites within precincts may need interim land uses and transition activities to support staged implementation.

- C5.1.3** Consider how community needs for various types of social infrastructure are addressed in the precinct plan, for example schools, community facilities, libraries.

GUIDANCE

Schools should be designed to maximise their ability to function as community hubs, and consideration should be given to the co-use of school libraries, meeting rooms, sporting facilities and performance spaces. Schools are significant sites and they play an important role in creating a sense of identity and providing public spaces that allow the community to come together.

OBJECTIVE

- O.5.2** To ensure land use contributes positively to precinct character and amenity.

CONSIDERATIONS

- C5.2.1** Co-locate land uses that have a mutual, positive benefit.

GUIDANCE

Precinct plans should identify land use patterns that have a catalysing effect on the precinct.

- C5.2.2** Locate and distribute compatible land uses to manage amenity impacts such as noise, visual and air pollution.

- C5.2.3** Land use supports and encourages retention and reactivation of heritage places.

GUIDANCE

Historical land uses should be considered (as appropriate) for re-introduction, adaptation or interpretation. If a new use is required it should be compatible with the significance of the heritage place.

- C5.2.4** Illustrate how land uses can flexibly use spaces in innovative ways and to promote enterprise.

- C5.2.5** Consider how the distribution of land uses is supported by and benefits from the movement network.

- C5.2.6** Establish points of interest and activities along key pedestrian routes. Land use should support intuitive wayfinding through the precinct.

- C5.2.7** Land uses and their impacts are to be compatible with streetscape type and character.



Fig 27. An example of land uses being layered horizontally and vertically (civic, retail, office and residential).

OBJECTIVE

- O.5.3** To ensure a diverse mix of uses, activities and housing types are developed that support the intended precinct vision.

CONSIDERATIONS

- C5.3.1** Consider how the proposed land use mix will contribute to the intended character, diversity and activity of the precinct, including night-time activity.
- C5.3.2** Consider how the precinct will mix and layer different and compatible uses in different buildings and within buildings.
- C5.3.3** Land use mix should be considered horizontally and vertically across the precinct.

GUIDANCE

Precinct plans should address land uses below ground, at street level and on upper floors.

- C5.3.4** Ensure land use activates the public realm and promotes safety in these areas.

GUIDANCE

Where appropriate, concentrate active uses into continuous frontages.

- C5.3.5** Where appropriate, demonstrate contribution to local employment and local economy.
- C5.3.6** Ensure high amenity and safe interfaces between different uses.



PRECINCT PLAN OUTPUTS

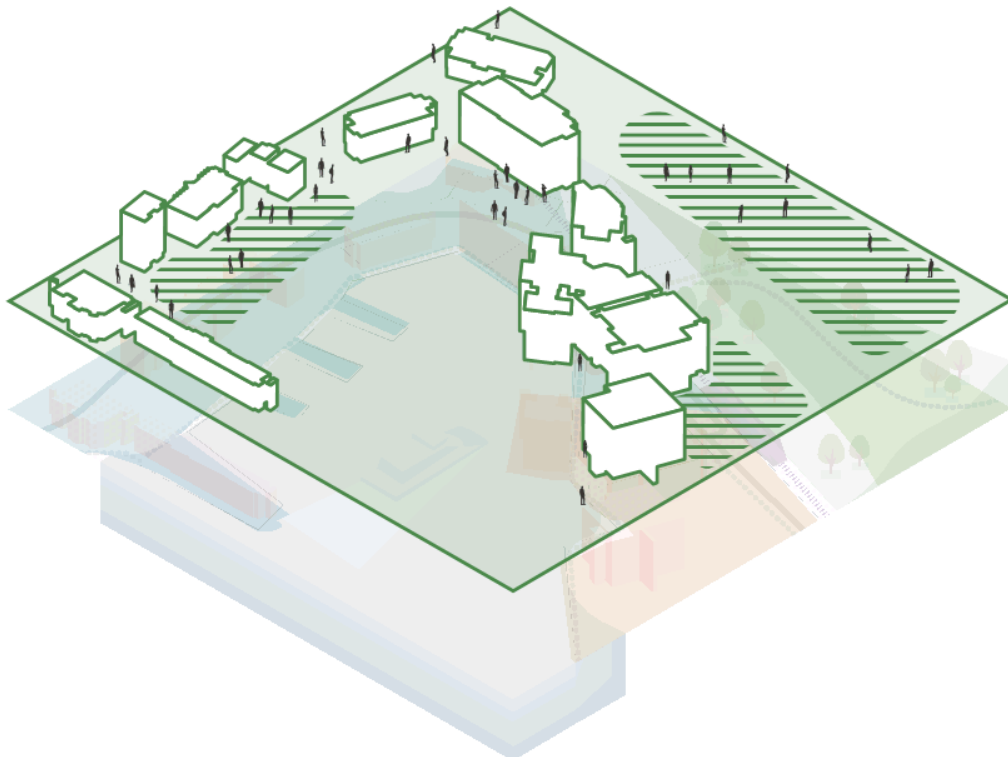
- ☐ Land use map (current and proposed)
- ☐ Staging plan for land use
- ☐ Mapping of potential land use compatibility, including any interface/buffers required
- ☐ Identify and map opportunities for higher-density development consistent with housing density targets
- ☐ Identify any catalyst projects and how they contribute to the development of the precinct over time
- ☐ Employment analysis of the precinct
- ☐ Community facilities and services report (existing and proposed) including identifying the residential catchment they will service.
- ☐ Place activation study

DESIGN ELEMENT 6: PUBLIC REALM

This Element considers all public spaces including streetscapes, public open space and other areas used by the community.

Intent

Public realm design should reflect precinct function. The public realm should comprise diverse, well-connected, functional and enriching places. A well-designed public realm is essential for the well-being of a community. It provides opportunities for active transport, relaxation, recreation, connection and contemplation, and will contribute to a precinct's character and sense of place.



DESIGN ELEMENT 6:

PUBLIC REALM



Fig 28. The public realm can be designed for a diversity of functions; as a thoroughfare, recreation space, community garden, or part-time events space.



Fig 29. Opportunities for exercise can be included in public spaces even on a temporary basis or in small areas.

OBJECTIVE

- O.6.1** To ensure the design of the public realm results in comfortable and enjoyable public spaces that promote community health and well-being.

CONSIDERATIONS

- C6.1.1** Provide a range of public spaces that support identified community need across the precinct.

GUIDANCE

Public space includes green spaces and the green network (i.e. recreation spaces, sports spaces, nature spaces and foreshore reserves) as well as civic squares, piazzas, plazas, paved open pedestrian spaces and streetscapes

- C6.1.2** Provide public spaces designed for multiple uses, so that the space can accommodate a range of activities and functions for the community.

GUIDANCE

Consideration should not be limited to the provision of new spaces. In infill areas for example, design responses may include upgrades to existing public space.

- C6.1.3** Demonstrate how the public realm will contribute to the community's well being and physical health including the promotion of exercise and social connection.

- C6.1.4** Plan and design the public realm to provide weather protection all year round where appropriate.

GUIDANCE

Plan and design the public realm to maximise solar access during winter and provide shade in summer.

Design the public realm to minimise the effect of strong winds and to provide protection from the rain, where appropriate.

Demonstrate that sufficient shade tree planting has been incorporated (particularly in streets and along pedestrian paths) to mitigate urban heat island effect.



Fig 30. Braithwaite Park in Mount Hawthorn is an example of community-responsive public realm design that accommodates a range of users in innovative ways.

OBJECTIVE

- O.6.2** To ensure a public realm that is inclusive, safe and accessible for people of all ages and abilities.

CONSIDERATIONS

- C6.2.1** Public realm design should follow CPTED principles, including the use of neighbouring buildings to provide passive surveillance.
- C6.2.2** The public realm design should be easy to navigate, with recognisable routes, intersections and landmarks.
- GUIDANCE**
Streetscape urban design should consider the provision of visual cues that communicate street hierarchy.
- C6.2.3** Public realm design should accommodate and allow access for people of all ages and abilities, changing demographics, with consideration given to an aging population.



Fig 31. The Highline in New York City creatively interprets land use history in its landscape character design responses.

OBJECTIVE

- O.6.3** To ensure public realm design is well integrated into the built form and landscape of the precinct.

CONSIDERATIONS

- C6.3.1** Design well-proportioned public spaces (including streets) that integrate with surrounding buildings and private land.
- C6.3.2** Consider and enhance land use relationships that create mutual benefit between public and private space.
- C6.3.3** Design the public realm as a series of well-connected multifunctional spaces that provide active transport links to and through the precinct.
- C6.3.4** Public realm design should result in locally-responsive places.



Fig 32. Olive trees in Russell Square reflects the Greek and Italian history of the area.



Fig 33. White Gum Valley has incorporated water sensitive urban design into the urban fabric.

OBJECTIVE

- O.6.4** To enable precinct character and identity to be expressed in public realm design to enhance sense of place.

CONSIDERATIONS

- C6.4.1** Reflect the character, history and heritage significance of the precinct and surrounding area within the public realm.

GUIDANCE

Consider all layers of cultural experience and incorporate elements that tell important cultural stories.

- C6.4.2** Demonstrate appropriate interpretation of Aboriginal history and heritage within public realm design.

- C6.4.3** Public realm landscape design should support the development of the precinct's existing or intended future character and identity.

OBJECTIVE

- O.6.5** To ensure that public realm design enhances sustainability outcomes and supports urban ecology.

CONSIDERATIONS

- C6.5.1** Demonstrate how the public realm contributes to creating and/or improving an urban tree canopy.

GUIDANCE

Demonstrate that tree management measures are provided to ensure viable retention of existing and integration of new trees into the public realm.

Provision of root protection areas and deep soil areas is a way to enable an urban tree canopy.

- C6.5.2** Incorporate water sensitive urban design into the public realm without compromising the intended function of the space.

- C6.5.3** Where appropriate, precinct plans should demonstrate how urban habitat is being supported in the public realm.

- C6.5.4** Demonstrate that natural systems have been assessed and responded to through design strategies that both sustain and (where appropriate) restore the quality of the natural environment.

- C6.5.5** Identify opportunities for urban agriculture and/or community gardens where possible.



PRECINCT PLAN OUTPUTS

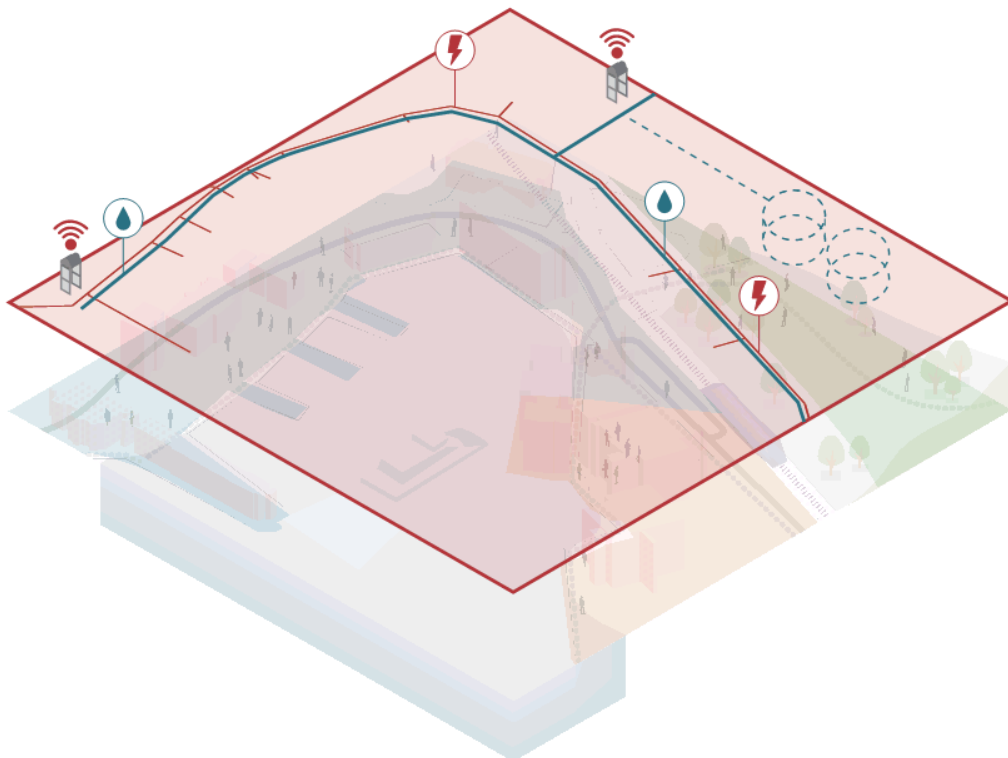
- ☐ Public realm plan showing type and hierarchy of open and public spaces (existing and proposed) including:
 - ☐ a green network plan
 - ☐ a landscape plan
 - ☐ streetscape cross-sections inclusive of landscaping detail
- ☐ Tree management strategies such as percentage of mature tree canopy, diversity of tree species and appropriate soil depths
- ☐ A Water Management Report that:
 - ☐ demonstrates stormwater management through water sensitive urban design within the green network, public open spaces and street reserves
 - ☐ considers alternative water solutions for landscaping irrigation needs, including using waterwise plant species
- ☐ Assessment against Healthy Active By Design criteria or similar
- ☐ Diagram illustrating solar access for the public realm, protection from weather (rain and wind impacts)

DESIGN ELEMENT 7: SERVICES AND UTILITIES

This Element considers services and utilities infrastructure including sewer, water, electricity, gas and communications network infrastructure.

INTENT

Services and utilities should be located and designed in an integrated manner without detriment to the ongoing functionality, appearance, safety and serviceability of the precinct. The location, design and management of services and utilities in the public realm should complement its activities, function and sense of place.



DESIGN ELEMENT 7: SERVICES AND UTILITIES



Fig 34. Central Park in Perth incorporates a range of underground infrastructure that does not compromise the usability of the space.



Fig 35. This services cabinet has been designed to reference the adjacent building and landscape design.

OBJECTIVE

- O.7.1** To ensure services and utilities infrastructure is provided in a manner that meets the needs of the community over time, and supports the intended development intensity of the precinct.

CONSIDERATIONS

- C7.1.1** Maximise positive benefits and efficient services/ utilities of delivery.
- C7.1.2** Consider future technologies that may augment the way in which the utilities operate.

OBJECTIVE

- O.7.2** To ensure services and utilities are an overt design consideration embedded in the delivery of precincts

CONSIDERATIONS

- C7.2.1** Co-location of services and utilities should occur wherever practical to minimise negative impacts on the public domain.
- C7.2.2** Where possible, infrastructure should be integrated with landscape design or built form design.

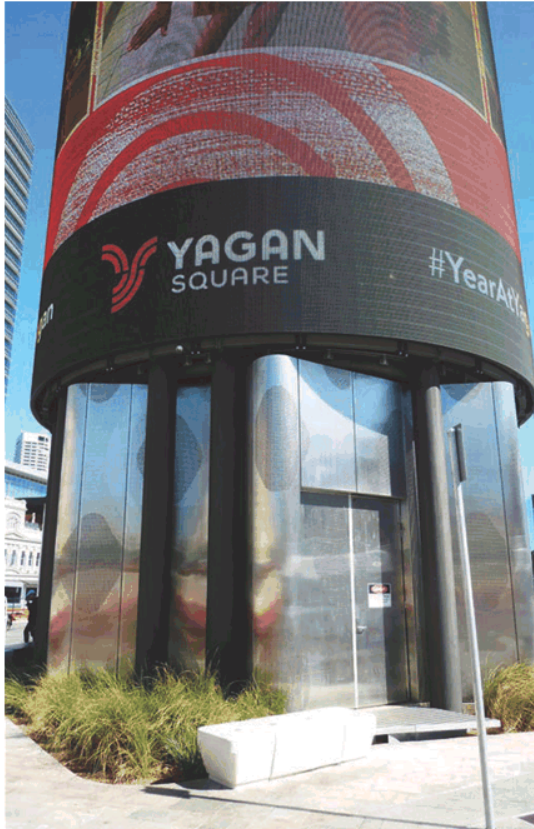


Fig 36. The tower at Yagan Square successfully integrates electrical infrastructure into its base without impacting on pedestrian amenity.

PRECINCT PLAN OUTPUTS

- ☐ Servicing and strategies report (coordination and assembly)
- ☐ Service provider agreements and programming
- ☐ Development staging plan



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IMPLEMENTATION

4.0 IMPLEMENTATION

Successful precinct planning requires a clear implementation strategy that defines a pathway to project delivery, and further enabling works that need to occur. Depending on scale and complexity, precinct plans should include an implementation chapter detailing strategies for the realisation of the precinct over time. Table 7 identifies a range of potential factors to be addressed.

Table 7. Factors in precinct plan implementation

Example Factor	Purpose	Example Output
Linkages to the vision	Ensure actions and outcomes over time are consistent with achieving the vision. Actions and outcomes can be high-level (flexible) or mandated (certain). The main consideration is that they are tailored to the needs of the precinct	Identify a list of key actions that will help to achieve the vision and its principles. These should be assigned a timeframe and clearly articulate an intended outcome
Funding	Manage the viability of the project and assist in the delivery of critical infrastructure	Define enabling infrastructure projects (including important, catalysing infrastructure and in the context of staging) for the precinct. Commentary on likely funding mechanisms, timing and responsibility Establish a value capture model to generate funds to reinvest into the precinct
Precinct Coordination	Identify and integrate the various factors that will impact on the implementation of the precinct plan over time	Encouragement and trade-offs – as well as bonuses and other means to achieve good design, include trade-offs to allow for alternative (minimum commensurate) benefits and achievements where design outcomes/targets are not met Staging – how and where the precinct will likely unfold over time including in the context of works such as major infrastructure and earthworks Interim uses – identify how and where how short-medium term land use and development will be facilitated while the precinct is being fully realised Land assembly – coordination of land to achieve the precinct vision. Identify incentives to promote coordination of land and owners Servicing and infrastructure – define priority infrastructure and explain how it will be provided in an integrated, staged and timely manner Public realm implementation including applicable development contributions Enforcement – identify resultant planning scheme amendments including zoning and design outcomes that will be incorporated into the planning scheme. Comment on the scope and timing of the amendments. Also identify the priority design outcomes to guide the application of due regard by decision-makers

Example Factor	Purpose	Example Output
Partnerships	Ensure agencies and other relevant groups are ready for implementation – demonstrate servicing capacity and timing of delivery	<p>Illustrate interagency coordination and agreements to ensure delivery of outcomes</p> <p>Confirm targeted non-government participation such as through community groups and private sector curation of spaces and events. Provide guidance on how and when this will be pursued, and contingency if it cannot be secured</p> <p>Define the relationship between the government, community and private sectors – anticipated roles, responsibilities and agreements for the implementation of the precinct plan</p> <p>Illustrate how the community will remain active participants in their precincts – ongoing consultation and engagement, community groups and boards etc.</p>
Case Studies	Learn from the success of comparable projects that assist understanding of desired outcomes	Include a review of comparable projects that explains the important features and requirements of achieving success (or failure) in other precincts
Catalyst Projects	Develop interest and improve project viability by creating catalytic projects, including those transitional/interim in nature	<p>Identify key projects that are needed to drive precinct development and will have an impact on timing and location of the same</p> <p>Examples include the delivery of a station or walking paths</p> <p>Government agreements and committed timeframes should be referred to in the precinct plan where possible</p>
Monitoring and Review	Measure delivery against predetermined metrics	<p>Agreed benchmarks and success factors should be measurable, achievable and associated with a timeframe. They should relate to both qualitative and quantitative measures. The capacity for the precinct to respond and adapt should be demonstrated</p> <p>Measurement – explain the review process: how and when it will occur and over what time period</p> <p>Responsiveness – describe the mechanisms in place to enable the precinct to change over time, both organically and in response to performance measurement</p>
Other/Future Reporting	Identify additional investigations and future actions to ensure the continued health of the precinct	Identify gaps that require additional consideration and guidance but do not necessitate a delay to the approval of the precinct plan





APPENDICES

A1 - CONTEXT ANALYSIS

A2 - HOW TO DEFINE A PRECINCT BOUNDARY

A3 - GUIDANCE ON BUILT FORM ENVELOPES

A4 - PRECINCT PLAN OUTPUTS

A5 - ASSESSMENT

DEFINITIONS

PHOTO CREDITS

A1 - CONTEXT ANALYSIS

PHYSICAL CONTEXT:

TOPIC	PURPOSE
Location	Understand where the precinct is situated highlighting key features and distances to other precincts or neighbourhoods. To be used to help establish a precinct boundary.
Area and land use	Understand relationships to other precincts, centres, features and influences. Determine the current function of the precinct including land use diversity and clusters, townscapes and amenity.
Tenure, ownership and buildings	Highlight land assembly opportunities and barriers and identify influence on development potential.
Ecology	Understand environmental conditions, opportunities and constraints.
Servicing infrastructure	Identify and describe planned and catalysing infrastructure projects. Understand and describe barriers to precinct development resulting from servicing shortfalls/ challenges. Identify how any barriers and challenges are planned to be resolved.
Social infrastructure, services and amenity	Understand current and future capacity, usage, service provision and timelines for further provision/upgrades.
People movement	Determine the influence of the current and planned transport network. Identify opportunities for potential improvements to walkability and cyclability. Understand forward planning by transport agencies – such as land requirements, timing and funding

COMMUNITY CONTEXT:

TOPIC	PURPOSE
People	Understand and align with current and potential user groups, and their needs.
Housing	Understand existing housing typologies and reconcile with demand/supply and affordability.
Economy	Understand and reconcile design with the strengths, weaknesses and emerging issues/trends of the precinct's economy including with respect to employment and business opportunities.
Culture, values, and identity	Understand the people and communities that will use the precinct to ensure authentic, people-driven outcomes.

LEGISLATIVE AND POLICY (GOVERNANCE) CONTEXT:

TOPIC	PURPOSE
Environment <ul style="list-style-type: none"> – Bush fire – Coastal planning – Water management – Vegetation protection – Tree management – Fauna habitats 	Identify and map relevant environmental considerations relating to policy. Consider relevance to sustainability specifically.
Planning <ul style="list-style-type: none"> – Higher-order planning strategies – Region scheme zoning – Local scheme zoning – State planning policies – Local planning strategies – Local planning policies – Density targets 	Identify and interpret applicable planning framework both in terms of current conditions and proposed, future outcomes.
Economic <ul style="list-style-type: none"> – Local commercial strategy – Economic development plan 	Identify the strategic economic importance of the precinct. Identify existing growth plan and impacts on surrounding facilities and services.
Infrastructure <ul style="list-style-type: none"> – Water – Energy 	Identify infrastructure upgrades, and future strategies. Understand future upgrades and interim capacity challenges.
Sustainability	To align precinct with sustainability strategies and policies.
Existing plans and projects	Identify current and proposed projects in the immediate vicinity and the wider neighbourhood/district, and consider their relevance and how they might influence the precinct plan.

A2- HOW TO DEFINE A PRECINCT BOUNDARY

Potential Considerations	Discussion and Possible Practical Application
Higher Order Strategic Directions	
Target dwelling yields	<p>A precinct boundary may be determined to ensure that identified target dwelling requirements can be achieved in the planning for that particular precinct.</p> <p>This may involve the broad scale testing of scenarios, with different options for precincts boundaries based on different visions for development outcomes (i.e. small precinct boundary with high-rise development or a large precinct boundary with low/medium rise development).</p>
Identified centres	<p>For neighbourhood centres, it may be appropriate for a precinct boundary to be identified at a distance of approximately 400m (using the walkable catchment methodology).</p> <p>For all centres, it may be appropriate for the precinct boundary to be skewed, rather than circular, with the larger portion of the precinct area to be located on the side that is more remote from the major daily destination. This reflects the likelihood that more custom will come from behind the centre than in front, relative to the main direction of travel to the major destination.</p>
Legislative Boundaries	
Local government boundaries Special legislation Other statutory planning instruments	<p>Consideration should be given to existing administrative boundaries and statutory planning instruments. It may be appropriate to exclude areas covered by existing instruments in order to simply implementation of the precinct plan.</p> <p>Alternatively, it may be desirable to identify a precinct that crosses jurisdictional boundaries to comprehensively plan for redevelopment of an area. In this circumstance, all relevant authorities should be involved from the outset and the potential multiple implementation actions flagged (i.e. changes to multiple schemes, legislation etc.).</p>
Existing Land Use Pattern and Zoning	
Land uses Zones Reservations	<p>It may be appropriate for a precinct boundary to reflect the existing pattern of land use and/or zoning. This approach may be preferable where limited land use change is proposed and instead the focus of precinct planning is to establish a new framework to guide built form outcomes.</p>
Existing Urban Structure	
Street network Cadastral configuration	<p>In some instances, it may be preferable for existing road reserves or the outer edges of existing street blocks to be used as the boundaries for precinct planning.</p> <p>In other circumstances, it may be more appropriate for the edge of a precinct boundary to be located in the middle of a street block so that the land use and/or built form transition can occur at this interface. This approach can also help to enable consistent streetscapes to be maintained (or developed) on either side of the street block.</p>
Existing Land Ownership	
Tenure (i.e. freehold, strata) Degree of fragmentation Public/private	<p>A precinct boundary may be identified to include or exclude particular parcels of land.</p> <p>For example, it may be appropriate to include a large parcel of land that straddles the walkable catchment of a train station in its entirety rather than having the precinct boundary include some but not all of the land parcel.</p>

Potential Considerations	Discussion and Possible Practical Application
Existing Built Form Characteristics	
Age Condition Heritage	<p>An assessment of the age, condition and/or heritage qualities of the existing building stock may assist in determining whether areas should be included within precinct boundaries.</p> <p>For example, it may be appropriate to exclude recently developed areas on the periphery of a precinct where there is unlikely to be a need for a new framework to guide further development in the short to medium term.</p> <p>Similarly, it may be appropriate to include all old and poor-quality housing stock within a precinct so that the framework for redevelopment covers all similar properties.</p> <p>It may also be desirable to ensure that all buildings with similar heritage qualities are included within a precinct boundary to enable the application of consistent requirements.</p>
Precinct Design Responses	
Land use/built form transition	<p>In areas where precinct planning is used to plan for substantial change, it will be important to consider how the affected areas will relate to surrounding areas where substantial change is not proposed.</p> <p>In some circumstances, it might be appropriate to include peripheral areas within the precinct boundary so that appropriate provisions can be devised to provide for an appropriate transition (i.e. land use, density, built form etc.) between areas affected and unaffected by the proposed change.</p> <p>In other circumstances, the need to include areas for transitional purposes may not exist where the nature of change envisaged at the periphery of the precinct is not substantial.</p>
Physical Characteristics/Features	
Topography	<p>The nature of the existing landform may influence the extent of a precinct boundary.</p> <p>For example, steep and undulating terrain may serve to reduce to the walkability of a precinct catchment and might warrant the need for a smaller-than-otherwise precinct boundary.</p>
Environmental (e.g. vegetation, wetlands, foreshores) Rivers/streams	<p>Depending on the circumstance, it may be appropriate for existing environmental assets to be included in their entirety within a precinct boundary so that suitable conservation and/or enhancement measures are devised and considered in parallel with the proposed development outcomes for the precinct.</p> <p>For example, it may be appropriate for a foreshore area to be included within a precinct boundary so that proposed improvements to the foreshore area can be devised through the precinct planning process and their suitability considered in the context of the adjacent proposed development (i.e. land use, density, building height).</p>
Water Management	<p>It may be useful and practical to devise precinct boundaries that support improved water management outcomes, where relevant. This approach may see boundaries reflect existing and/or proposed drainage catchments and respond to existing infrastructure.</p>

Potential Considerations	Discussion and Possible Practical Application
Major roads Railways	Existing physical barriers that prevent or limit movement may be appropriate to be used to define precinct boundaries. It may also be appropriate to include areas beyond such barriers where it is considered necessary that the precinct planning process addresses the barrier and outlines necessary measures to improve connectivity (e.g. new road linkages, pedestrian and traffic bridges etc).
Site contamination	Where contamination issues are known to exist, it may be appropriate to include all affected areas within the boundary of the precinct so that a coordinated approach to remediation can be formulated for implementation as part of works associated with the development or redevelopment in the precinct.
Transport Infrastructure	
Existing and proposed train and major bus stations	Generally within 800m of the station, using the walkable catchment methodology.
Existing and proposed high frequency bus stops	Generally within 250m of stops, using the walkable catchment methodology.
Servicing Infrastructure	
Capacity Catchments	The scale of development that can be realised in a precinct may be limited by existing or proposed servicing capacity constraints. It may therefore be appropriate to consider such constraints in formulating a precinct boundary. It may also be appropriate to test many different precinct boundary options that respond to and reflect different servicing strategies (i.e. different degrees or stages of upgrades, different technologies). There may also be merit in considering existing or proposed servicing catchment boundaries in determining precinct boundaries.

A3 - GUIDANCE ON BUILT FORM ENVELOPES

This section provides guidance on how to prepare built form envelopes within precinct plans. The intent is to create envelopes that reflect and address issues at a precinct level. The expectation is that envelopes will generally relate to street blocks and envelopes for specific development sites will only need to be included in precinct plans where necessitated by precinct design. For example, if a development site is to accommodate a catalyst project, has specific issues of critical significance to the precinct such as a major heritage asset and/or where a development site is large/major and will impact on the overall structure of the precinct.

Otherwise, envelopes for specific sites within a precinct are to be refined at more detailed planning and design phases through the application of aligned policies and processes within the Design WA suite such as SPP 7.3 Residential Design Codes Volume 2 – Apartment Design. Refinement of envelopes defined in a precinct plan will include a more detailed consideration of the massing of individual buildings within a precinct based on the broad scale of development identified in the precinct plan.

What is a built form envelope and why is it important?

The *Regulations* define built form envelope as ‘the area of land within which all buildings and effluent disposal facilities on a lot must be contained.’

This occurs through the definition of a three-dimensional boundary within which development may occur, defined through combination of:

- building height
- street setbacks
- side and rear setbacks.

Built form envelopes have an important role to play in precinct design because they manage the form and scale of new development appropriate to precinct context, the existing or planned character of an area and with respect to impact management.

Precinct-level built form envelopes must have regard for matters such as existing and proposed streetscape character, proposed lot size and configuration, areas of transition, natural features and significant views. This should be directly informed by context analysis and character definition as follows:

Context

Context is defined by the broader environment within which a precinct is situated. Defining context establishes the parameters for development scale and how new buildings can respond to the attributes and needs of an area. Section 2.3 should be consulted to inform context analysis for precinct design.

Character

Character is an important aspect of precinct identity created through the combined effect of:

- community
- the height, scale, setback, style and condition of existing buildings
- land uses and street-based activity
- the physical form of the street including width and function, verges and footpaths
- design of the public realm.

Understanding character is essential to define an appropriate scale for new development that retains and enhances character in an existing precinct or contributes to the desired character in a renewing precinct.

Through the visioning process (refer section 2.5) desired character should be determined in the precinct planning process. Cues can be taken from the context and character of surrounding areas to determine building envelopes across a precinct that together will contribute to precinct character.

SPP 7.3 Apartment Design contains several streetscape character typologies that precinct designers may find useful to define current and intended character for the precinct being planned. However, these typologies should not be considered binding or exhaustive – character definition should occur according to the specific context of the precinct and there may be other, more responsive and representative character types that could be identified and applied by design teams.

The factors that make up a built form envelope

Building height

Building height limits guide the intended scale of streetscapes and manage impacts between development and neighbours in terms of solar access, wind, and visual privacy.

The height of new development often dominates discussions about planning, however it is not the sole or even the main factor impacting on precincts. Well-designed taller buildings with good siting, setbacks, open space and articulation can be significantly better for precincts than poorly-designed low-rise buildings with high site coverage and no consideration of context.

Built form envelopes should therefore provide for an actual height of new development that is appropriate to the desired streetscape and character of the precinct, and in a manner that minimises amenity impacts across adjoining properties (both within and outside of the precinct). It should be expressed in storeys relative to natural ground level for ease of understanding.

When setting height controls, precinct designers should consider:

- testing height in tandem with plot ratio to ensure the settings are well aligned
- relating height to features within the existing streetscape or locality such as topography or heritage places
- whether a built form transition is appropriate along the interface edges of the precinct.

Building setbacks

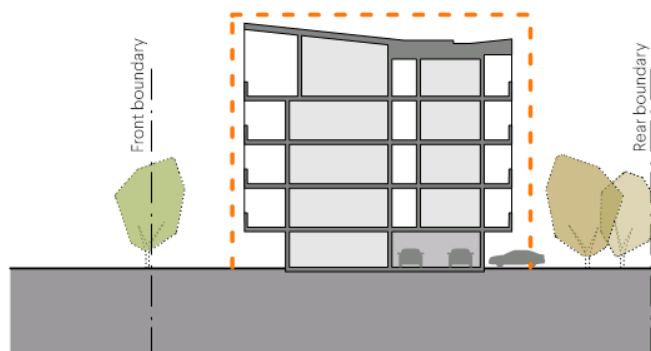
Setbacks are used in built form envelope definition to complement streetscape character and to provide the community with a distinct sense of address, arrival and privacy as appropriate.

Consideration of site's primary, secondary and rear setbacks should facilitate adequate separation between neighbouring properties taking into account desired streetscape character, vegetation protection, landscape character, stormwater management, solar access and natural ventilation, and transition between different land uses or intensity of use.

Setbacks are to be expressed as a minimum distance in metres between buildings and the cadastral boundary including the primary street, secondary street and side/rear boundaries. Depending on the intended streetscape, setbacks may include public pavement, hard or soft landscape treatments (including deep soil areas) or private gardens. This should be made clear through appropriate descriptions and example imagery in the precinct plan.

Setting street setbacks should begin with consideration of the desired streetscape character. The proportions of a street are established by the distance between building frontages in combination with the height of buildings, with this aspect of streetscape character directly affecting how the street will be perceived and used.

Fig 37. The total height of a building informs the number of storeys possible in a development. Floor to ceiling heights vary depending on the use. Shops and offices are typically higher than residential apartments.



The above figures are an excerpt from SPP 7.3 Residential Design Codes Volume 2 - Apartments. See: Primary Controls - Building Height within SPP 7.3 for current information.

A4 - PRECINCT PLAN OUTPUTS

THE PRECINCT PLAN IS TO INCLUDE:

- ☐ Location plan
- ☐ A strategic context that briefly summarises all relevant background information and technical reports (See A1 Context Analysis)
- ☐ A vision statement and related principles
- ☐ Detailed plan outputs as follows for each Element:

URBAN ECOLOGY

- ☐ Site assessment – identification of landscape and topographical features (natural and cultural)
- ☐ Biodiversity and/or environmental assessment (including fauna habitat identification)
- ☐ Heritage assessment including Aboriginal, cultural and built heritage interpretation plan
- ☐ Conceptual illustrations showing design of public open spaces, including streetscapes, civic squares and paved open pedestrian spaces
- ☐ A Water Management Report (at the appropriate scale) that:
 - ☐ identifies hydrological features (e.g. existing drainage, groundwater conditions, flood risk areas, waterways, wetlands)
 - ☐ determines the proposed drainage parameters and existing flood capacity of the development site
 - ☐ presents water sensitive design options that would apply to the precinct
 - ☐ demonstrates how stormwater management will be addressed, including reuse opportunities
 - ☐ addresses the precinct plan in its entirety through total water cycle management and demonstrate that the proposed water management strategies are feasible for implementation into the subdivision design
 - ☐ considers alternative water sources to be used within the development (potable and non-potable).
- ☐ Energy and greenhouse gas emissions statement (demonstrates how the precinct has a reduction in non-renewable energy sources)
- ☐ Waste management strategy

URBAN STRUCTURE

- ☐ Plan showing existing and proposed block and street structure, with rationale for modifications
- ☐ Map key views and design response
- ☐ Implementation and staging plan

MOVEMENT

- ☐ Street type/hierarchy plan
- ☐ Street/road cross sections (note that cross sections do not need to reflect Neighbourhood Design typologies)
- ☐ Movement priority plan
- ☐ Mode shift target
- ☐ Walkability and relative connectivity assessment
- ☐ Transport assessment including an analysis of the local street and district/regional road network
- ☐ Parking supply and management plan that addresses parking caps, efficiency measures such as reciprocal/common user parking and the location and management of parking supply. The plan should also include the management of on-street and off-street public parking.

BUILT FORM

- ☐ Precinct built form envelope diagram including building heights and setbacks (ground and upper floors)
- ☐ Prominent sites plan
- ☐ Road/streetscape cross sections showing relationship to built form and street width (note cross sections do not need to reflect Neighbourhood Design typologies)
- ☐ Streetscape character analysis:
 - ☐ including a built form character and street frontage inventory
 - ☐ including design of streetscape interface with the public realm
- ☐ Assessment against CPTED principles
- ☐ Key view diagrams
- ☐ Diagram illustrating solar access, overshadowing, mitigation of wind impact

LAND USE

- ☐ Land use map (current and proposed)
- ☐ Staging plan for land use
- ☐ Mapping of potential land use compatibility, including any interface/buffers required
- ☐ Identify and map opportunities for higher-density development consistent with housing density targets
- ☐ Identify any catalyst projects and how they contribute to the development of the precinct over time
- ☐ Employment analysis of the precinct
- ☐ Community facilities and services report (existing and proposed) including identifying the residential catchment they will service.
- ☐ Place activation study

PUBLIC REALM

- ☐ Public realm plan showing type and hierarchy of open and public spaces (existing and proposed) including:
 - ☐ a green network plan
 - ☐ a landscape plan
 - ☐ streetscape cross-sections inclusive of landscaping detail
- ☐ Tree management strategies such as percentage of mature tree canopy, diversity of tree species and appropriate soil depths
- ☐ A Water Management Report that:
 - ☐ demonstrates stormwater management through water sensitive urban design within the green network, public open spaces and street reserves
 - ☐ considers alternative water solutions for landscaping irrigation needs, including using waterwise plant species.
- ☐ Assessment against Healthy Active By Design criteria or similar
- ☐ Diagram illustrating solar access for the public realm, protection from weather (rain and wind impacts)

SERVICES AND UTILITIES

- ☐ Servicing and strategies report (coordination and assembly)
- ☐ Service provider agreements and programming
- ☐ Development staging plan

A5 - ASSESSMENT

Practitioners are encouraged to include a checklist (or similar summary) such as the example at Table 8 to aid in pre-lodgement discussions and assessment of the plan by the decision-maker. The checklist/summary should illustrate that the precinct plan has addressed these Guidelines and where in the precinct plan this is demonstrated. It should also provide for brief additional commentary/justification as required.

Decision-makers should not treat this checklist as a compliance test, which can only occur through a detailed review of the precinct plan.

Table 8. Sample assessment template

Element / Objective / Consideration	Addressed? (Yes / No / In Part / NA)	Precinct Plan Section	Comment
Element 1 - Urban Ecology			
Objective O.1.1 -To recognise, respond to, protect and enhance urban ecology.	In part	See below - Considerations	See below - Considerations
Considerations			
C1.1.1 Identify opportunities to contribute to enhancement and/or development of the green network, including the urban tree canopy, within and beyond the precinct.	Yes	Section AA – Context Analysis Section BB – Open Space Section CC – Street Network Section DD – Landscaping	
C1.1.2 Demonstrate that the urban water cycle is managed as a single system that responds to the precinct's urban water context.	Yes	Section BB – Open Space Section CC – Street Network Section DD – Landscaping Section EE – Urban Water Management	There is no remnant vegetation within the precinct and opportunities relate to reintroduction of planting
C1.1.3 Identify opportunities to incorporate waterwise and endemic species and/or non-native species into the green network and public realm planting where appropriate.	Yes	Section BB – Open Space Section CC – Street Network Section DD – Landscaping	The City has an urban tree canopy target of 30%. The precinct plan may fall short of this target but will introduce a series of shade trees in the street network where presently there is none.
C1.1.4 Identify opportunities to support habitat protection and enhancement in the public realm.	Yes	Section BB – Open Space Section CC – Street Network Section DD – Landscaping Section EE – Urban Water Management	
Note: Replicate for each Design Element. Section references above are hypothetical and for illustration purposes only.			

DEFINITIONS

Unless otherwise defined in this section, definitions in the *Planning and Development Act 2005* (and associated Regulations) apply.

Active transport: active transport is the use of human powered (primarily walking and cycling) modes of transport to access the places you need to go.

Circular economy: an alternative to a traditional linear economy (make, use, dispose) in which resources are kept in use for as long as possible – extracting the maximum value from them while in use, then recovering and reusing products and materials. Three core principles underpin a circular economy – design out waste and pollution; keep products and materials in use; and regenerate natural systems (Waste Authority, 2019).

Community benefit: a positive outcome for the community that responds to the needs of the community and may relate to a precinct or broader sustainability outcomes. The benefit must be measurable and enjoyed by more than the proponents, residents /visitors associated with a specific building, development or other proposal.

Complex precinct: are areas that require precinct planning for activity centres, or to appropriately address complex or competing design issues and redevelopment. Design for this precinct may result in significant changes to an area. This precinct type also relates to an area of regional, state or national significance.

Crime Prevention through

Environmental Design (CPTED)

principles: CPTED is an approach to deterring criminal behaviour and activity through environmental design. It seeks to ensure there is passive surveillance of activity on spaces, so criminals are deterred from committing crime.

Green network: the linkages between all public space types, the level of tree canopy coverage, green roof and wall surfaces and conservation and biodiversity areas

Precinct plan: A plan to guide the design, assessment and control of subdivision, land use and development in a precinct.

Public spaces: includes open spaces and the green network, that is: recreation spaces, sport spaces, nature spaces and foreshore reserves, as well as streetscapes, civic squares, piazzas, plazas and paved open pedestrian spaces.

Public realm: places accessible for common use by the community, including both the natural and built environment. It includes all types of public spaces, streetscapes, and public walkways.

Standard precinct: are areas of land that requires precinct planning to guide long- term development of a local or neighbourhood centre, or to appropriately address, character, heritage and infill development. Standard precincts will have limited complex/ competing design issues, and design outcomes are unlikely to result in significant community impact.

Social infrastructure: is the interdependent mix of facilities, places, services, programs and networks that maintain and improve the standard of living and quality of life in a community.

Strategic opportunity/catalyst site: a site that will accommodate a major project (private development, transport and infrastructure for example) that will drive/strongly influence precinct plan implementation including with respect to timing, urban structure and intensity/type of land use.

Urban ecology: urban ecology is an applied multi-disciplinary practice that considers human needs and impacts on the ecosystem as an integral component. Its principal aim is to progress solutions to make cities more liveable and environmentally resilient, and promote sustainable urban development.

Urban habitat: places for plants and animals to inhabit and move within an urban setting.

Urban heat island effect: occurs where air temperatures are higher in urban areas than surrounding non-urban areas. Temperatures can be 10 to 15 degrees hotter during the day and 5 to 10 degrees hotter at night as a result of the heat absorption of the built urban form.

Urban tree canopy: Urban tree canopy refers to the upper layer of habitat zone formed by trees. In terms of data and canopy measurement it includes any vegetation above three metres in height.

Urban water management: takes into consideration the total water cycle, facilitating the integration of water issues early in the planning process and encourages all levels of government and industry to adopt water management and urban practices that benefit the community, economy and environment.

Water sensitive urban design: the philosophy of achieving better water resource management outcomes in an urban context by using an integrated approach to planning and incorporating total water cycle management objectives into the planning process. The key elements of this design include protection from flooding, management of water quantity and quality to achieve ecological objectives, and water conservation, efficiency and re-use.

PHOTO CREDITS

ACKNOWLEDGEMENT

The Department of Planning, Lands and Heritage and the **WAPC** gratefully acknowledge the following contributors for allowing the use of these photographs to illustrate this document.

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-	14	DPLH	Museum St, Perth WA
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-	20	DPLH	Claisebrook Cove, East Perth WA
-	24	Peter Fitzgerald	Northbridge Piazza, Lake St, Northbridge WA
-	25	Tanya Ring	Globe Lane, William St, Perth WA
Fig 6	30	Peter Fitzgerald	Elizabeth Quay, Perth WA
Fig 7	30	Kelwin Wong	Elizabeth Quay, Perth WA
Fig 8	31	MRA	Perth Cultural Centre, Perth WA
Fig 9	31	Handle Property Group	The Bottleyard/Palmerston Rd, Perth WA
Fig 10	32	Tanya Ring	Railway Square, Midland WA
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Fig 21	42	Peter Fitzgerald	Prahran Hotel, Windsor, Victoria
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-	53	Adrian Lambert/MRA	Claisebrook Cove, East Perth WA
Fig 34	56	DPLH	Central Park, Hay St, Perth WA
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Department of Planning,
Lands and Heritage



Western
Australian
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*We're working for
Western Australia.*

PRECINCT DESIGN PLANNING FRAMEWORK DISCUSSION PAPER

FOR PUBLIC COMMENT

AUGUST 2019



For a Better
Built Environment

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Disclaimer

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Abbreviations/terms used

DPLH	Department of Planning, Lands and Heritage
MCF	Model Centre Framework
R-Codes	Residential Design Codes
SPP	State Planning Policy
WAPC	Western Australian Planning Commission

1. Introduction

Perth and Peel @ 3.5 million identifies that 47 percent of the Perth and Peel region's future housing supply and population growth to 2050 will be accommodated through consolidated development in strategic infill locations. Growth is also forecast to occur in existing areas of our regional towns and communities. Effective planning of the urban realm is essential to achieve high quality urban development in these locations; however, the current planning system does not have adequate tools to support planning and design of these locations, other than within designated Activity Centres.

The Western Australian Planning Commission (WAPC) has therefore undertaken work, in collaboration with a diverse range of planning, design and industry stakeholders, to consider tools for the planning of precincts. In the context of this work, precincts are broadly defined as areas that require a high-level of design focus due to their complexity, whether this is due to mixed use components, higher levels of density, an activity centre designation or heritage or ecological values. Refining this definition will be important to inform orderly application of the tools and processes.

The WAPC has endorsed the release of a suite of draft documents for public consultation. Draft State Planning Policy 7.2 – Precinct Design (SPP 7.2) outlines the key outcomes that are to be achieved when planning in a precinct setting and has been prepared under Part 3 of the *Planning and Development Act 2005*. The accompanying draft Precinct Design Guidelines provide guidance for proponents and assessors on how to undertake precinct planning to achieve the outcomes outlined in SPP 7.2.

These documents (hereafter referred to as *Precinct Design*) seek to enable integrated consideration of land use planning and built form outcomes in a broad range of infill areas and activity centres to facilitate consolidated growth and achieve good design quality and built form outcomes, and community benefits, at the precinct scale.

This Discussion Paper considers the impacts that may arise from the introduction of *Precinct Design* and outlines changes that may be required to existing processes, legislation and associated planning documents to support effective and efficient implementation across the Western Australian planning system. The Discussion Paper includes options for implementing some aspects of *Precinct Design* and invites feedback on those options.

The Discussion Paper endeavours to identify options that will simplify and streamline the precinct planning process and avoid the addition of red tape, while recognising the complex context of the areas to which *Precinct Design* will apply and the need to achieve high-quality planning and design outcomes.

The purpose of the Discussion Paper is to obtain stakeholder input into proposed changes and options and to canvas alternative options and ideas.

Feedback

The Department of Planning, Lands and Heritage ('the Department') welcomes feedback and input regarding the options for change outlined in this Discussion Paper.

Questions are included throughout the Discussion Paper to prompt respondents in providing feedback on specific matters. General comments and suggestions are also welcomed.

The Department also wishes to express in advance its appreciation to stakeholders for their feedback on *Precinct Design* and the proposed changes required to enable implementation.

The Department is committed to working with stakeholders to successfully implement *Precinct Design* in the manner that best enables beneficial social, environmental and economic outcomes to be realised.

Submission and Contact Details

Written feedback and submissions regarding this Discussion Paper (and draft SPP 7.2 – Precinct Design and the Precinct Design Guidelines) can be made in the following ways:

By Email

designwa@dplh.wa.gov.au

Via the DPLH Citizen Space portal

<https://consultation.dplh.wa.gov.au/>

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The submissions period closes at
5pm, 15th October 2019.

If you have any queries or questions regarding the proposed ideas for changes to the planning framework and would like to discuss these further, please call the DPLH Design WA team on 6551 8002.

2. Precincts in context: Planning Reform

In August 2019, the State Government released its Action Plan for reform of the Western Australian planning system. The Better Planning, Better Places program outlines three goals for the modernisation of the planning system as follows:

- planning creates great places for people;
- planning is easier to understand and navigate;
- planning systems are consistent and efficient.

A number of initiatives have been identified to deliver the reform goals and several relate directly to the preparation and implementation of *Precinct Design*. **Table 1** outlines the relationship between the Government's planning reform program and elements of *Precinct Design*.

The planning reform program aims to improve collaboration between applicants, assessing agencies and decision-makers and focus more effort on delivery of positive outcomes. This is supported by efforts to reduce red-tape and ensure planning processes are efficient, consistent and easier to understand.

The proposed changes to the planning framework outlined in this Discussion Paper have been formulated with a view to ensuring that *Precinct Design* is implemented in an efficient and effective manner that closely aligns with the key objectives outlined above for planning reform.



4 PRECINCT DESIGN PLANNING FRAMEWORK DISCUSSION PAPER

Table 1 - Alignment of Precinct Design with planning reform		
Relevant Planning Reform Goals and Initiatives		Relevance to Precinct Design
Planning creates great places for people		
Good design is required and design excellence encouraged	Policy guidance about planning and design of mixed-use precincts and activity centres, medium-density housing and new development areas will be finalised and implemented, in consultation with stakeholders.	<p>Draft SPP 7.2 provides guidance on the desired outcomes to be achieved where Precinct Plans are required.</p> <p>The draft Precinct Design Guidelines also outline a preferred approach to precinct planning (including context analysis, design, testing and engagement).</p>
Planning is easier to understand and navigate		
Clear and concise guidance is readily available	DPLH/WAPC will prepare and publish contemporary guidance to explain the purpose of various planning instruments, expectations regarding how they are to be prepared and the way they are to be used.	<p>Content within this Discussion Paper considers the role and place of precinct planning in the planning system. Changes to the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the Regulations) are proposed.</p> <p>Supporting guidance to assist implementation and ongoing use will be prepared to accompany finalisation of <i>Precinct Design</i>.</p>
Planning systems are consistent and efficient		
Structure and precinct planning tools are fit-for-purpose	The option to incorporate key elements of precinct (and/or structure) plans into local planning schemes will be available via a parallel or streamlined scheme amendment process to reduce total assessment and decision timeframes and remove duplications in consultation.	Section 3.5.3 of this Discussion Paper outlines options for streamlined processes to amend Local Planning Schemes to give effect to key provisions of Precinct Plans.
	The purpose and effect, and appropriate use, of structure and activity centre plans (soon to be precinct plans under the Design WA project) and local development plans will be clearly defined.	<p>Content within this Discussion Paper considers the role and place of precinct planning in the planning system. Mechanisms to give effect to Precinct Plans are considered in Section 3.5.3.</p> <p>The role and place of Local Development Plans will be considered further as part of the preparation of the draft Neighbourhood Design State Planning Policy (SPP) and the medium density policy framework.</p>
	The process to prepare structure and precinct plans will be collaborative, including pre-lodgement discussions and the involvement of referral agencies (where relevant) and the community.	<p>The draft Precinct Design Guidelines emphasise the importance of early and meaningful engagement between proponents, assessing and referral agencies and decision-makers as part of the precinct design process.</p> <p>Work will be undertaken separately by the Planning Reform Delivery Team to evaluate options to formalise pre-lodgement processes across the planning system.</p>
	Structure and precinct plans will be subject to risk-based assessment streams and contemporary consultation practices.	<p>Potential advertising timeframes for Precinct Plans are considered in Section 3.4.1.</p> <p>The potential introduction of risk-based streams will be assessed separately by the Planning Reform Delivery Team. Suggestions for stream criteria are invited in Section 3.4.2.</p>

3. Key discussion topics

This Discussion Paper is primarily concerned with the place and role of Precinct Plans within the planning system and the associated regulatory procedures. The following matters are considered in further detail in this Discussion Paper:

- the nature of the overall framework and the relationship between Precinct Plans and existing instruments (i.e. Structure Plans, Activity Centre Plans and Local Development Plans);
- a framework for policy guidance for Precinct Plans and related instruments;
- the circumstances when Precinct Plans may be prepared or are required (i.e. the triggers for precinct planning);
- the roles, responsibilities and procedures for assessment and determination of Precinct Plans (and existing instruments);
- mechanisms for giving Precinct Plans effect in the planning system;
- amendments to other existing DPLH and WAPC documents required to facilitate implementation of *Precinct Design*.

This Discussion Paper also identifies options for amending the Regulations to enable the effective implementation of *Precinct Design*. Feedback is sought on these options and proposals.

3.1 Place of Precinct Design in the planning system

The existing planning system features several instruments and processes that are used to plan for development in greenfield areas and in activity centres; however, these are not well equipped to address the complex challenges associated with planning for consolidated growth in existing areas. *Precinct Design* will address this issue and provide a policy framework and planning tools to better plan for and support development in existing urban areas across Western Australia.

It is important that new processes associated with *Precinct Design* do not add layers of red-tape or complication to the planning system and that its implementation contributes to the achievement of the Better Planning, Better Places reform program goals.

Consideration has been given to the potential place in the planning system of *Precinct Design* and the associated outputs of the precinct planning process. **Section 3.1.1** below provides a generalised view of the existing framework and use of the relevant planning tools. **Section 3.1.2** outlines one way in which *Precinct Design* could be incorporated into this framework and reflects preliminary discussions with stakeholders to date. Two alternative approaches, which have not yet been canvassed with stakeholders, are included at **Appendix A**.

3.1.1 Existing framework and use of instruments

The existing framework of Structure Plans, Activity Centre Plans and Local Development Plans, along with the associated policy guidance and approval responsibility, is represented in a generalised manner in **Figure 1** below and summarised in **Table 2**. A brief overview of the strengths and issues of the existing framework is outlined in **Table 3**.

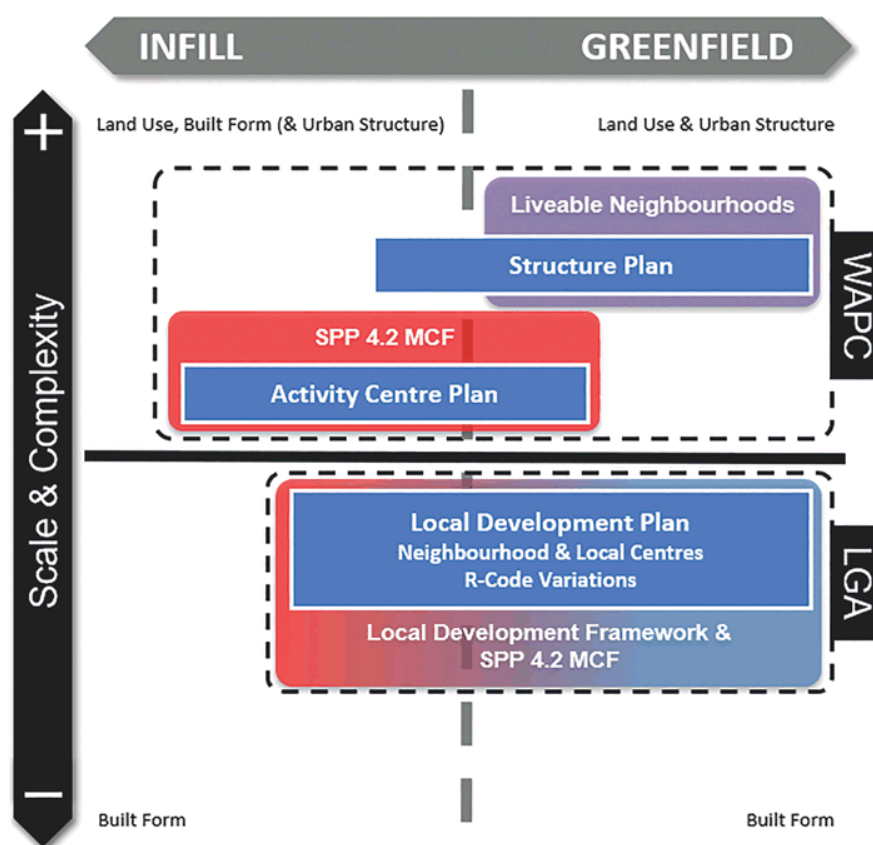


Figure 1 – Existing generalised planning framework

Table 2 – Description of existing planning framework**Activity Centre Plans**

- Required for district centres (and above) identified in SPP 4.2 – Activity Centres for Perth and Peel (SPP 4.2); both in infill and greenfield settings.
- Used to establish a framework for land use, infrastructure, the movement network and the reconfiguration of land and can set out standards for building development.
- Generally guided by the Model Centre Framework contained within SPP 4.2 and Element 7 – Activity Centres and Employment of Liveable Neighbourhoods (2009).
- Subject to standalone assessment and determination process in the Regulations.
- Determined by the WAPC.

Structure Plans

- Widely used in greenfield settings to establish a movement network framework, the spatial distribution of land uses and to co-ordinate infrastructure delivery; generally used to guide subdivision.
- Sometimes used in infill settings with varying degrees of effectiveness and often accompanied by separate design guidance (noting that, under the Regulations, Structure Plans cannot set out standards for building development).
- Policy guidance for residential subdivision provided in Liveable Neighbourhoods (which has been identified for review as part of the Design WA program).
- 'Manner and form' guidance provided in the Structure Plan Framework.
- Subject to standalone assessment and determination process in the Regulations.
- Determined by the WAPC.

Local Development Plans

- Widely used in greenfield residential estates to vary provisions of the R-Codes.
- Can be used for local and neighbourhood centres, under SPP 4.2.
- Format, content and use can vary substantially, depending on the setting and underlying land use.
- Subject to standalone assessment and determination process in the Regulations.
- 'Manner and form' guidance provided in the Local Development Framework.
- Determined by local governments.

Table 3 – Overview of benefits and issues of existing planning framework

Benefits	Issues
<ul style="list-style-type: none"> • Existing processes and policy guidance are generally well understood by planning professionals, as a result of practical use following implementation of the Regulations in 2015 	<ul style="list-style-type: none"> • Absence of suitable policy guidance to inform planning for change in existing areas. • Current tools do not provide for an integrated approach to plan for land use change and built form outcomes in infill settings that are not identified as activity centres. • Varied and prolific use of Local Development Plans, leading to some confusion regarding their role and place in the planning system

3.1.2 Incorporation of *Precinct Design*

Precinct Design has been prepared to guide land use planning and development outcomes in all infill environments and for the more substantial activity centres in greenfield settings. The main output associated with *Precinct Design* is envisaged to be a Precinct Plan and two different types are proposed; Complex and Standard. Activity Centre Plans will no longer be prepared and Precinct Plans will instead be used to plan for, inter alia, activity centres. Activity Centre Plans approved prior to the introduction of *Precinct Design* will continue to be valid.

Figure 2 below provides a generalised overview of the potential place of *Precinct Design* in the planning system and **Table 4** summarises the key elements of the new framework, including the place and role of existing instruments.

The proposed place of *Precinct Design* in the planning system and the associated changes to the Regulations outlined below reflect considerations and discussions to date with stakeholders in the preparation of the draft documents.

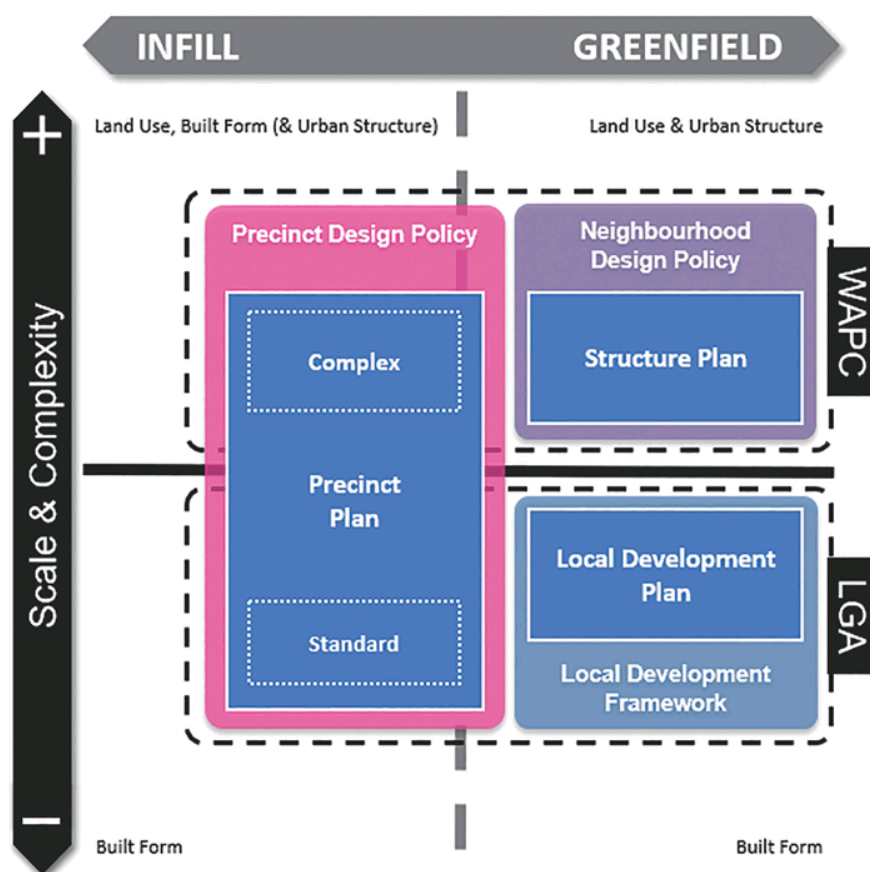


Figure 2 - Possible place of *Precinct Design* in planning framework

Table 4 – Description of planning framework upon introduction of Precinct Design**Precinct Plans**

- To be prepared for all types and scales of precincts.
- Generally prepared to plan for change in all infill circumstances/existing urban areas and for all activity centres (both infill and greenfield).
- Can establish development standards on private land and outlines improvements to the public realm.
- Content to be guided by *Precinct Design*.
- Subject to a standalone assessment and determination process in the Regulations.
- Different approval authorities for the different types of plans (i.e. WAPC to determine Complex Precinct Plans and local governments to determine most Standard Precinct Plans).

Structure Plans

- To be used principally in greenfield settings to guide subdivision and inform zoning.
- Content to be guided by the new draft Neighbourhood Design SPP (revised and updated Liveable Neighbourhoods) for predominantly residential uses.¹
- Subject to a standalone assessment and determination process in the Regulations.
- Determined by the WAPC.

Local Development Plans

- To be used exclusively in greenfield settings, for built form matters (i.e. R-Code variations) only.
- Content to be guided by the Local Development Framework.
- Subject to a standalone assessment and determination process in the Regulations.
- Determined by local governments.

¹ *Structure Plans are also likely to be the most appropriate tool to plan for industrial and rural residential subdivisions in greenfield settings.*

Figure 3 provides an overview of the process to determine which planning tool (Complex Precinct Plan, Standard Precinct Plan, Structure Plan and/or Local Development Plan) would be used in different circumstances and is a practical representation of the potential planning framework depicted in Figure 2. It also outlines which guidance would apply to the preparation and assessment of each plan.

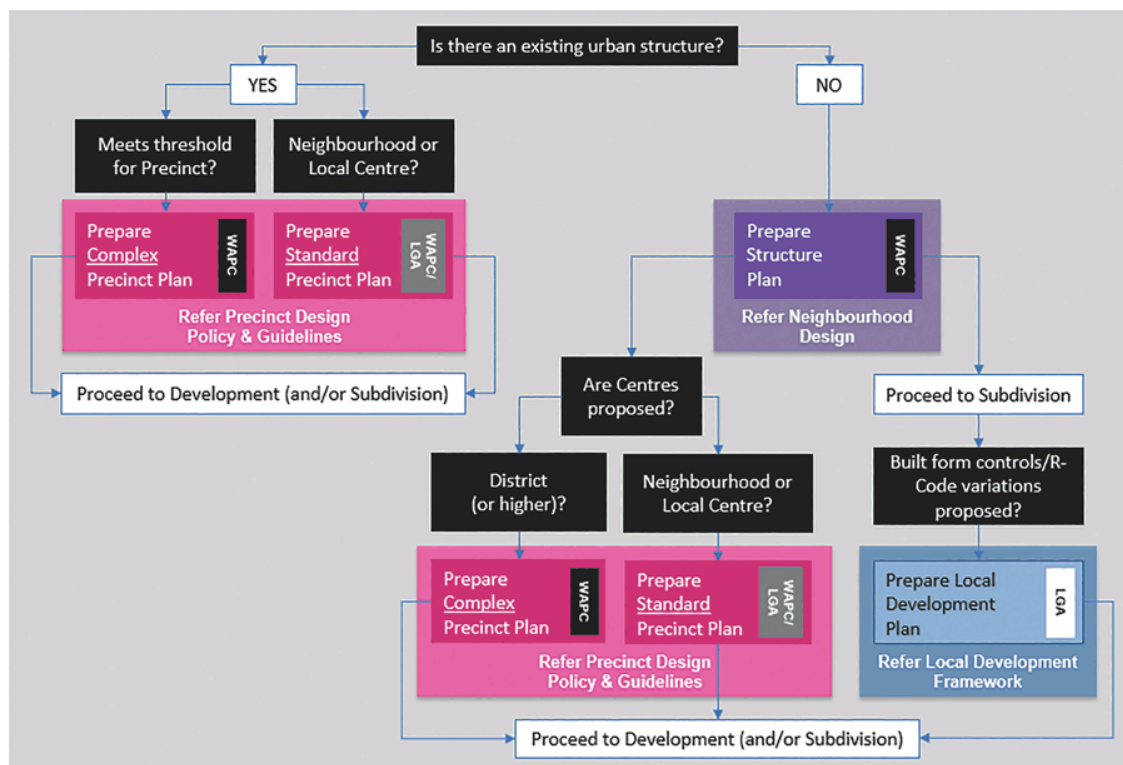


Figure 3 – Decision Tree to inform use of correct planning tool

Figure 4 notionally outlines the changes to, and structure of, Schedule 2 – Deemed provisions for local planning schemes of the Regulations with the introduction of *Precinct Design*. References to 'Activity Centre Plans' would be removed and replaced with 'Precinct Plans' in Part 5 of the Regulations. This would involve limited structural change to the existing Regulations.

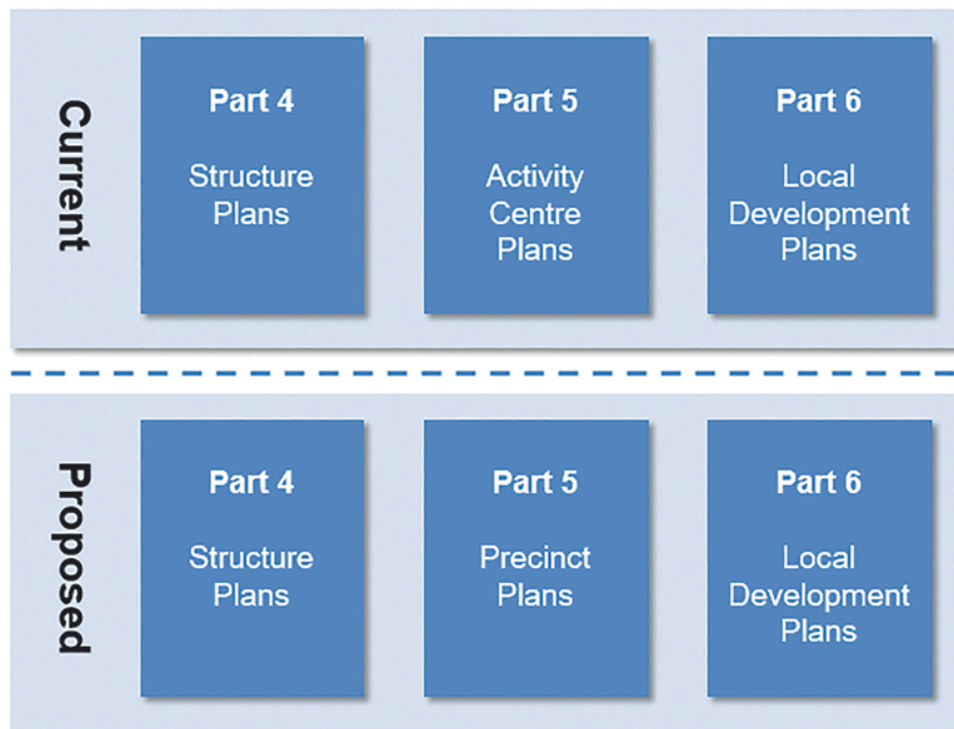


Figure 4 – Notional changes to the Regulations

A brief overview of the strengths and issues of the proposed changes is outlined in **Table 5**.

Table 5 – Overview of benefits and issues of proposed changes	
Benefits	Issues
<ul style="list-style-type: none"> • Clear arrangements regarding the appropriate policy guidance (i.e. <i>Precinct Design</i> for all infill circumstances and Neighbourhood Design for the vast majority of greenfield circumstances), irrespective of scale. • Provides for the ongoing use of Structure Plans and Local Development Plans in greenfield settings in a manner generally consistent with their current use. 	<ul style="list-style-type: none"> • Challenges associated with clearly defining Complex and Standard Precinct Plans for implementation via the Regulations. • Challenges associated with establishing different assessment processes in the Regulations for different types of Precinct Plans with different determining authorities.

Questions for feedback

1. Incorporation of *Precinct Design*
 - a. Do you support the proposed approach for the inclusion of *Precinct Design* in the planning framework?
 - b. What are the key considerations that have influenced your assessment?
 - c. Do you have any suggestions regarding other potential alternatives?
2. Policy Guidance
 - a. Do you support the general principle that *Precinct Design* is used to guide the preparation of plans in existing urban areas and the draft Neighbourhood Design SPP is used to inform the preparation of plans in greenfield settings/undeveloped areas?

3.2 Determining authority

The State Government, via the Minister for Planning and the WAPC, is responsible for determining Structure Plans, Activity Centre Plans, scheme amendments and subdivision applications. Local governments have responsibility for determining Local Development Plans and, in most instances, development applications.

Consistent with existing arrangements, Precinct Plans are intended to be determined by the WAPC in most circumstances, including where scheme amendments may be required to give effect to an approved Precinct Plan and/or where the approved plan is likely to inform the preparation and assessment of subdivision applications. Generally, all Complex and some Standard Precinct Plans will be determined by the WAPC.

It is intended that local governments will be responsible for the determination of Precinct Plans where they will be used to guide built form outcomes (rather than informing subdivision and/or where scheme amendments are not required to give them effect). Some, but not all, Standard Precinct Plans will therefore be determined by local governments.

Given the potential for Standard Precinct Plans to be approved by either a local government or the WAPC, it will be important that the determining authority responsibility is established early and unequivocally so that the plan can be processed and determined in a timely manner.

One approach to address this matter would be to require all Standard Precinct Plans to be provided to the WAPC on receipt by a local government. The WAPC would then be required to advise the local government within a set period (potentially 14 to 28 days) as to whether or not it intends to be the decision-maker for the plan.

If a response was not provided within the specified period, then it would be taken that the WAPC would not wish to be the determining authority and the local government would proceed to assess and determine the Standard Precinct Plan.

One benefit of this approach is that the Department would be able to compile a record of all Precinct Plans, which could assist in identifying emerging trends in built form controls and monitoring development activity.

Questions for feedback

3. Determining authority
 - a. Do you support the proposed determining authority arrangements?
 - b. What changes would you suggest and why?
 - c. Do you support the potential requirement for all Standard Precinct Plans to be provided to the Department by a local government upon lodgement?

3.3 Triggers

3.3.1 Identification of precincts

The effective implementation of *Precinct Design* will be reliant on the clear and early identification of precincts and where precinct planning is required.

As a guiding principle, precincts and areas requiring precinct planning are to be identified at the highest appropriate level in the planning system. Once identified, the requirement for precinct planning should be reflected at, and cascaded through, the subsequent levels of the planning system.

Consistent with the principles outlined in the Better Planning, Better Places Action Plan, the need for precinct planning and the applicable spatial extent should be discussed between local government and DPLH officers, and landowners/proponents where relevant, as early as possible in the planning process.

Table 6 outlines how the requirement for precinct planning could be identified in strategic plans at various levels in the planning system and provides some examples of the types of precincts to which *Precinct Design* is intended to apply.

The content of Table 6 is not exhaustive and there may be other opportunities where precinct planning is needed. Similarly, not all types of precincts will occur in all circumstances; the need for precinct planning should only be identified where the relevant pre-conditions exist.

Questions for feedback

4. Identification of precincts
 - a. Do you agree with the guiding principle regarding the identification of precincts and the need for precinct planning?
 - b. Are there other strategic planning levels (or mechanisms) where precincts and the need for precinct planning can or should be identified?

Table 6 – Potential opportunities to identify precincts and example types	
Example Strategic Planning Level	Possible Example Precincts Types
Endorsed Higher-Order Strategic Plans	
<ul style="list-style-type: none"> Perth and Peel @ 3.5 million and the Sub-regional Planning Frameworks 	<ul style="list-style-type: none"> Activity Centres Urban Corridors Station Precincts
<ul style="list-style-type: none"> Activity Centres for Greater Bunbury Lower Great Southern Strategy Pilbara Planning and Infrastructure Framework 	<ul style="list-style-type: none"> Activity Centres Existing areas identified for land use change (e.g. from industrial/commercial to residential). Existing areas identified for increase in density without land use change (i.e. residential upcoding).
State Planning Policies	
<ul style="list-style-type: none"> SPP 4.2 – Activity Centres for Perth and Peel 	<ul style="list-style-type: none"> Activity Centres
Other Endorsed Strategic Plans	
<ul style="list-style-type: none"> District Planning Strategies¹ Local Planning Strategies² 	<ul style="list-style-type: none"> New Activity Centres in greenfield areas. Upgrades to existing Activity Centres in existing areas. Activity Centres in regional areas (i.e. where not identified in SPP 4.2). Areas surrounding existing and/or proposed transit stations (i.e. heavy rail, bus, light rail). Existing or proposed Urban Corridors. Existing areas identified for land use change (e.g. from industrial/commercial to residential). Existing areas identified for increase in density without land use change (i.e. residential upcoding). Heritage areas (e.g. where precinct planning can be used to identify and balance redevelopment and/or conservation outcomes)
<ul style="list-style-type: none"> Structure Plans 	<ul style="list-style-type: none"> New Activity Centres in greenfield areas. Areas surrounding proposed mass transit stations (i.e. heavy rail, bus, light rail).

¹ District Planning Strategies (DPSs) are new tools that are proposed as part of the Better Planning, Better Places planning reform program. DPSs are intended to be used to better address and resolve regionally significant priorities and issues at the district level and to inform improved local level planning. DPSs may include existing District Structure Plans.

² The key strategic objectives of a Local Planning Strategy are proposed, as part of the Better Planning, Better Places planning reform program, to be incorporated into a Local Planning Scheme in the form of a succinct Local Strategic Statement.

3.3.2 Statutory triggers

The requirement to undertake precinct planning for an area will need to be identified in the statutory planning framework to provide clarity and certainty to the community, development industry, assessing agencies and decision-makers.

Table 7 outlines potential ways in which the triggers for precinct planning could be incorporated into a Local Planning Scheme. It may be appropriate that all methods are available for use and the most appropriate approach can be chosen in response to the characteristics of the area in question. The approach selected should be discussed between local government and DPLH officers, and landowners/ proponents where relevant, as early as possible in the planning process.

Questions for feedback

5. Statutory triggers
 - a. Do you have any comments regarding the potential statutory triggers (i.e. overlay, zoning, text provisions)?
 - b. Do you have any suggestions regarding alternate ways for triggers for Precinct Plans to be incorporated into the planning system?

Table 7 – Potential inclusion of triggers for precincts in Local Planning Schemes

	Overlay	Zoning	Text Provisions
DESCRIPTION	<p>The requirement for a Precinct Plan and the applicable spatial extent is identified on the Local Planning Scheme maps.</p> <p>This could be achieved using a Special Control Area designation to outline the outer edge of the precinct</p>	<p>The requirement for a Precinct Plan and the applicable spatial extent is identified on the Local Planning Scheme maps.</p> <p>This could be achieved using a zone, such as the existing 'Centre' zone or an equivalent new 'Precinct' zone.</p>	<p>The requirement for a Precinct Plan is expressed in words in the Local Planning Scheme text.</p> <p>Approach A: This could be used in parallel with an overlay or zone on the Local Planning Scheme maps.</p> <p>Approach B: This could be used to signal the need for a Precinct Plan (i.e. 'land generally within 800m of train station' etc.), without an accompanying reference on the Local Planning Schemes maps.</p>
ADVANTAGES	<p>This approach provides for the existing zoning and development control provisions to be retained prior to and whilst a Precinct Plan is being prepared, assessed and determined.</p> <p>This would provide a framework for the consideration of subdivision and/or development applications where appropriate before the new framework is prepared and given effect.</p>	<p>This approach is consistent with current practise for some activity centres and would therefore not represent a substantial change to existing procedures.</p>	<p>Both Approaches A and B: This approach provides the ability to outline in the Local Planning Scheme text key matters that need to be addressed in the preparation of the Precinct Plan. This might include high-level precinct-wide objectives, necessary supporting studies for key matters, a requirement for design review input to be given due regard prior to determination of a precinct plan etc.</p> <p>Approach B: This approach would provide flexibility to determine the precinct boundary during the formative stages of the precinct planning process, when detailed contextual investigations are undertaken. The boundary of the precinct could then be determined in a way that responds to these contextual investigations, as envisaged in the Guidelines.</p>
DISADVANTAGES	<p>The identification of the requirement to prepare a Precinct Plan prior to subdivision and/or development may serve to sterilise land, particularly in circumstances where there may be a substantial time lag between the identification of the need for a Precinct Plan and the plan being prepared and approved.</p>	<p>The use of a generic, broad-brush zone as the head of power for the preparation of a Precinct Plan is likely to see the existing development controls removed until the Local Planning Scheme is updated to reflect the relevant and key content of a Precinct Plan. There are likely to be some circumstances where the absence of development control provisions is not desirable or appropriate.</p>	<p>Approach B: While flexibility may be desirable so that a precinct boundary can be formulated that responds appropriately to its context, such an approach does not provide certainty to landowners located in areas near the periphery of a potential precinct boundary as to whether or not they will be subject to precinct planning requirements.</p>

3.3.3 WAPC determination

In addition to the options outlined in Table 7, it is proposed that the WAPC be able to require the preparation of a Precinct Plan for an area for the purposes of orderly and proper planning. This is consistent with the existing Regulations, which enables the WAPC to require Structure and Activity Centre Plans where it considers necessary for the purposes of orderly and proper planning.

This approach could be used to provide a head of power for the preparation of a Precinct Plan where one is not otherwise in place in a Local Planning Scheme. This may be of use to proponents where they seek to initiate and lead a precinct planning process in areas yet to be identified as requiring a Precinct Plan. Doing so would provide certainty regarding procedural requirements and the status of the output upon completion of the precinct planning process.

If the WAPC considers a request to require a Precinct Plan for the purposes of orderly and proper planning, it may be necessary that some engagement and consultation occurs so that those affected by the proposal can consider the implications of such a determination and make their views known. It may also be necessary for a proponent to demonstrate how it has consulted with those likely to be affected by its proposal before seeking a determination by the WAPC.

Where the WAPC has determined that a Precinct Plan is required, it may be necessary for notice of the decision is published or communicated in some form so that the requirement for precinct planning for an area is clearly known and easily accessible.

Questions for feedback

6. WAPC determination
 - a. Do you have a view on the procedural requirements associated with the WAPC making a determination that a Precinct Plan is required for the purposes of orderly and proper planning?
 - b. Do you think consultation should occur prior to the WAPC determining that a Precinct Plan is required? If so, what consultation do you think should be required and how should this be undertaken?
 - c. How do you think the WAPC's determination that a Precinct Plan is required should be made known?

3.4 Assessment procedures

Existing assessment procedures for processing Structure Plans and Activity Centre Plans are outlined in Parts 4 and 5 respectively of Schedule 2 – Deemed provisions for local planning schemes of the Regulations.

These established practices and procedures are generally well understood and have been used as a starting point in the consideration of potential assessment procedures for Precinct Plans. A number of the proposals and suggestions presented below relate to the existing procedures of the Regulations. The opportunity also exists to explore new or alternate procedures as part of the consideration of feedback on how best to implement *Precinct Design*.

3.4.1 Advertising timeframes

Under the Regulations, a local government is required to advertise a Structure Plan or Activity Centre Plan for a minimum of 14 days and a maximum of 28 days, or longer as agreed to by the WAPC. No changes to these timeframes are contemplated at this time for Structure Plans and will be considered further in the implementation of the Better Planning, Better Places Action Plan.

A longer advertising timeframe may be appropriate, given the complex range of matters covered. This may be particularly relevant for Precinct Plans in existing areas where existing communities will be affected by the proposed change. A longer advertising period would ensure those affected by a Precinct Plan have adequate time to understand what is proposed and to prepare submissions to express their views.

One option is to align the advertising timeframes for Precinct Plans with those for Standard amendments to Local Planning Schemes. A Standard amendment is currently advertised for 42 days. This would enable concurrent amendments to Local Planning Schemes to give effect to the key provisions of an endorsed Precinct Plan, as discussed further in **Section 3.5.3**.

It is noted that a longer advertising period is unlikely to be necessary or appropriate for all Precinct Plans. If the default advertising period for Precinct Plans was to be extended, then it may be appropriate to make provision in the Regulations for the WAPC to agree to a shorter advertising period where it is of the view that it is warranted in the circumstances. This could then be a matter that is collectively discussed by local government and DPLH officers (and proponents where relevant) as part of pre-lodgement engagement.

Questions for feedback

7. Advertising timeframes

- a. Do you support a 42-day advertising period for Precinct Plans? What do you see as the advantages and disadvantages of this potential change?

3.4.2 Risk-based processes

The existing procedural arrangements and timeframes for processing amendments to approved Structure Plans and Activity Centre Plans are the same as the requirements for new plans, with the exception of the ability for a local government to decide that advertising is not required where the amendment is considered minor in nature.

The Better Planning, Better Places Action Plan for planning reform identifies the outcome of reduced timeframes for the processing of lower risk planning proposals, with assessment effort being proportional to the scale, complexity and potential impact of the proposal. The opportunity exists with the introduction of *Precinct Design* and the associated changes to the Regulations to introduce risk-based streams for processing Structure and Precinct Plans and amendments to approved plans.

For simple or low risk proposals, the introduction of risk-based streams may feature truncated processes (e.g. removal of some procedural steps), shortened advertising timeframes for a proposal (if required) and/or reduced reporting and decision-making timeframes.

Careful consideration of the criteria for the different streams is required to ensure that adequate advertising and processing requirements apply to the different types of planning proposals. Some potential criteria may include:

- impact (e.g. degree of proposed change, such as density increase)
- complexity (e.g. alignment with the applicable framework)
- size and scale (e.g. proposals for less than a certain number of lots or applicable to a maximum spatial area)
- degree of change for amendments (e.g. extent of area of change as a proportion of the originally approved plan).

Given potential challenges in defining different criteria in the Regulations that are workable in a wide range of circumstances, it may be more practical to define the potential risk-based processes in the Regulations and prepare guidance on the criteria or principles to be used when determining the most appropriate stream to use that sit outside the Regulations. These criteria or principles could then be used by local government and DPLH officers, as part of early engagement discussions, to allocate different proposals to the most appropriate streams.

Review of delegations

In support of the implementation of *Precinct Design*, the WAPC will review existing delegation arrangements to reflect the new terminology and the relevant specific clauses of the Regulations. This will also allow consideration of opportunities to streamline processing arrangements to that reflect risk and ensure that appropriate levels of scrutiny are applied to relevant proposals.

Questions for feedback

8. Risk-based processes

- a. Do you support different procedures for the processing of Precinct and Structure Plans (and amendments) that reflect the complexity and risk associated with each proposal? What do you see as the advantages and disadvantages of this potential approach?
- b. What criteria would you suggest being used to determine different risk-based streams for processing Precinct and Structure Plans (and amendments)?
- c. Do you think that the criteria for determining the appropriate stream to use should be included within the Regulations or provided as separate guidance?

3.4.3 Assessment timeframes

Local governments are currently required to provide a recommendation to the WAPC on a Structure Plan or Activity Centre Plan within 60 days of advertising unless otherwise agreed by the WAPC. The WAPC then has 120 days to determine the Structure Plan or Activity Centre Plan.

Structure Plans or Activity Centre Plans are typically considered by council. Local government officers must therefore analyse submissions, consider referral advice, prepare a report to council and have it placed on a council meeting agenda and then forward the council recommendation and other supporting information to the WAPC within the allocated 60 days. Understandably, it is not uncommon for local governments to request extensions to the 60-day reporting timeframe. Timeliness of referral agencies responses is also a contributing factor to extension requests.

Many Structure Plans and Activity Centre Plans are determined by DPLH officers under delegation with only a limited number of applications being presented to the WAPC's Statutory Planning Committee for determination.

Noting the practicalities associated with council reporting requirements, it may be appropriate for the timeframes for Structure Plans (and Precinct Plans) to be modified. One option could be to increase the timeframe that the local government has to provide its recommendation to 75 days and reduce the WAPC's timeframe to 105 days, resulting in no net increase to overall timeframes.

Another option may be for the Department to undertake some of its assessment concurrently with the local government officers, which could also foster more communication and cooperation in the assessment process. For example, a local government officer could submit all relevant documentation to the Department when it becomes publicly available on the council agenda via its website. This would then enable the Department officers to commence their assessment of the Structure Plan. The decision of council could then be forwarded to the Department for consideration prior to the determination of the Structure Plan by the WAPC. This approach to partially overlap the local government and the Department assessment procedures could assist in reducing overall processing timeframes.

3.4.4 Other potential future changes

Several relatively minor procedural changes have previously been identified (and consulted on) following the review of the implementation of the Regulations. These will be included as part of the Better Planning, Better Places Round 1 legislative amendments package.

Other changes to existing Parts 4, 5 and 6 of the Regulations may also be identified following work undertaken through the delivery of the Better Planning, Better Places Action Plan.

Questions for feedback

9. Assessment timeframes

- a. Do you think that the existing timeframes that local governments and the WAPC have to process Structure Plans (and hence those to be applicable to Precinct Plans) should be modified?
- b. Do you have any suggestions regarding other potential changes that could improve the effectiveness and timeliness of the processing of Structure Plans and Precinct Plans?

3.5 Status of Precinct Plans

3.5.1 Existing situation

With the introduction of the Regulations in 2015, it was made clear that Structure Plans and Activity Centre Plans do not have the legal force and effect of a Local Planning Scheme. Instead, the Regulations make it clear that approved Structure Plans and Activity Centre Plans are to be given due regard by decision-makers.

In greenfield areas, Structure Plans and Activity Centre Plans are generally prepared and approved for land that is zoned Urban Development (or similar). The approved Structure Plan or Activity Centre Plan is then used as the primary tool to inform and guide the assessment of subdivision and development applications. In the short term, amendments to the Local Planning Scheme are generally not required to give effect to the content of an approved Structure Plan or Activity Centre Plan in a greenfield setting.

In time, the subject area of a Structure Plan is normalised. The Urban Development zone is removed from the Local Planning Scheme via an amendment or as part of a scheme review and is replaced with a zone (and coding where applicable) that reflects the subdivision and development outcomes that have occurred on the ground. Clause 33 of Schedule 1 – Model provisions for local planning schemes of the Regulations also provides for development requirements to be incorporated into the Local Planning Scheme. No changes are proposed to this general approach in greenfield areas.

3.5.2 Underlying zoning

Precinct Plans are intended to be used predominantly to plan for and guide change in areas with an existing urban structure. They will often be prepared for areas that have a range of existing zoning, density and development control provisions in a Local Planning Scheme.

It may therefore be necessary to amend Local Planning Schemes to reflect the changes outlined in an approved Precinct Plan (i.e. different zones, increased densities, key built form controls etc.). If the Local Planning Scheme is not amended to reflect the changes outlined in an approved Precinct Plan, its implementation may be hampered and compromised by the existing and outdated provisions.

In addition to updating potentially obsolete elements, it may also be appropriate to include key provisions in a Local Planning Scheme that are considered fundamental to the achievement of the vision of the Precinct Plan. This is considered in further detail in **Section 3.5.4** below.

The implementation approach for Structure and Precinct Plans is likely to vary as a result of the underlying zoning characteristics and this is a key factor in considering the timing and nature of amendments to Local Planning Schemes. **Figure 5** below provides a conceptual overview regarding the different sequencing and purpose of scheme amendments in infill and greenfield settings.

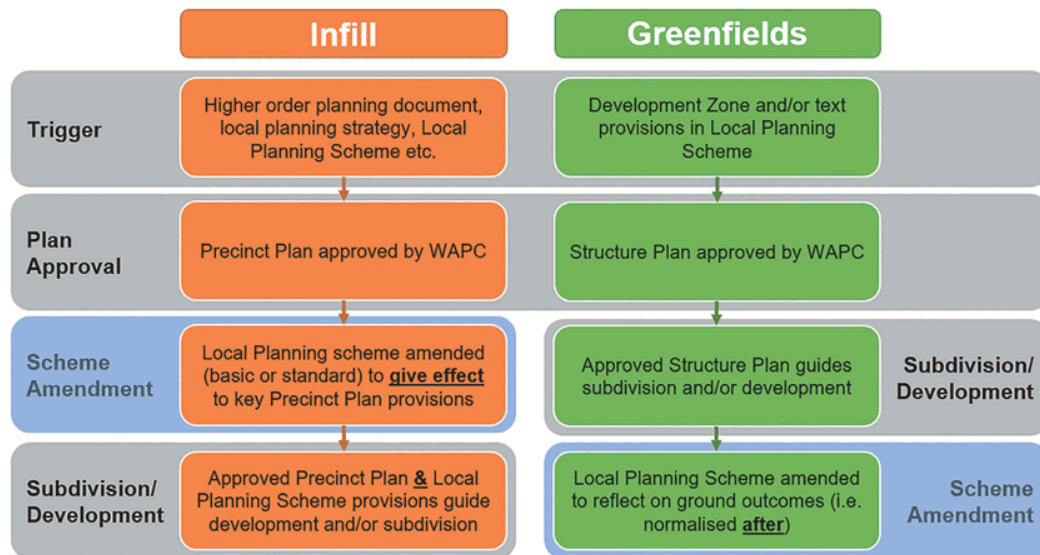


Figure 5 – Distinction between timing and purpose of amendments to Local Planning Schemes in infill and greenfield circumstances

3.5.3 Scheme amendment processes

Where an amendment to a Local Planning Scheme is required to give effect to an approved Structure Plan or Activity Centre Plan, current practice generally sees this occur as a separate process that follows assessment and approval of the relevant plan. This can involve the significant duplication of effort, including two cycles of community advertising and assessment and reporting by both the local government and the WAPC, for what is essentially the same proposal.

This approach also extends the overall time taken to put in place a suitable planning framework to guide the preparation, and inform the determination, of detailed development and subdivision applications. There is clear potential to improve overall timeframes with the streamlining of this process.

Two options are proposed to give effect to the key content of Precinct Plans. Each option is notionally depicted in Figure 6 and summarised below. It may be appropriate that both approaches are available for use and the most appropriate method can be chosen in response to specific needs. The approach for giving effect to the key elements of a Precinct Plan should be discussed between local government and DPLH officers, and landowners/proponents where relevant, as early as possible in the planning process.

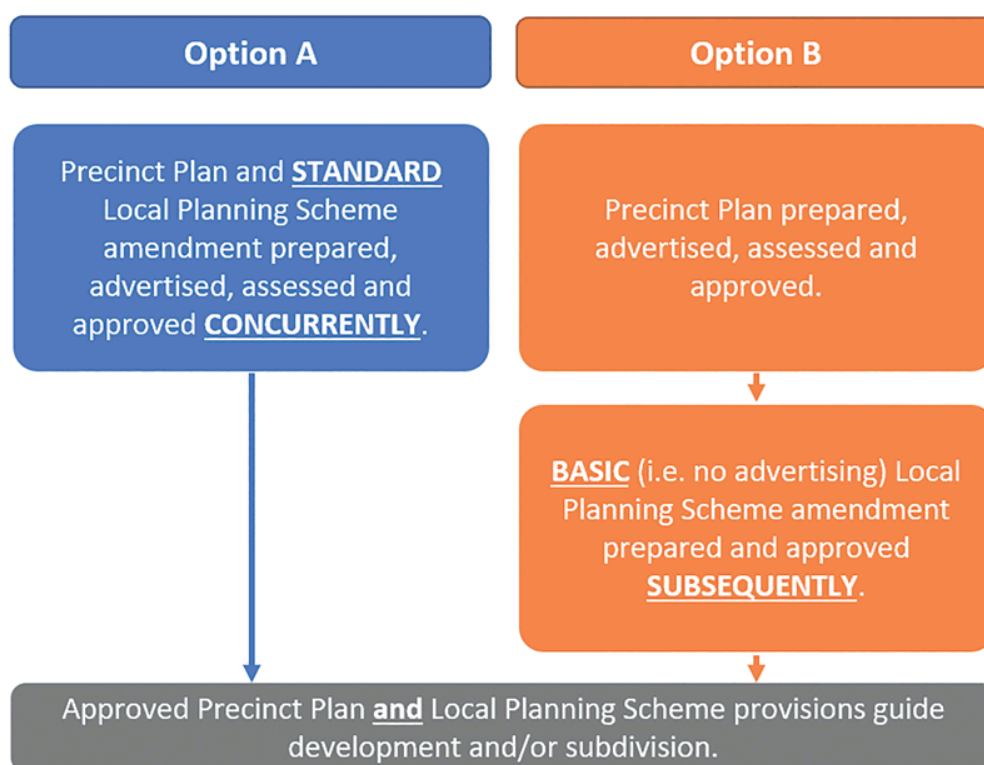


Figure 6 – Options for scheme amendments to give effect to Precinct Plans

Option A

A Standard amendment, as defined in the Regulations, would be progressed concurrently with the Precinct Plan. The amendment would be prepared, advertised and assessed in parallel with the Precinct Plan.

This approach would enable the consultation and referral processes for the Precinct Plan to be undertaken concurrently and avoid the need for two rounds of separate consultation of the same proposal.

Similarly, the proposals would be assessed and processed concurrently by local governments and the DPLH to the greatest extent possible (noting that a Precinct Plan would be determined by the WAPC and a scheme amendment determined by the Minister), resulting in further processing and reporting efficiencies.

This approach would provide the opportunity for submitters to express their view regarding the suitability of the content proposed to be included in the Local Planning Scheme.

As outlined in **Section 3.4.1** above, this approach may require changes to the Regulations to align the consultation timeframes for Standard amendments and Precinct Plans.

Option B

This option would involve the key elements of the Precinct Plan being included in the Local Planning Scheme via a Basic amendment, as outlined in the Regulations. Such an amendment would be progressed following the approval of a Precinct Plan and would not be advertised.

Under this approach, it would be necessary for the Precinct Plan advertising to include details of the content that is proposed to be included in the Local Planning Scheme so that those affected by potential change have an opportunity to comment.

Questions for feedback

10. Scheme amendment processes

- a. Do you have a preferred Option (A or B) for the amending of Local Planning Schemes to reflect the content of Precinct Plans?
- b. What are the key considerations that have influenced your assessment of the proposed options?

3.5.4 Scheme amendment content

It is intended that both the approved Precinct Plan and the relevant matters included in the Local Planning Scheme will be used to guide the preparation and inform the assessment and determination of planning proposals in the applicable area.

As noted above, it is likely that existing and outdated elements (i.e. zones, densities, development control provisions etc.) will need to be removed from Local Planning Schemes and replaced with new zones and provisions that reflect the content of the Precinct Plan to ensure that there are no conflicts between the two.

It is not the intention, however, that all Precinct Plan content be included in a Local Planning Scheme. The content included in a Local Planning Scheme should be limited to those key elements that are considered fundamental to the realisation of the vision outlined in the Precinct Plan.

Precinct Plan content not included with a Local Planning Scheme would still need to be given due regard by decision-makers. A degree of flexibility would therefore exist for the matters not included in the Local Planning Scheme to be varied where the need for and suitability of such variations could be appropriately demonstrated, in accordance with the overall vision and objectives of the Precinct Plan.

Table 8 outlines some possible elements that may be appropriate for inclusion in a Local Planning Scheme. The potential elements and examples are not exhaustive nor are they anticipated to be relevant to all circumstances.

Table 8 – Possible Precinct Plan content for inclusion in Local Planning Schemes	
Potential Element	Explanation/Example
Building Height – Maximum	These could be specified to provide certainty regarding the development outcomes outlined in the Precinct Plan and/or to ensure that appropriate built form transitions occur where different zones and/or densities are proposed.
Building Height – Minimum	These could be specified to ensure that a minimum built form outcome is achieved in a precinct and to protect against early underdevelopment that compromises the longer-term vision for a precinct.
Plot Ratio (limits and/or bonuses where applicable)	This could be specified to provide certainty regarding the scale of development envisaged in the Precinct Plan. It could also be included to provide clarity regarding maximum bonus plot ratio allowances and the associated criteria.
Setbacks	Setbacks could be included in the Local Planning Scheme to ensure that certain built form outcomes are realised. This may also be appropriate in managing built form changes in transitional areas, such as at the boundaries of different zones and/or densities and at the boundary of a precinct.
Land Use Permissibility	It may be desirable and appropriate to modify the permissibility of land uses to facilitate achievement of the objectives outlined in the Precinct Plan. For example, this could include the encouragement (or restriction) of particular land uses to support pedestrian activity in mixed use areas and centres.
Building Façade Design and Public Realm Interface	This could include specification of key built form requirements, such as the delivery of activated frontages along key pedestrian thoroughfares with the provisions of glazing and entry points. It could also include requirements to provide protection in high pedestrian traffic areas, via street awnings etc.
Heritage	It may be appropriate to include specific provisions to protect and conserve heritage assets and appropriately manage the impacts of change in surrounding areas on such assets.
Design Review	It may be appropriate that all new major development applications in a sensitive or high priority precinct be subject to a design review process.

The Better Planning, Better Places Action Plan identifies the introduction and limited use of mandatory provisions in Local Planning Schemes that are not subject to the general discretion clause in the Regulations and cannot be varied. It may be appropriate in some circumstances for the key matters included in a Local Planning Scheme to be specified as mandatory provisions and therefore not be able to be varied by decision-makers.

Questions for feedback

11. Scheme amendment content

- a. What Precinct Plan content do you think should be included in a Local Planning Scheme?
- b. Do you support Precinct Plan content being included in Local Planning Schemes that cannot be varied by decision-makers?

3.6 Changes to other documents

In addition to the changes to the Regulations outlined in this Discussion Paper, several other documents will need to be amended to facilitate the effective implementation of *Precinct Design* and to remove or modify overlapping or outdated content. Key changes are outlined in **Table 9** below.

Table 9 – Changes to key documents required to support Precinct Design	
Document	Notable changes
Planning and Development Regulations 2009	<ul style="list-style-type: none"> Outline fee arrangements for Precinct Plans. Remove references to Activity Centre Plans.
SPP 4.2 – Activity Centres for Perth & Peel	<ul style="list-style-type: none"> Remove the Model Centre Framework. Other potential changes to provide for the consistent and effective implementation of <i>Precinct Design</i>.
SPP 7.0 – Design of the Built Environment	<ul style="list-style-type: none"> Remove references to Activity Centre Plans. Update other references (i.e. Structure Plans) to reflect proposed framework.
SPP 7.3 – Residential Design Codes Volumes 1 & 2	
Liveable Neighbourhoods (proposed SPP 7.1 – Neighbourhood Design)	<ul style="list-style-type: none"> Revise and/or remove existing content regarding detailed centre planning where appropriate.
Structure Plan Framework	<ul style="list-style-type: none"> Remove references to Activity Centre Plans. Potentially incorporate content into the new Neighbourhood Design document suite and/or new guidance framework.
Local Development Framework	<ul style="list-style-type: none"> Review and revise or potentially rescind and incorporate content into the new draft Neighbourhood Design SPP.
Development Control Policy 1.6 – Planning to Support Transit Use and Development	<ul style="list-style-type: none"> Potentially rescind (or review and remove overlapping/superseded content).

In addition to the changes outlined above, a range of other more minor modifications will be required to other WAPC and DPLH planning documents. Relevant documents are identified in **Appendix B**. These updates are not essential to enable the effective implementation of *Precinct Design* at this time and instead can be updated as part of periodic reviews of the relevant documents.

Questions for feedback

12. Changes to other documents

- Do you have any comments regarding the key changes to other documents that have been identified to support the implementation of *Precinct Design*?
- Are there other documents that you think need to be updated to support the effective implementation of *Precinct Design*?

4. Next steps

The introduction of *Precinct Design* will see new tools and contemporary policy guidance available to better plan for change in existing urban areas and ensure that consolidated growth occurs in a coordinated, comprehensive and well-planned manner.

The DPLH will continue to investigate opportunities to refine and improve *Precinct Design* and consider practical implementation and operational aspects, including how it will relate to other initiatives, such as strata and community title reforms.

The DPLH Design WA team will partner with industry bodies to host a series of workshops during the consultation period to present and explain draft *Precinct Design* and to provide a forum for feedback. The Design WA team can also be contacted at any time during and after the consultation period to answer queries and provide clarification on any matter relating to *Precinct Design*.

Following conclusion of the advertising period, feedback provided will be reviewed and analysed and changes to the *Precincts Design* where necessary will be undertaken in collaboration with key stakeholders.

Changes to the Regulations and other necessary amendments will be progressed by the DPLH to support the finalisation and introduction of *Precinct Design*. Supporting information will be prepared and published to support the implementation of the new planning framework.

Questions for feedback

13. Implementation assistance

- a. What information, resources and/or training can DPLH provide to help you to effectively implement Precinct Design?

Appendices

Appendix A

Two alternative approaches for changes to the planning framework to incorporate Precinct Design are presented below. These alternatives have been formulated following the drafting of Precinct Design and have not been subject to discussions with external stakeholders.

As such, some terminology and references do not match that contained with the draft Precinct Design documents. For example, these alternatives do not distinguish between Standard and Complex Precinct Plans.

These alternatives have been prepared to test different implementation approaches and feedback on the strengths and weaknesses of each is welcomed.

Alternative A

This approach would see Activity Centre Plans replaced with Precinct Plans in the Regulations. Precinct Plans would be required for all substantial precincts, while Local Development Plans would continue to be used for Local and Neighbourhood centres. This alternative would represent a less substantial change to the existing planning framework than that contemplated in the Discussion Paper.

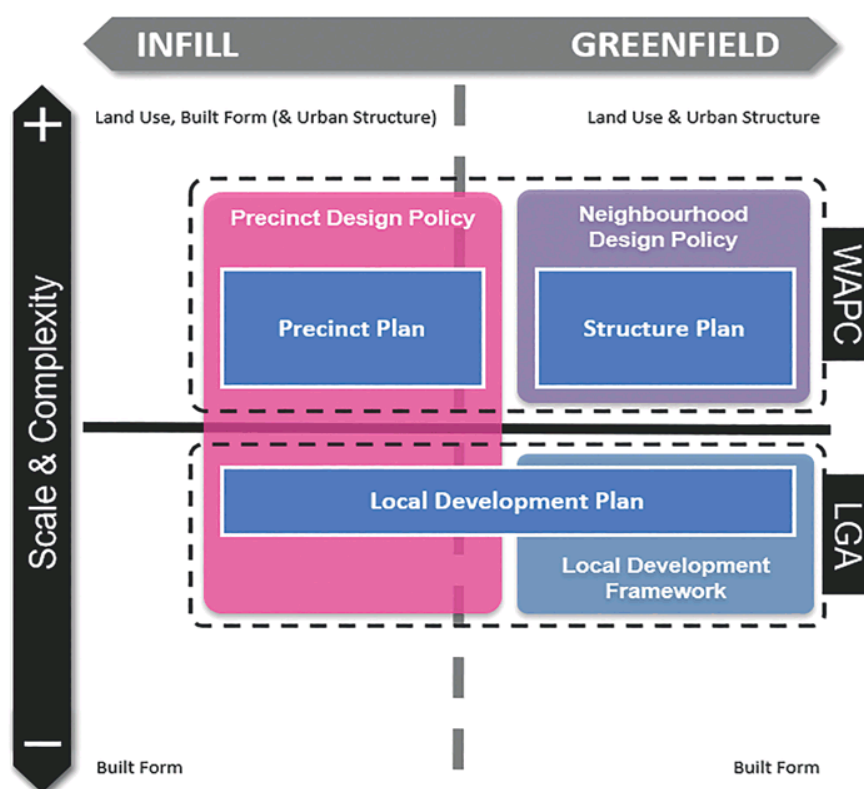


Figure A1 – Possible place of Precinct Design in planning framework (Alternative A)

Table A1 – Description of planning framework upon introduction of *Precinct Design* (Alternative A)

Precinct Plans

- To be prepared for substantial precincts in all infill circumstances/existing urban areas and for all district activity centres (and above) in infill and greenfield settings.
- Content to be guided by *Precinct Design*.
- Subject to a standalone assessment and determination process in the Regulations.
- Determined by the WAPC.

Structure Plans

- To be used principally in greenfield settings to guide subdivision and inform zoning.
- Content to be informed by the new draft Neighbourhood Design SPP (revised and updated Liveable Neighbourhoods) for predominantly residential uses.
- Subject to a standalone assessment and determination process in the Regulations.
- Determined by the WAPC.

Local Development Plans

- To be available for use in both greenfield and infill settings.
- Subject to a standalone assessment and determination process in the Regulations.
- Determined by local governments.

Greenfield

- Used for built form matters (i.e. R-Code variations) on private lots only.
- Content to be guided by the Local Development Framework.

Infill

- Used for local and neighbourhood centres (both existing and proposed).
- Can establish development standards on private land and improvements to the public realm.
- Content to be guided by *Precinct Design*.

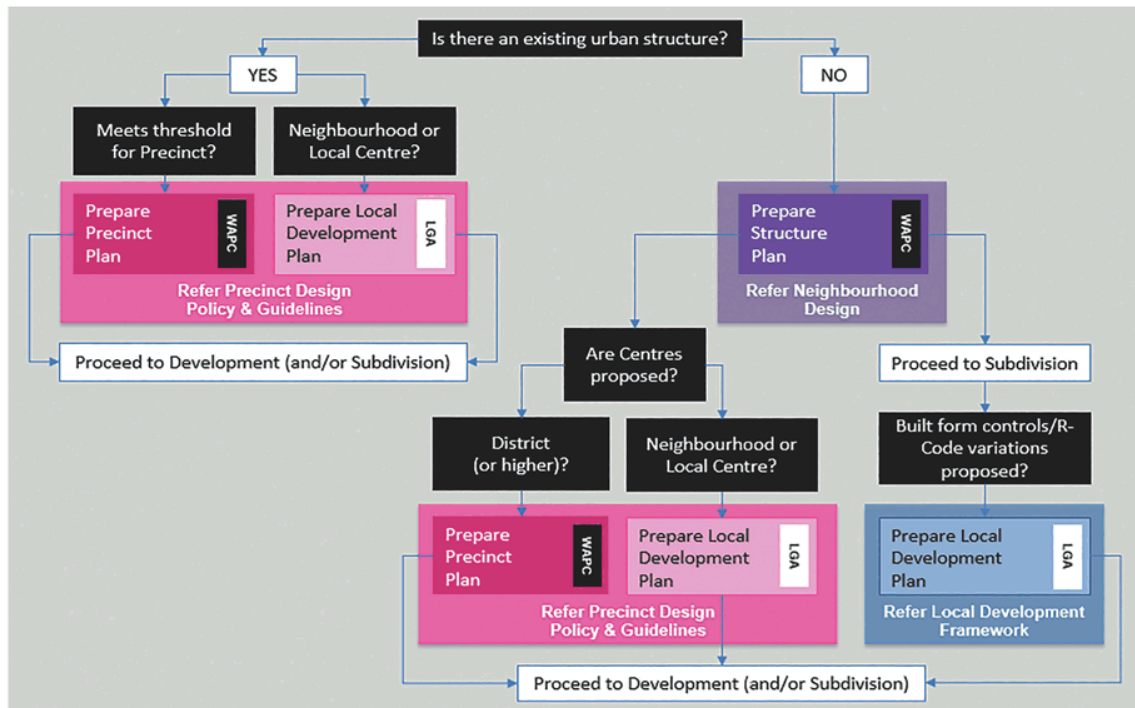


Figure A2 – Decision Tree to inform use of correct planning tool (Alternative A)

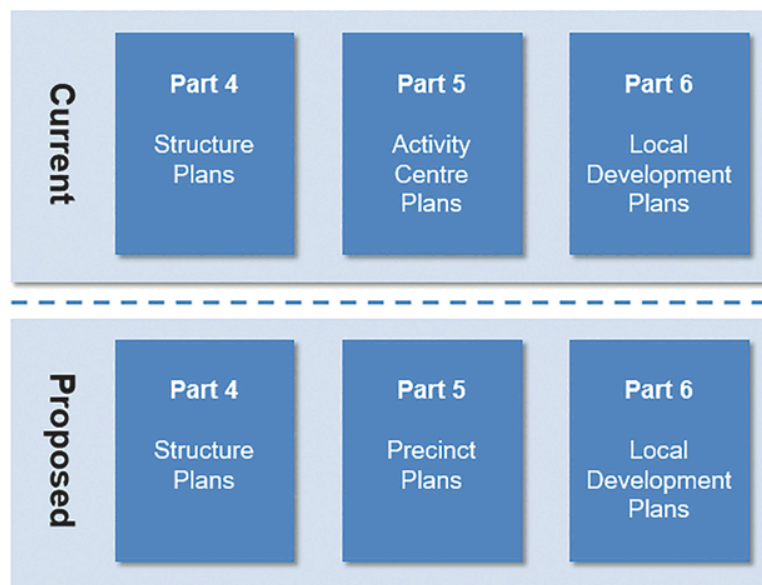


Figure A3 – Notional changes to the Regulations (Alternative A)

Table A2 – Overview of benefits and issues of proposed changes (Alternative A)	
Benefits	Issues
<ul style="list-style-type: none"> Limited change to the existing use of Structure Plans and Local Development Plans in greenfield settings. Simple assessment framework, whereby all Structure and Precinct Plans are determined by the WAPC and all Local Development Plans are determined by local governments. Able to be implemented with reasonably minimal changes to the assessment and determination procedures in the Regulations (i.e. references to Activity Centre Plans to be changed to Precinct Plans in Part 5). 	<ul style="list-style-type: none"> Greater potential for confusion with two different types of Local Development Plans (i.e. each having different purposes and formats; the preparation of each being informed by different guidance documents).

Alternative B

The procedures outlined in Parts 4 and 5 of the Regulations are identical, with minor differences relating to the separate definitions for Structure Plans and Activity Centre Plans and the ability for Activity Centre Plans to set out built form standards.

This alternative approach would see a single procedure defined in the Regulations for the processing of both Precinct and Structure Plans. Part 5 would be removed, and Part 4 renamed to 'Guide Plans' (or similar).

This approach represents a more substantial change to the existing Regulations; however, it would result in removing the existing duplicated provisions and provide for a simplified system where one set of procedures applies for the processing of Structure and Precinct Plans. This approach would not preclude the possibility of prescribing some different requirements (e.g. definitions, scope, advertising requirements etc.) for Structure and Precinct Plans where warranted; however, the basic workflow would remain the same.

This approach would also provide the potential for the content of a Structure Plan and a Precinct Plan to be incorporated into a single document and subject to a single consultation and assessment process.

For example, such an approach could be used in a greenfield residential setting that includes a district centre. The Structure Plan component could identify the spatial distribution of land uses and the new urban structure for the residential areas and the Precinct Plan component could outline built form controls for the district centre.

The relevant content could be included within a single Guide Plan and be subject to a single consultation and assessment process, which reduces red tape and is easier for the community to understand. This approach is potentially preferable to the requirement for each component to be dealt with separately in two different plans with two different approval processes.

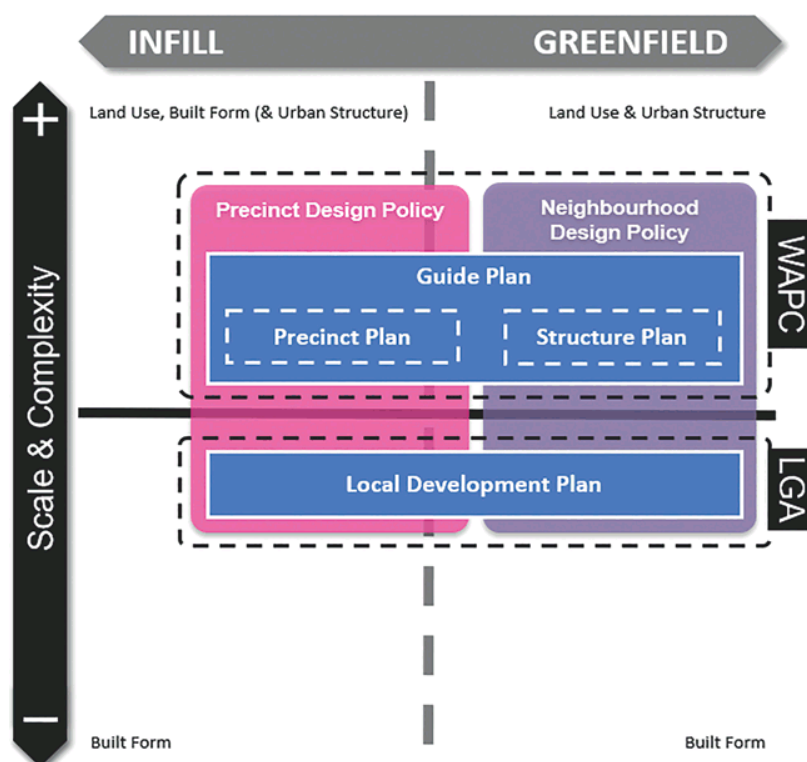


Figure A4 – Possible place of Precinct Design in planning framework (Alternative B)

Table A3 – Description of planning framework upon introduction of *Precinct Design* (Alternative B)

Guide Plans

- New single process defined in the Regulations.
- All Structure and Precinct Plans to be processed as Guide Plans.
- All Guide Plans assessed and determined by the WAPC.

Structure Plans

- To be used principally in greenfield settings to guide subdivision and inform zoning.
- Content to be guided by the new draft Neighbourhood Design SPP (revised and updated Liveable Neighbourhoods) for predominantly residential uses.

Precinct Plans

- To be prepared for substantial precincts in all infill circumstances and for all district activity centres (and above) in infill and greenfield settings.
- Content to be guided *Precinct Design*.

Local Development Plans

- To be available for use in both greenfield and infill settings.
- Subject to a standalone assessment and determination process in the Regulations.
- Determined by local governments.

Greenfield

- Used for built form matters (i.e. R-Code variations) on private lots only.
- Content of existing Local Development Framework to be incorporated into new draft Neighbourhood Design SPP and use to guide preparation.

Infill

- Used for local and neighbourhood centres (both existing and proposed).
- Can establish development standards on private land and improvements to the public realm.
- Content to be guided by *Precinct Design*.

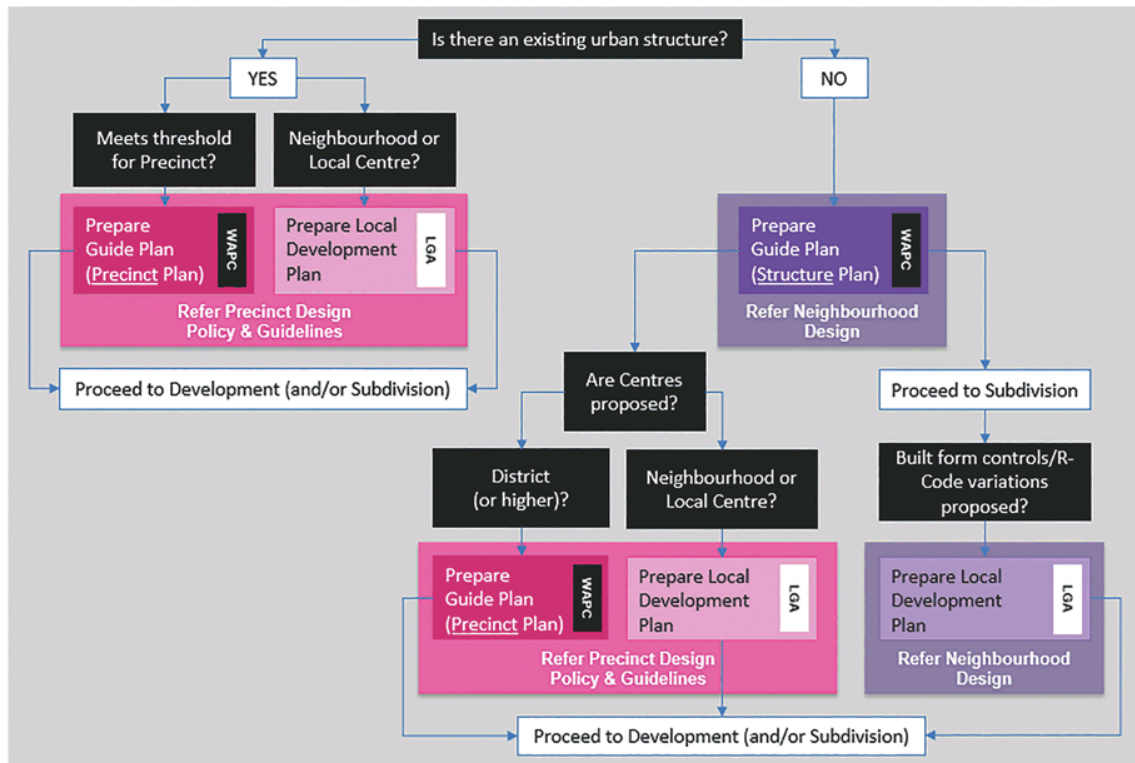


Figure A5 – Decision Tree to inform use of correct planning tool (Alternative B)

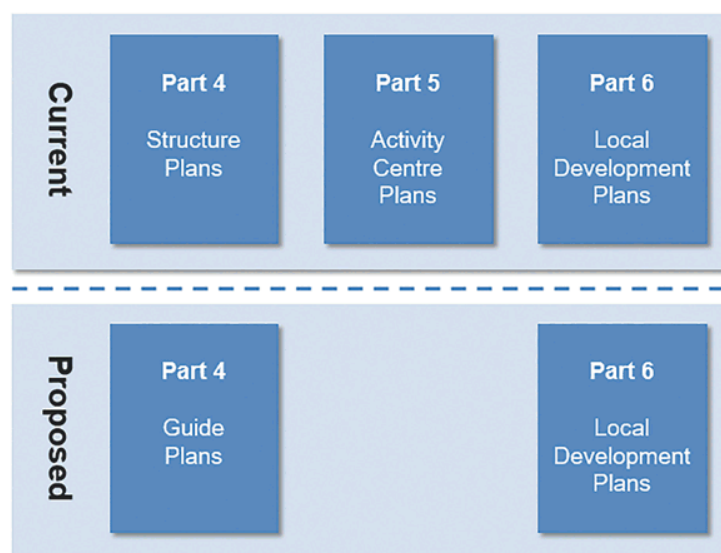


Figure A6 – Notional changes to the Regulations (Alternative B)

Table A4 – Overview of benefits and issues of proposed changes (Alternative B)

Benefits	Issues
<ul style="list-style-type: none"> • Removal of one assessment and determination process from the Regulations. • Clear arrangements regarding determination responsibilities (i.e. WAPC to determine all Guide Plans and local government to determine all Local Development Plans). • Clear arrangements regarding the appropriate policy guidance (i.e. Precinct Design for all infill circumstances and Neighbourhood Design for the vast majority of greenfield circumstances), irrespective of scale. • Provides for the ongoing use of Structure Plans and Local Development Plans in greenfield settings in a manner generally consistent with their current use. • Provides the opportunity for the greater integration of land use, urban structure and built form outcomes in a single planning process. 	<ul style="list-style-type: none"> • More substantial change to the Regulations required. • Potential for greater/more widespread changes required to existing planning documents and instruments. • Potential for confusion with two different types of Local Development Plans (i.e. each having different purposes and formats; the preparation of each being informed by different guidance documents).

Appendix B

Several other existing documents reference structure plans, structure planning, activity centre plans and/or Liveable Neighbourhoods. Updates to these documents are not considered essential at this time to enable implementation of *Precinct Design*. These references will instead require updating in the future as part of periodic review of these documents to reflect the new planning framework. Identified documents are listed below.

- State Planning Strategy
- SPP 2.3 – Jandakot Groundwater Protection
- SPP 2.5 – Rural Planning
- SPP 2.6 – Coastal Planning
- SPP 2.8 – Bushland Policy for the Perth Metropolitan Region
- SPP 2.9 – Water Resources
- SPP 3.4 – Natural Hazards and Disasters
- SPP 4.1 – State Industrial Buffer
- SPP 5.1 – Land use planning in the vicinity of Perth Airport
- SPP 5.2 – Telecommunications Infrastructure
- Draft SPP 5.4 – Road and Rail Noise
- Draft DC 1.1 – Subdivision of Land
- Draft DC 1.7 – General road planning
- DC 1.8 – Canal estates and artificial waterways developments
- DC 2.3 – Public open space in residential areas
- DC 2.4 – School sites
- DC 2.6 – Residential Road Planning
- PB 37 – Draft Model Text Provisions for Structure Plans
- PB 112/2016 – Medium-density single house development standards – Development zones
- PB 113/2015 – Multiple dwellings in R40 coded areas and variation to R-Codes multiple dwelling development standards
- Guidelines for Planning in Bushfire Prone Areas
- Implementation Guidelines for State Planning Policy 5.4
- Draft Lifting of Urban Deferment Guidelines
- Better urban forest planning of Perth and Peel
- Guidelines for the Lifting of Industrial Deferment
- Better Urban Water Management
- Guidelines for preparation of integrated transport plans

PRECINCT DESIGN PLANNING FRAMEWORK DISCUSSION PAPER 39

ENQUIRIES TO: Stephanie Smith, Policy & Place
(08) 9273 6531
OUR REF: SC1811 (D19/170313, D19/179617)

11 December 2019

The Secretary
Western Australian Planning Commission
Locked Bag 2506
PERTH WA 6001

Dear Sir/Madam,

City of Vincent Comment on Draft Design WA Stage 2

Thank you for the opportunity to provide comment on the draft Design WA Stage 2 – Precinct Design suite of documents. As an established inner-city local government, the City recognises the importance of planning for precincts in a coordinated way to achieve good design outcomes.

The City commends the State Government for undertaking this project to improve design outcomes at the precinct scale. The City supports the intent of the draft Design WA Stage 2 documents and agrees that improved design guidance is required for established areas to achieve transit oriented development outcomes.

The City has been successful in developing vibrant pedestrian friendly precincts around our town centres and currently achieves this through its precinct-specific local planning policies, local planning scheme amendments and place plans.

The City has the following four key comments on the proposed documents:

1. The City supports the introduction of the Precinct Design Guidelines and recognises that they will assist in the preparation and qualitative assessment of proposals to ensure that good design is addressed at the precinct scale.
2. The City recommends that the proposed Precinct Design Guidelines be implemented through the many planning instruments that are currently in place, such as local planning policies and local planning schemes, rather than introducing an additional planning instrument at this stage. Following implementation the State Government could review the quality of design at the precinct scale and then determine if a new planning instrument is required.
3. The City suggests that any proposed changes to the planning framework to introduce a new planning instrument recognise the important and well established role of local planning policies and local planning schemes in providing guidance on land use and built form matters at the precinct scale. It is also important that any new planning instrument does not cause additional processing and approval requirements and the City would welcome working with the Department to better understand how local planning policies can also be used as a planning instrument for precinct planning in infill areas.
4. The City supports introducing a design review process at the precinct scale to ensure that design considerations are captured during the preparation and assessment of planning instruments for precincts.

The City looks forward to working with the State Government to undertake precinct planning for the Leederville Activity Centre and East Perth Power Station Precinct to ensure these areas become world class mixed use precincts.

Please find enclosed a detailed submission, endorsed by Council at its meeting of 10 December 2019. If you have any questions regarding this submission please contact me on 9273 6000 or stephanie.smith@vincent.wa.gov.au.

Yours sincerely,

Stephanie Smith

A/Executive Director Strategy & Place

Attachment 1: City of Vincent Submission on Design WA – Phase 2 Precinct Design

City of Vincent Submission on Design WA Stage Two – Precincts

	Design WA Stage Two Proposal	City of Vincent Comment & Recommendation
1.	Precinct Planning Role & Purpose	
1.1.	<p>The draft Design WA Stage Two documents seek to enable integrated consideration of land use planning and built form outcomes. They are proposed to apply in a broad range of infill areas to coordinate development and achieve good design quality and built form outcomes at a larger scale than an individual Development Application. The documents intend to guide the preparation and evaluation of planning proposals for areas that require a high level of planning and design focus due to their complexity. The Stage 2 documents include:</p> <ol style="list-style-type: none"> 1. Draft State Planning Policy 7.2: Precinct Design (SPP 7.2); 2. Draft State Planning Policy 7.2: Precinct Design Guidelines (Precinct Design Guidelines); and 3. Precinct Design Planning Framework Discussion Paper (Discussion Paper). <p>The draft SPP 7.2 sets out overarching principles such as where the Policy applies, what a precinct is and that the Policy's purpose and objectives are to:</p> <ol style="list-style-type: none"> 1. Ensure that precinct planning and design processes deliver good quality built environment outcomes; 2. Ensure consistency of precinct planning across the state; and 3. Enable design review to be incorporated to the precinct planning process. <p>The Precinct Design Guidelines provide detailed guidance for practitioners, assessors and decision makers on the process for preparing a Precinct Plan and the design considerations that should be addressed.</p> <p>The Discussion Paper acknowledges that further changes to the planning framework would be required to introduce Precinct Plans as a new planning instrument. The Discussion Paper identifies options to simplify and streamline the introduction of precinct planning, while recognising the complex context of the areas to which precinct design would apply. The purpose of the Discussion Paper is to obtain stakeholder input into the proposed changes and options, and to canvas alternative options and ideas on how to give effect to Precinct Plans.</p>	<p>The City welcomes the opportunity to provide comment on the proposed approach for precinct planning. As an established inner city local government, the City recognises the importance of planning for precincts in a coordinated way to achieve good design outcomes. The City broadly supports the concept of precinct planning and improving the quality of design at the precinct scale.</p> <p>While the current planning framework provides for a number of various planning instruments, there is limited guidance on how to assess the quality of such proposals. The proposed Precinct Design Guidelines would introduce guidance on the quality of a proposal for a precinct and the City supports introducing this additional guidance into the planning framework. This will assist in the preparation and qualitative assessment of proposals to ensure that good design is addressed at a precinct scale.</p> <p>The City has a number of detailed comments and suggestions provided in this submission and recommends that these be addressed in finalising the proposed approach for precinct planning in Western Australia.</p>

Page 1

City of Vincent Submission on Design WA Stage Two – Precincts

	Design WA Stage Two Proposal	City of Vincent Comment & Recommendation
1.2.	<p>Section 3.1 of the Discussion Paper states that the existing planning system features several planning instruments and processes that are used to plan for development in greenfield areas and activity centres, however these are not well equipped to address the complex challenges associated with planning for consolidated growth in existing areas.</p> <p>Section 3.1.1 and Figure 1 of the Discussion Paper outline the existing framework and Section 3.1.2 suggests a potential way that Precinct Plans could be incorporated into the existing planning framework. It is proposed that Activity Centre Plans no longer be prepared and instead that a Precinct Plan be prepared to plan for infill areas.</p> <p>Table 3 in the Discussion Paper outlines the benefits and issues with the existing planning framework. It identifies three key issues being:</p> <ol style="list-style-type: none"> 1. The absence of suitable policy guidance to inform planning for change in existing areas; 2. The current tools do not provide for an integrated approach to plan for land use change and built form outcomes in infill settings that are not identified as activity centres; and 3. The varied and prolific use of Local Development Plans has led to some confusion regarding their role and place in the planning system. <p>Section 3 of the draft SPP 7.2 states that the Western Australian planning system and policy framework has traditionally been weighted towards greenfield development.</p>	<p>The Discussion Paper addresses the benefits and issues with the existing planning framework, however it does not review if, and to what extent, existing planning instruments such as Activity Centre Plans and Local Development Plans are achieving good design outcomes. Without such a review, it is difficult to determine if there are issues with existing planning instruments or, rather, if the issue is with the way that the planning instruments are being used.</p> <p>It is understood that one of the main proposals is to replace the preparation of Activity Centre Plans with Precinct Plans. However, given that there has been no discussion on whether the existing tools are achieving good design outcomes, it is unclear if Precinct Plans will solve the three main issues in the Discussion Paper. Better use of the existing planning instruments may also achieve the same outcome.</p> <p>It is recommended that the Department undertake a review of the design quality contained in current planning instruments to ensure that there is a detailed understanding of which specific parts of the current planning framework are resulting in poor design outcomes. This analysis should clearly identify the strengths and weaknesses of the current planning frameworks for activity centres and precincts.</p> <p>Issue point one states that there is an absence of suitable policy guidance to inform planning for change in existing areas. The City agrees that there is confusion over the appropriate planning instruments to use, and limited guidance on the quality of such instruments being prepared to ensure that they contain the right information to inform future decision makers.</p> <p>The draft Precinct Design Guidelines will introduce a number of quality controls to improve the preparation and assessment of planning proposals at the precinct scale through new Design Objectives. This is likely to have a significant positive impact on the design quality of planning at the precinct scale.</p> <p>It is recommended that SPP 7.2 and the draft Precinct Design Guidelines be introduced for use with the current planning instruments and the impact of this be monitored before undertaking wholesale changes to the Regulations relating to precincts. This would ensure that the industry is using the current planning instruments to their full potential rather than creating what would appear to be a very similar planning instrument just with a different name.</p>

City of Vincent Submission on Design WA Stage Two – Precincts

	Design WA Stage Two Proposal	City of Vincent Comment & Recommendation
		<p>It is recommended that additional guidance is provided to set out the circumstances when the current planning instruments should be used and how they may be adjusted to fit the needs of both infill areas and green fields areas.</p> <p>The City does not consider that the Design WA Stage 2 documents demonstrate sufficient analysis of the quality and effectiveness of current planning instruments that exist in infill areas. As a result, the City does not consider that the type of planning instrument being used is the reason for poor quality design. Rather, it is the lack of guidance provided when preparing and assessing these tools that is resulting in their inconsistent and potentially ineffective use. We recommend that the proposed Design Guidelines be introduced to existing planning instruments to ensure that the industry is using those existing planning instruments in a more consistent and high quality manner in order to achieve better design outcomes.</p>
1.3.	<p>Section 3.1 of the Discussion Paper deals with the place of precinct design in the planning system. It sets out the current planning framework and the proposed framework with precinct planning included. It proposes that, in established areas, current use of local development plans and activity centre plans will be replaced with precinct plans.</p> <p>Section 3.5 of the Discussion Paper deals with the status and statutory weight of precinct plans. It states that current planning instruments such as activity centre plans, and local development plans are to be given due regard by decision makers. In established areas, there are existing zones and land use controls in local planning schemes and it is suggested that it may be necessary to amend the local planning scheme to reflect the changes proposed in a Precinct Plan. Though it is also recognised that this process can result in a duplication of work for what is essentially the same proposal. It is suggested that there may be a number of options to streamline the processes to amend local planning schemes to give effect to the key provisions of Precinct Plans.</p> <p>Table 4 and Figure 3 in the Discussion Paper sets out the planning framework with the introduction of Precinct Plans.</p> <p>Further to this, Section 3.5.3 of the Discussion Paper considers the various mechanisms that could be used to give effect to precinct plans.</p>	<p>Local planning policies form an integral part of a local government's local planning framework and, under the existing Regulations, are able to cover any matter related to the planning and development of the area. The City is concerned that Section 3.1 of the Discussion Paper does not identify and recognise the important role of the local planning framework, including local planning schemes and policies, in providing guidance on land use and built form matters at the precinct scale.</p> <p>A number of the City's existing local planning policies provide detailed guidance at the precinct scale, both in activity centres and established character areas. Given that these local planning policies would have the same statutory weighting as a proposed precinct plan, it is unclear what additional benefit would be provided by a precinct plan. Precinct plans would likely require additional processing and approval time, when compared to the process of preparing a local planning policy.</p> <p>The City does not support duplication of approval processes to give effect to the controls contained within a precinct plan. The background work and design considerations proposed in the draft Precinct Design Guidelines could be used for the preparation of local planning scheme or local planning policy amendments, rather than for the preparation of a precinct plan, which may eventually become a scheme amendment anyway.</p> <p>If the ultimate intent of creating activity centre plans and local development plans is to "normalise" them back into the local planning framework, then perhaps in established areas additional precinct planning should be undertaken through the local planning framework in the first instance to avoid duplication of the process. It is essential that the role of precinct plans do not conflict with or duplicate the well-established role of local planning schemes and local planning policies in providing planning guidance at the precinct scale.</p>

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City of Vincent Submission on Design WA Stage Two – Precincts

	Design WA Stage Two Proposal	City of Vincent Comment & Recommendation
		Given that all of the planning instruments mentioned, including Activity Centre Plans, Local Development Plans and potentially Precinct Plans all have the same statutory weighting as a local planning policy, it is unclear what the benefit of using any of these planning instruments would be. In fact, it may be a disadvantage as there is additional processing and decision making required. It is recommended that the Department work with local government to better understand how local planning policies can also be used as a planning instrument for precinct planning in infill areas.
1.4.	<p>Part 1, Section 1.1 of the Precinct Design Guidelines states that the purpose of the Guidelines is to assist in appropriate land use planning and design outcomes and outlining the process for precinct plan preparation. Design Element 5 sets out the Objectives and Considerations to be applied when preparing or assessing land use in a precinct plan.</p> <p>In addition, point two in Table 3 in the Discussion Paper identifies the issue that current planning instruments do not provide for an integrated approach to plan for land use change and built form outcomes in infill settings that are not identified as activity centres.</p>	<p>It is understood that one of the objectives of Design WA Stage 2 is to better integrate planning for land use and built form design outcomes. However, under the proposed approach, it is unclear how this would be achieved. It is proposed that a precinct planning document be prepared which addresses land use, however then requires an amendment to the local planning scheme to give effect to the land use controls. This would result in land use controls being contained within a local planning scheme and built form controls being contained within a precinct plan.</p> <p>The planning framework, and specifically the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, are constructed such that land use controls are intended to be contained with the local planning scheme and built form controls are intended to be contained in local planning policies or other planning instruments that are given due regard such as local development plans and activity centre plans. This may result in duplication of the purpose of a precinct plan and other existing planning instruments.</p> <p>Although the City agrees that a more integrated land use and built form approach is a sound concept, it is recommended that this conflict between the role of the local planning scheme and the proposed precinct plan be resolved to ensure that it is clear where land use and built form controls sit within the local planning framework.</p>
1.5.	Table 8 in the Discussion Paper suggests that a number of parts included in a Precinct Plan may be appropriate for inclusion in local planning schemes. It includes matters such as building height, plot ratio, setbacks, land use permissibility, building façade design and public realm interface, heritage and design review.	<p>The City's view is that detailed built form controls are best placed to sit within local planning policies as this allows them to be applied with flexibility to reflect local context. This is the current status of these types of provisions and is currently working effectively alongside a performance based assessment approach.</p> <p>The existing heritage controls are considered appropriate whereby heritage areas are identified and protected through local planning policy and other existing legislation.</p> <p>The local planning scheme is the most appropriate planning instrument for zoning and land use controls.</p> <p>It is not considered necessary to include the requirement for design review in the local planning scheme as it would likely already be covered in the process of developing the plan in the Regulations and would already be covered by each local government's policies relating to design review.</p>

City of Vincent Submission on Design WA Stage Two – Precincts

	Design WA Stage Two Proposal	City of Vincent Comment & Recommendation
1.6.	Section 4 of the draft Precinct Design Guideline requires that Precinct Plans include an implementation strategy detailing a pathway to project delivery and identifying further enabling works that need to occur.	<p>It appears that the purpose of a Precinct Plan that would result from following the Precinct Design Guidelines would be both a planning document (used to guide decision making on future planning proposals such as subdivision and development applications), as well as be a delivery mechanism. The City is concerned that including the implementation strategy in a Precinct Plan would confuse the purpose of the document.</p> <p>The City recognises that there will continue to be a significant role for local and State Government to help deliver the outcomes agreed through a precinct planning process, particularly in established areas. To address this, the City is developing a suite of Town Centre Place Plans to guide the City's resources toward key actions and initiatives. The City's place based approach currently applies to town centres and there is the potential for it to be expanded upon to areas outside of town centres in the future. These documents perform an important role in ensuring that change is planned for and delivered within the City's resources. In established areas, where there is fragmented land ownership and development patterns are less predictable, a coordinated approach from the local and State government is even more important.</p> <p>It is recommended that the Department consider the role of place planning in delivering on the commitments in precinct plans at both the local government and State Government level.</p>
2.	Precinct Planning Process	
2.1.	Section 1.4.3 of the draft Precinct Design Guidelines outlines the proposed design review process for precincts. It is intended that design review be undertaken at the concept stage and in the design development stage.	The City supports introducing a design review process for precinct plans and currently implements this where possible. It is recommended that the design review process be embedded into the Regulations for development applications and precincts plans. This would ensure that design review is applied consistently and is embedded into the preparation, assessment and determination process.
2.2.	The draft Precinct Design Guidelines introduce guidance on how to prepare a Precinct Plan and what Design Elements to consider. It also includes guidance on design review for precinct plans.	The City supports introducing additional guidance on how to assess whether a precinct plan will deliver good quality design outcomes. If local planning policies became the preferred planning instrument for precinct planning, as is recommended, the City would welcome the proposed Guidelines to assist their preparation and assessment.

City of Vincent Submission on Design WA Stage Two – Precincts

	Design WA Stage Two Proposal	City of Vincent Comment & Recommendation
2.3.	<p>Section 3.3 of the Discussion Paper indicates that the effective implementation of Precinct Design will rely on the clear and early identification of precincts and where precinct planning is required.</p> <p>Section 6.5 in the draft SPP 7.2 states that proponents may prepare a precinct plan over a portion of an activity centre plan area. Where an endorsed activity centre plan forms part of a wider precinct the decision maker may undertake a precinct plan over the wider precinct.</p> <p>Table 7 of the Discussion Paper identifies a number of options that would trigger precincts in local planning schemes. These include precincts being required to be shown as a Special Control Area, precincts being allocated a special zone in the Scheme such as a 'Precinct Zone' and/or precincts being identified in the scheme text.</p>	<p>The City agrees that guidance is needed to ensure that there is a clear and consistent decision making process for deciding when a precinct plan is required to be prepared. It is recommended that the location of precincts be identified on a spatial plan both through the local planning strategy and on the scheme maps. However, it is unclear when local governments would be required to update their existing local planning strategies and schemes to identify precincts and if precinct planning could be undertaken without these in place. It is also unclear who will be responsible for preparing and funding the various precinct plans that are likely to result.</p> <p>If local governments are responsible for undertaking precinct planning, it may take several years for local governments to ensure they have sufficient resources to update local planning strategies, schemes and local planning policies to even identify precincts, let alone actually preparing precinct plans.</p> <p>It is recommended that a clear staging plan for this be included that requires local government to move toward a precinct model as part of the next local planning scheme review required in the Regulations. This will give local governments adequate time to understand and address the resourcing implications of creating, implementing and reviewing the various precinct plans that would result from this approach.</p> <p>The City would prefer for the use of Special Control Areas as this would ensure that existing zones and controls for an area can be retained until such time as the relevant planning work is in place. Where a precinct boundary needs to be adjusted as a result of the process, a standard amendment to the scheme would be an appropriate way for this to occur. This will give a level of certainty to all parties that the designation for precincts is sufficiently certain.</p>
2.4.	<p>Section 2.1 of the draft Precinct Design Guidelines provide detailed guidance to practitioners in the various steps involved to prepare a precinct plan. Appendix 4 outlines the full list of precinct plan outputs. Section 1.1 of the draft Precinct Design Guidelines states that they should be read in conjunction with SPP 7.2 and the Regulations.</p>	<p>The City is of the view that the steps identified in the draft Precinct Design Guidelines and the detailed design guidance should directly relate to a step in the process in the Regulations, or a submission requirement in the Regulations. This will ensure that the relationship between the two documents is clear and linked. It is suggested that this could be done by reference to the relevant clause in the Regulations.</p>
2.5.	<p>Section 3.4 of the Discussion Paper identifies a number of efficiencies that would be gained by taking a risk based approach to the process for preparing Precinct Plans. It suggests providing for complex and standard precinct plans. The Discussion Paper suggests that a precinct plan will be categorised based on its impact, complexity, size and scale, and degree of change. It suggests that Standard Precinct Plans would undergo a more streamlined process with reduced public advertising.</p>	<p>The City supports introducing a system where proposals are assessed in streams as either standard or complex as this means that the processing requirements are fit for purpose for the scale and impact of a proposal. It is recommended that clear guidance be provided on the criteria for what is considered complex and standard precinct, similar to that in the Regulations for the different streams of scheme amendment.</p>

City of Vincent Submission on Design WA Stage Two – Precincts

	Design WA Stage Two Proposal	City of Vincent Comment & Recommendation
2.6.	Appendix 5 in the draft Precinct Design Guidelines includes guidance on what should be submitted along with a Precinct Plan to guide assessors.	The City notes that this would be a useful tool to assist in submitting and assessing precinct proposals.
2.7.	Section 1.2 of the Precinct Design Guidelines explains the approach of the guidelines being to achieve good precinct design. The guidelines require practitioners to address the design elements in an interrelated way. They use a performance based approach to enable precinct specific design outcomes to be developed. This allows design to be tailored to the specific needs and characteristics of the precinct and reflects that every precinct is different. Section 1.4.1 sets out the format of the document and explains the role of Design Elements, Objectives and Considerations.	The format of the draft SPP 7.2 is clear with defined Objectives, Considerations and Outputs and the City supports taking a performance based approach. The outputs are clear but it is unclear if these will be in addition to the submission requirements in the Regulations. It is recommended that this be clarified in the final document.
3.	Precinct Planning Transition Process	
3.1.	The Discussion Paper suggests that the broader planning framework may need to be amended to remove activity centre plans and replace them with precinct plans. The Discussion Paper requests that the planning industry provide feedback on how this change should be transitioned through various planning legislation and mechanisms.	The City acknowledges that an amendment to the Regulations is time consuming. There is a lot of guidance provided for in the draft SPP 7.2 and the Precinct Design Guidelines that would be beneficial to come into effect as soon as possible so that it can be applied to the current planning instruments with minimal disruption. It is recommended that the Department focus on bringing SPP 7.2 into effect with the current planning instruments and then measure the impact that this has on the quality of design for precincts. The City notes that the Department is currently working on the Neighbourhood Design WA Stage and recommends that this work be undertaken to improve design outcomes using other existing planning instruments prior to amending the Regulations as required for all types of planning instruments.
3.2.	Figure 4 in the Discussion Paper outlines the changes proposed to the Regulations with the introduction of Precinct Design.	It is unclear how activity centre plans that are currently being prepared, such as that for the Leederville Activity Centre, will be transitioned into the precinct plan model. It is recommended that guidance be provided to transition draft activity centre plans to the precinct planning model. It is recommended that a similar approach be used as when the Regulations were introduced whereby a step in the preparation process under the old legislation was taken to be a step in the process under the new legislation.
3.3.	Section 3.6 in the Discussion Paper identifies various changes that may be required to other planning documents to give effect to the precinct planning approach.	The City commends the State Government for proactively undertaking this initiative and recognises that a similar body of work would also be required to guide the local planning framework. A transition period will be required to provide local governments with sufficient time to adapt their local planning frameworks. The City would appreciate ongoing communication with the State Government to understand the timing of these proposals.








City of Vincent Submission on Design WA Stage Two – Precincts

	Design WA Stage Two Proposal	City of Vincent Comment & Recommendation
4.	Policy Provisions	
4.1.	The Design Guidelines propose that precinct plans should have a strong view to the feasibility of the proposed development scenario.	The City supports an approach where the planning of an area considers the economic viability of the proposed outcome being achieved. Depending on the author of a precinct plan, there will likely be varying focal points around economic viability. It is recommended that further guidance be included around which exact elements should be considered and which should not. For example, it may be appropriate to consider land assembly, infrastructure costs and staging, but not appropriate to consider whether individual sites are feasible to be developed under the current market conditions.
4.2.	Design Element 6 deals with the public realm.	<p>Although it is recognised that the public realm is a critical component of a well-functioning precinct, many existing planning instruments do not address public realm to the level proposed through precinct planning.</p> <p>Since the draft SPP 7.2 proposes that precinct plans include an implementation section, there would undoubtedly be public realm improvements included. Since the public realm is not controlled and maintained by a centralised agency, the implementation of precinct plans would require significant commitment from both local and State government to fund upgrades.</p> <p>It is unclear how these upgrades would be implemented in practice. It would be inappropriate for the local government to approve a precinct plan which requires resources from the State Government to implement a proposal and vice versa. It is recommended that this be given further consideration.</p> <p>The City is preparing Place Plans for its various town centres. These Place Plans guide the use of the City's resources to achieve good place outcomes. There may be a role to require these be prepared in other local governments to support use of resources for good precinct outcomes. It may also be relevant to implement such an approach through various State Government departments.</p>

9.3 NO. 14 (LOT: 3; S/P: 32001) VIEW STREET, NORTH PERTH - PROPOSED CHANGE OF USE FROM OFFICE TO OFFICE AND CONSULTING ROOMS (MEDICAL)

TRIM Ref: D19/169804
Author: Kate Miller, Senior Urban Planner
Authoriser: Jay Naidoo, Manager Development & Design
Ward: North

Attachments:

1. Consultation and Location Map [↓](#) 
2. Development Plans [↓](#) 
3. Parking Management Plan and Parking Survey [↓](#) 
4. Strata Plan and Previously Approved Site Plan [↓](#) 
5. Summary of Submissions - Administration's Response [↓](#) 
6. Summary of Submissions - Applicant's Response [↓](#) 
7. Determination Advice Notes [↓](#) 

RECOMMENDATION:

That Council in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for a Change of Use from Office to Office and Consulting Rooms (Medical) at No. 14 (Lot: 3; S/P: 32001) View Street, North Perth, in accordance with the plans provided in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 7:

1. This approval is for Change of Use from Office to Consulting Rooms (Medical) on the ground floor of the building as shown on the approved plans dated 2 September 2019 and 18 October 2019. The first floor of the building shall remain as Office. No other development forms part of this approval;
2. This approval is for Consulting Rooms as defined in the City of Vincent Local Planning Scheme No. 2 and the subject land may not be used for any other use without the prior approval of the City;
3. The proposed Consulting Rooms shall be limited to the following hours of operation:
 - 8:00am to 9:00pm Monday to Friday;
 - 8:00am to 5:00pm Saturday;
 - 11:00am to 5:00pm Sunday and Public Holidays; and
 - Closed Christmas Day, Good Friday and ANZAC Day;
4. A maximum of two consultants shall operate from the premises at any one time;
5. The Parking Management Plan dated 18 October 2019 shall be implemented, and the development shall be carried out in accordance with the approved Parking Management Plan and approved plans, to the satisfaction of the City at the expense of the owners/occupiers;
6. Prior to commencement of the use, copies of Consultants' certificates from a relevant legitimate and reputable association or organisation shall be provided to the City;
7. All signage is to be in strict accordance with the City's Policy No. 7.5.2 – Signs and Advertising, unless further development approval is obtained;
8. All off street parking is to be available during business hours for all customers and staff; and
9. A minimum of two bicycle parking bays (one short term and one long term) shall be provided on site prior to occupation of the development. The design and construction of the bike bays shall be in accordance with Australian Standards AS2890.3:2015 Parking Facilities Part 3: Bicycle Parking.

PURPOSE OF REPORT:

To consider an application for development approval for a change of use from Office to Consulting Rooms at No. 14 View Street, North Perth (subject site).

PROPOSAL:

The application proposes to use the ground floor of the premises as Consulting Rooms, comprising two consulting rooms, an administration area, a waiting area, toilets, end of trip facilities and a kitchenette. The proposal is categorised as Medical Consulting Rooms for the purposes of the City's Policy No. 7.5.22 – Consulting Rooms with clients attending the tenancy requiring the investigation or treatment of injuries and ailments. There would be a maximum of two consultants operating full time, one full time receptionist and four customers on the premises at any one time. Customers would attend the premises by appointment only. Appointments would run for 15 minutes to 30 minutes, depending on the appointment type. The proposed operating hours for the Consulting Rooms would be:

- 8:00am to 9:00pm Monday to Friday;
- 8:00am to 5:00pm Saturday;
- 11:00am to 5:00pm Sunday and Public Holidays; and
- Closed Christmas Day, Good Friday and ANZAC Day.

The proposal would not result in any changes to the existing built form. The upper floor of the subject tenancy is approved as an Office and would continue to operate as existing.

BACKGROUND:

Landowner:	Trandcorp Pty Ltd and Butmor Pty Ltd
Applicant:	Peter Webb & Associates
Date of Application:	29 August 2019
Zoning:	MRS: Urban LPS2: Zone: Commercial R Code: N/A
Built Form Area:	Residential
Existing Land Use:	Office
Proposed Use Class:	Consulting Rooms 'P'
Lot Area:	1,380.3m ²
Right of Way (ROW):	Yes
Heritage List:	No

The subject site is located at the corner of View Street and Woodville Street and is also bound by a right-of-way to the north, as shown in **Attachment 1**. Under the City's Local Planning Scheme No. 2 (LPS2), the properties to the north and north-east of the subject site are zoned Residential R60, the properties east and south of the subject site are zoned Commercial and the properties to the west of the subject site are zoned for Public Purpose (Civic Uses). All of the adjoining properties form part of the Residential built form area, as prescribed under Policy No. 7.1.1 – Built Form.

In 1999, a mixed use two storey commercial development was approved at the subject site comprising six strata lots and 26 onsite parking bays. A surplus of parking was provided onsite, with 22 bays being required for the development. An additional 10 bays were provided within the Woodville Street road reservation at the cost of the applicant. As a result, a total of 36 parking bays were provided, creating an overall surplus of 14 parking bays. The bays provided within the Woodville Street road reservation are public car bays and are not for the exclusive use of the development.

DETAILS:**Summary Assessment**

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

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Land Use	✓	
Parking and Access		✓
Bicycle Parking	✓	

Detailed Assessment

The deemed-to-comply assessment of the element that requires the discretion of Council is as follows:

Street Setback	
Deemed-to-Comply Standard	Proposal
Policy No. 7.7.1 – Non-Residential Development Parking Requirements	
<u>Consulting Rooms</u> (4 bays per consulting room) 2 consulting rooms requires 8 bays	2 bays for subject tenancy

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with *Planning and Development (Local Planning Schemes) Regulations 2015*, for a period of 14 days from 23 September 2019 to 7 October 2019. The method of advertising included a letter being mailed to all adjoining owners and occupiers (as shown in **Attachment 1**) and a notification placed on the City's website, in accordance with the City's Policy No. 4.1.5 – Community Consultation.

A total of four submissions were received comprising one submission in support of the proposal and three submissions objecting to the proposal. The submissions received during the community consultation period are summarised as follows:

- The proposed parking shortfall will exacerbate the existing parking issues within the locality; and
- Poor scheduling of customers could result in a greater parking demand and result in a greater parking shortfall.

Administration's and the applicant's response to the submissions are provided within **Attachment 5** and **Attachment 6**, respectively.

Design Review Panel (DRP):

Referred to DRP: No

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2;
- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.1.1 – Built Form;
- Policy No. 7.5.22 – Consulting Rooms; and
- Policy No. 7.7.1 – Non-Residential Development Parking Requirements

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

Delegation to Determine Applications:

This matter is being referred to Council in accordance with the City's Delegated Authority Register as the application proposes a greater shortfall than five car parking bays under the minimum parking requirements of Table 1 of Policy No. 7.7.1 – Non-Residential Development Parking Requirements.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Should Council agree to waive the cash-in-lieu for the shortfall of vehicle parking on-site, the City would not receive the amount of \$32,400 that would contribute towards the provision and upgrading of transport infrastructure within the City of Vincent.

COMMENTS:Parking

In accordance with Policy No. 7.7.1 – Non Residential Development Parking Requirements (Parking Policy), Consulting Rooms within the Residential built form area are required to provide four bays per consulting room. The application proposes two consulting rooms to be provided on the ground floor of the building, thereby requiring eight parking bays. The ground floor of the building was previously approved as an Office, requiring two bays. Similarly, the first floor of the building was previously approved as an Office, also requiring two bays.

There are four bays available on site for the exclusive use of this strata lot provided in a tandem configuration, as shown on the Strata Plan and previously approved site plan included as **Attachment 4**. Two bays would be available for the ground floor and two bays would be available for the upper floor of the building. The consulting rooms would result in a parking shortfall of six bays.

The proposed parking shortfall was advertised to adjoining properties in accordance with the City's Consultation Policy. Concerns were raised in relation to lack of parking available.

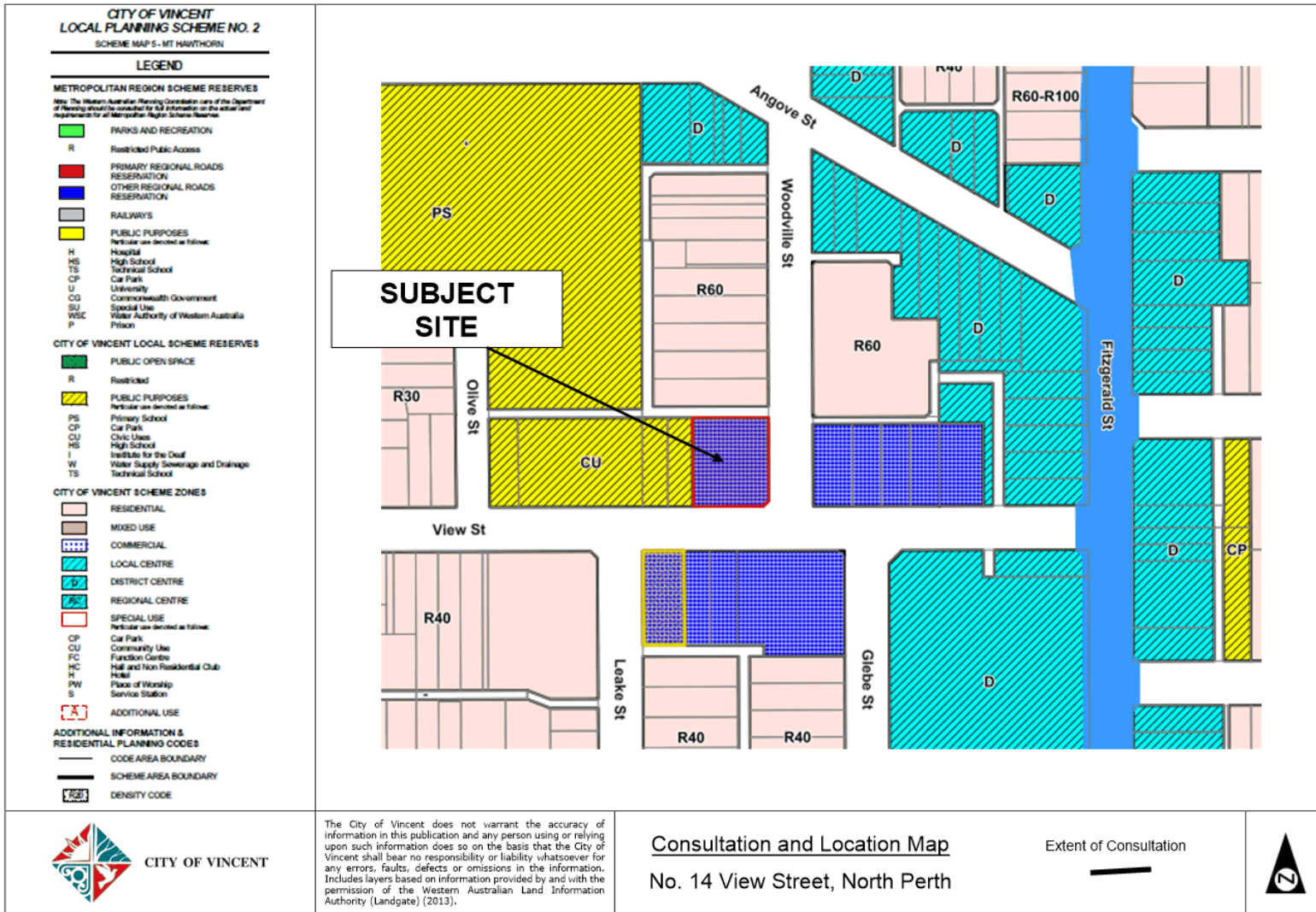
A Parking Management Plan and parking survey has been provided by the applicant in support of the parking shortfall and is included as **Attachment 3**. In considering the appropriateness of the parking shortfall, the following is relevant:

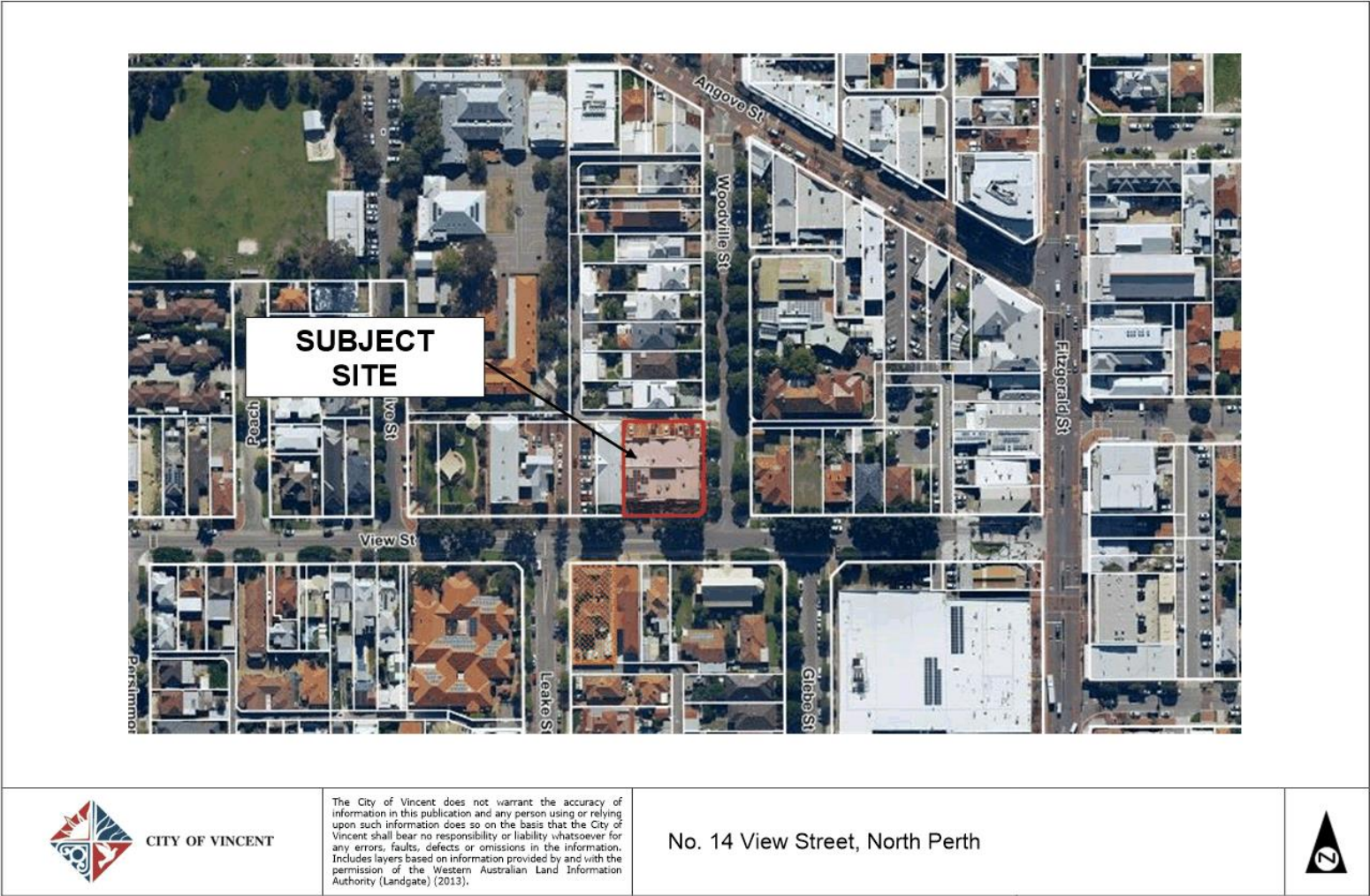
- Appointments would run for approximately 15 minutes to 30 minutes, depending on the appointment type. Appointments would be booked in advance and would be scheduled to minimise overlap of appointments. Scheduling of appointments would reduce impacts that are typically associated with 'peak periods'.
- The applicant anticipates a maximum of seven car parking bays to be required to accommodate three staff and four patients (two attending and two waiting) at any one time. A minimum of five parking bays would be required to be accommodated within the public parking bays available within the vicinity of the site.

- The applicant's parking management plan included as **Attachment 3** identifies the on-site tandem parking bays would be used by the staff of the premises. This would ensure there is not an issue with the management and use of parking bays.
- The development requires one long term and one short term bicycle bay to be provided on site. The bicycle bays would be available for the use of staff or customers.
- The subject site is within 140 metres of Fitzgerald Street, which is a high frequency bus route and is serviced by five different bus routes.
- Fitzgerald Street and Angove Street are zoned as District Centre under the City's LPS2, as shown in **Attachment 1**. The site's close proximity to this area would allow for multi-purpose trips and reduce the overall parking demand within the vicinity.
- The City's parking survey data identifies there are a minimum of 160 on-street parking bays surrounding the subject site, which are summarised as follows:
 - Woodville Street comprises a total of 45 bays between View Street and Angove Street (42 bays with a 3 hour restriction and 3 bays with a 15 minute restriction);
 - View Street comprises a total of 71 bays between Charles Street and Fitzgerald Street (25 bays with a 5 hour restriction, 19 bays with a 3 hour restriction, 21 bays with a 1 hour restriction and 6 bays with a 15 minute restriction);
 - Leake Street comprises 16 bays between View Street and Alma Road (2 hour restriction); and
 - Glebe Street comprises 25 bays between Alma Road and View Street (2 hour restriction).
- The City's parking surveys undertaken on 28 November 2018, 30 November 2019 and 1 December 2018 considered the availability of the abovementioned parking bays between the hours of 9:00am to 11:00am, 12:00pm to 2:00pm and 3:00pm to 5:00pm. The findings are summarised as follows:
 - The parking bays along Woodville Street between View Street and Angove Street experienced high levels of occupancy on weekdays, being a minimum of 75 percent and a maximum of 98 percent. Weekends had lower occupancy ranging from 50 percent to 77 percent;
 - The parking bays along View Street between Charles Street and Fitzgerald Street experienced moderate occupancy, ranging from 63 percent to 79 percent on weekdays and 48 percent to 49 percent occupancy on weekends;
 - There was no traffic data available for the bays along Leake Street between View Street and Alma Road; and
 - The parking bays along Glebe Street Alma Road and View Street experienced moderate occupancy, ranging from 44 percent to 72 percent on weekdays and 48 percent to 80 percent on weekends.
- The applicant provided a parking survey which considered 117 on street parking bays within the vicinity of the subject site (included as **Attachment 3**). The parking survey was undertaken on Tuesday 27 August 2019 at 11:00am. The extent of the survey does not adequately address the intended operating hours of the proposal, although it can be considered in conjunction with the City's parking survey data identified above. The findings of the survey indicate that of the 117 on street bays surveyed, 52 bays were available at the time the survey was undertaken.
- The initial development of the site provided 26 on-site parking bays in lieu of the required 22 parking bays, plus an additional 10 bays within the Woodville Street road reservation. Although the on-street parking bays are not available for the exclusive use of the subject site, the parking bays would be available for use of patients attending the Consulting Rooms. These bays have positively benefited the locality as they provide additional public parking bays that would have otherwise not been available.

The site is located within close proximity to high frequency bus routes and the North Perth town centre area. The site is also provided with on-site bicycle parking bays and is accessible by public footpaths. These elements would encourage alternate methods of transportation and would reduce the parking demand generated by the development. In determining the acceptability of the maximum parking shortfall of six bays, the above information indicates that there would be on-street public parking bays within the general vicinity of the subject site available to accommodate the parking shortfall generated by the proposal, as well as alternate modes of transport to the site that would reduce the demand for parking.

On the basis of the above, the parking demand generated by the development would be accommodated without the need for a cash-in-lieu contribution from the applicant.



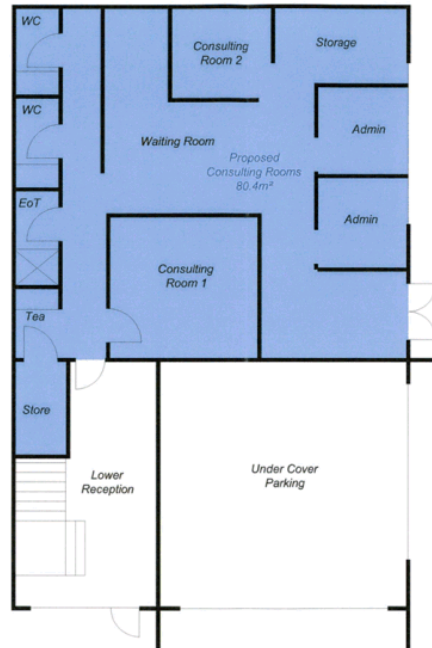


**SITE PLAN**

LOT 499, STRATA LOT 3 (#14) VIEW STREET,
NORTH PERTH

CITY OF VINCENT
RECEIVED
18 October 2019

PETER D WEBB AND ASSOCIATES
C2359
P-2359-01
CONSULTANTS IN TOWN PLANNING & URBAN DESIGN
PO BOX 929 SUBIACO WA 6004 TEL 9388 7111
UNIT 2/19 YORK STREET SUBIACO FAX 9388 7240
27-08-2019

**FLOOR PLAN - PROPOSED CONSULTING ROOMS**

LOT 499, STRATA LOT 3 (#14) VIEW STREET,
NORTH PERTH

PETER D WEBB AND ASSOCIATES
C2359
P2359-01
1:100 @ A3
27-08-2019
CONSULTANTS IN TOWN PLANNING & URBAN DESIGN
PO BOX 920 SUBIACO WA 6008 TEL: 9388 7115
UNIT 2/19 YORK STREET SUBIACO FAX: 9388 7240

CITY OF VINCENT
RECEIVED
18 October 2019

PARKING MANAGEMENT PLAN

PROPOSED CHANGE OF USE – CONSULTING ROOMS 14 VIEW STREET, NORTH PERTH

Owner Applicant Details	
Name	Peter Webb & Associates on behalf of owner of 14 View Street
Address	PO Box 920 Subiaco WA 6904
Phone	9388 7111
Email	nik@webbplan.com.au
Applicant Signature	
Property Details	
Lot Number	Lot 499 (Strata Lot 3)
Address	14 View Street, North Perth
Proposal	Proposed Consulting Rooms at Ground Floor 14 View Street

Parking Options (for ground floor tenancy)	
Total No. of Parking Spaces on site (for ground floor)	2
Total No. Short Term Bicycle Spaces	1
Total No. Long Term Bicycle Spaces	1
Total No. Other Bays in immediate vicinity	On-street parking in View Street, Woodville Street, Leake Street, Glebe Street
	Public car park at 2 View Street

Parking Calculation			
Development Users	Type / Duration	Car Spaces	Bike Spaces
Staff:	3 Employees / 8 hours	3	1
Clients:	Quick Appt / 15 mins	2 (1 attending, 1 waiting)	1
	Consult / 30 mins	2 (1 attending, 1 waiting)	
Total	Required at any one time:	7 spaces required at any one time	1 or 2
Provided Parking		2 on site (G/Floor Tenancy)	2

Public Parking (Refer Locality Plan)			
	No. Marked Spaces	Location	Restriction
On-Street Parking	21	View Street	3P
On-Street Parking	10	Woodville Street	No restriction*
On-Street Parking	16+	Leake Street	2P
On-Street Parking	30+	Glebe Street	2P
Off-Street Parking	40	2 View Street, North Perth	3P
TOTAL	117		

*Strata Owners have requested the City to make Woodville Street verge bays timed (1P) bays to improve flexible use of these bays.

Transport Options	Type / Level of Service
Public Transport	
Bus	Frequent Bus at Fitzgerald Street located 200m away. Dedicated bus lane in Fitzgerald Street.
Pedestrian	
Paths	Footpaths on either side of View Street linking the subject site to the District Centre of North Perth located on Fitzgerald Street 100m away to the east.

**PARKING MANAGEMENT STRATEGIES**

1. The strata management company Bruel Strata Management is responsible for the strata units at 18 View Street, North Perth (which incorporates #14). Bruel Strata Management is responsible for the management, operation and maintenance of all parking bays in the strata.
2. Bruel Strata Management along with the respective owners of each strata unit are responsible for the management of allocation of car parking bays with tenants and as specified in this Parking Management Plan specific for #14 View Street.
3. Bruel Strata Management along with the owners/tenants are responsible for management of tandem parking for staff and tenants.
4. Tenants are responsible for assisting with way-finding measures to ensure efficient use of parking facilities for the clients/customers.
5. Tenants are responsible for advising clients of parking options available on a given day including advising of alternate transport modes such as the provision of bicycle facilities and public transport promotion.

CITY OF VINCENT
RECEIVED
11 November 2019

PARKING SURVEY

View Street, North Perth

PROPOSED CHANGE OF USE – CONSULTING ROOMS

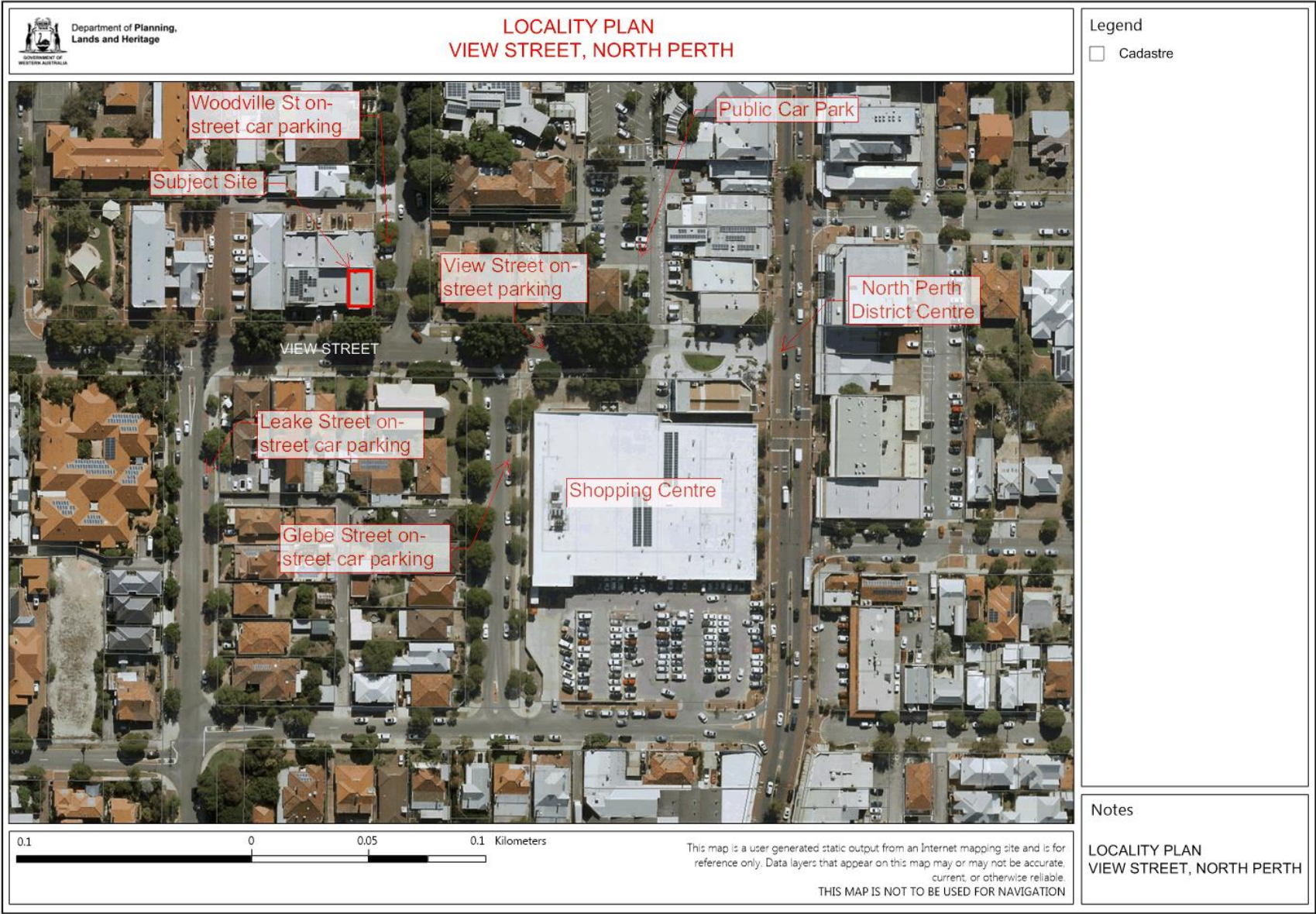
14 VIEW STREET, NORTH PERTH

SURVEY UNDERTAKEN: Tuesday 27 August 2019 at 11:00am

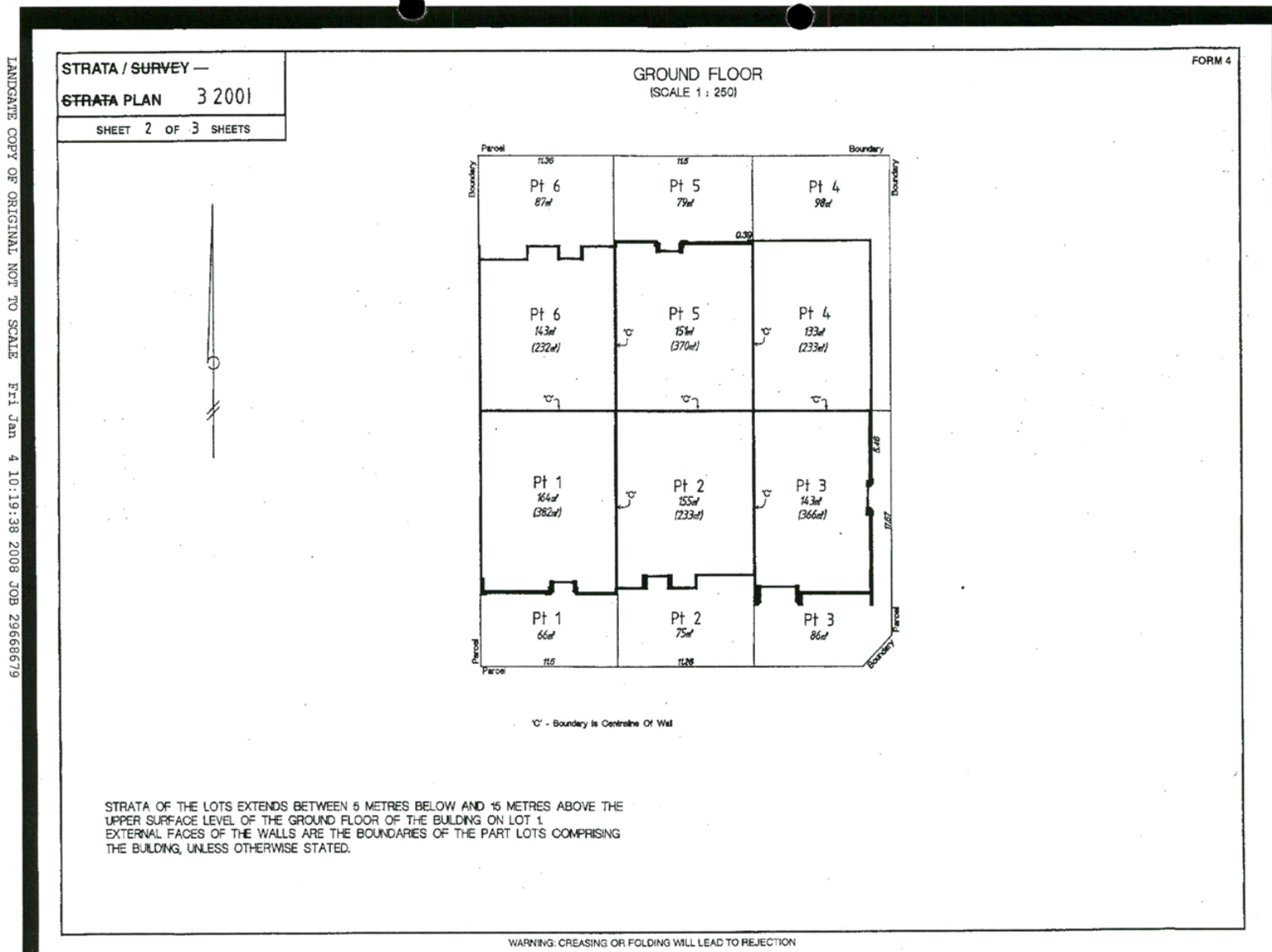
Public Parking				
	No of Spaces	Location	Restriction	Available Bays
On-Street Parking	21	View Street	3P	7 available
On-Street Parking	10	Woodville Street	No restriction*	1 available
On-Street Parking	16+	Leake Street	2P	8 available
On-Street Parking	30+	Glebe Street	2P	15 available
Off-Street Parking	40	2 View Street, North Perth	3P	21 available
Total	117			52 available on day/time of survey

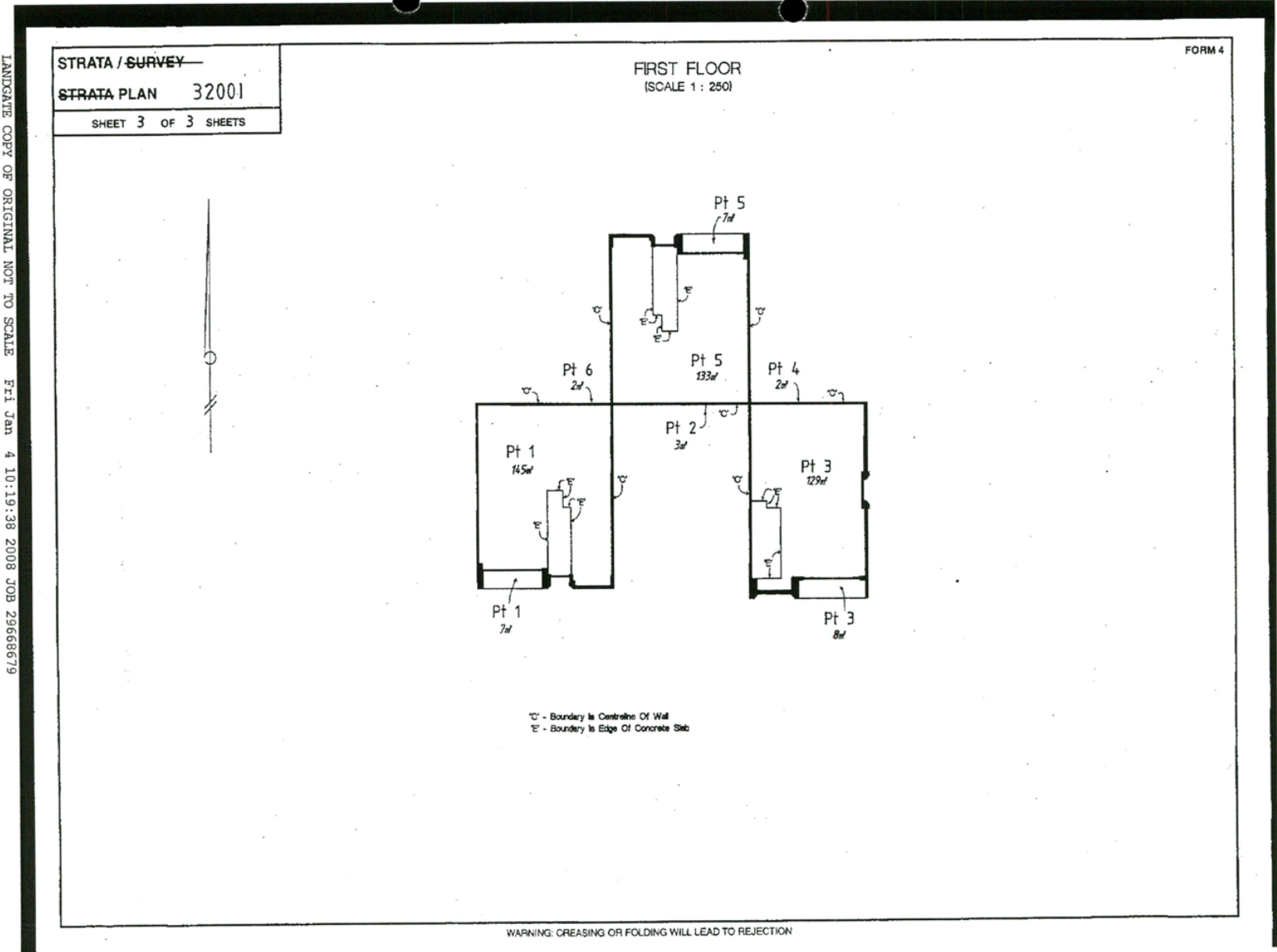
Notes:

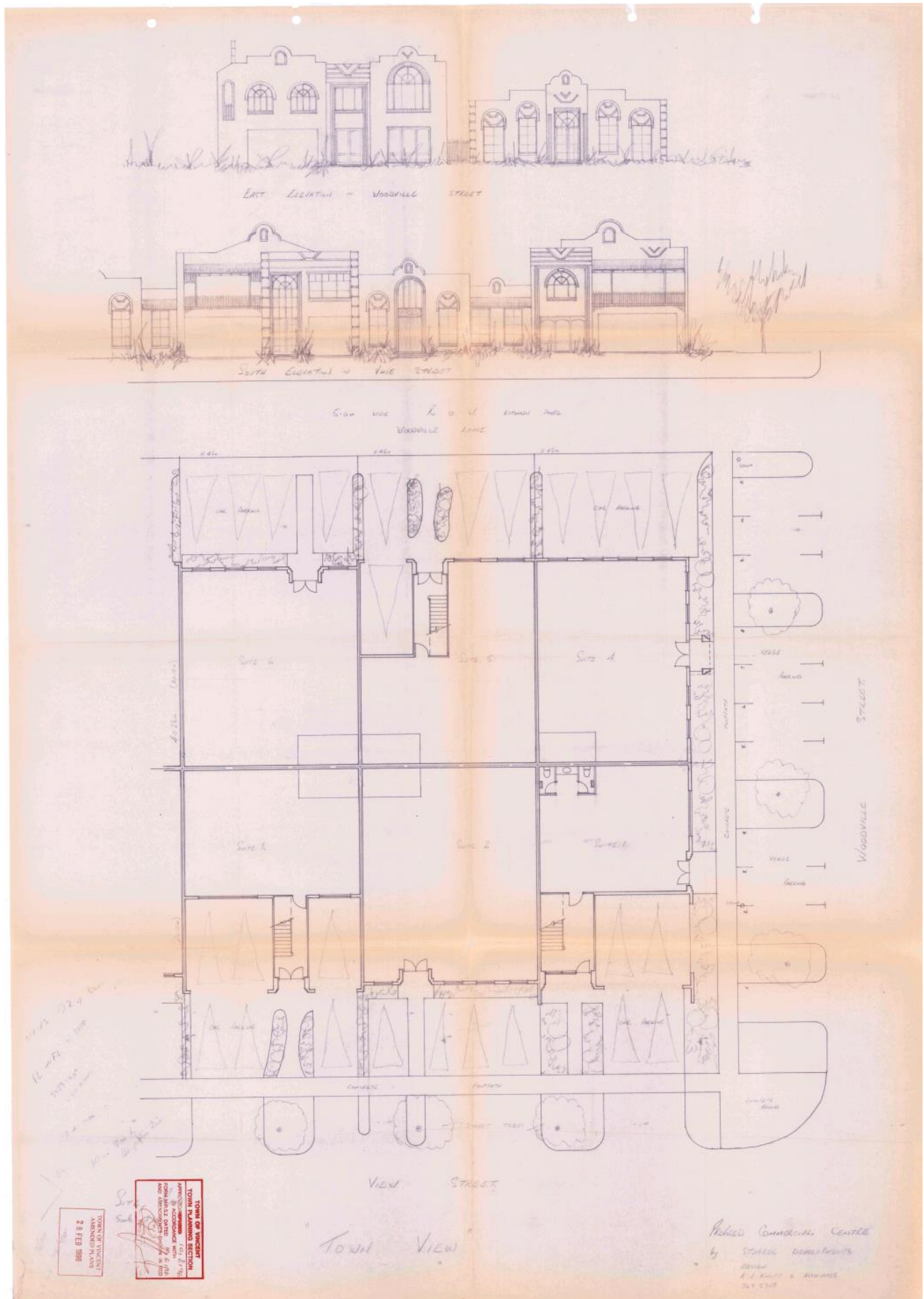
- All parking is within 150m of subject site.
- Legible footpaths on both sides of all streets surveyed.
- Woodville Street parking restriction may change soon which will assist in providing additional opportunity for availability.



LANDGATE COPY OF ORIGINAL NOT TO SCALE Fri Jan 4 10:19:38 2008 JOB 29668679







Summary of Submissions:

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

Comments Received in Objection:	Officer's Comment:
<u>Parking</u> <ul style="list-style-type: none">• The proposed parking shortfall will exacerbate the existing parking issues within the locality.• Poor scheduling of customers could result in a greater parking demand and result in a greater parking shortfall.	<p>The subject site is located within close proximity to the Fitzgerald Street and Angove Street District Centre area as prescribed under LPS2. The proposed use would be complimentary to the existing land uses and could facilitate multi-purpose trips.</p> <p>The applicant's parking survey and the City's parking survey data indicate there would be a surplus of bays available within the general vicinity to accommodate the parking demand of the consulting rooms.</p> <p>Further, the site is located within close proximity to high frequency bus routes and the North Perth town centre area. The site is also provided with on-site bicycle parking bays and is accessible by public footpaths. These elements would encourage alternate methods of transportation and would reduce the parking demand generated by the development.</p>

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

Summary of Submissions:

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

Comments Received in Objection:	Applicant's Comment:
<p><u>Parking</u></p> <ul style="list-style-type: none"> • The proposed parking shortfall will exacerbate the existing parking issues within the locality. • Poor scheduling of customers could result in a greater parking demand and result in a greater parking shortfall. 	<p>The current ground floor office at #14 View Street requires 1.6 (2) car parking bays, which is being increased to a required eight (8) car parking bays for the proposed change of use (Consulting Rooms). This is an increase of six (6) car parking bays. As the ground floor has previously been approved with two (2) car parking bays, the City is required to assess the increase of six (6) and determine whether in the circumstances, this increase is acceptable.</p> <p>Please refer attached Parking Management Plan for your information which provides details about current parking opportunities including on-street public parking and off-street public parking facilities.</p> <p>We have undertaken a survey of on-street parking availability and confirm that on many occasions, there is adequate on-street parking available for clients to use. In our view, given the range of parking options in this area, and close proximity to the District Centre, there will be no parking problems associated with the use.</p> <p>We are also aware that the 8 verge bays in Woodville Street directly adjacent to the subject site are currently not timed bays, and as such, staff of businesses in the area have been found to park in those bays all day, precluding others from parking there for short periods to access services in the locality. There is an opportunity for the City to amend these bays to be timed bays (1hr parking only), which would allow for more flexible parking opportunities in this locality. This would benefit many businesses in the locality including the proposed Consulting Rooms at 14 View Street.</p> <p>With reference to objections on the grounds of inappropriate scheduling we can confirm that the practice will run on an appointment system. Generally speaking, appointments are booked at four per hour for standard appointments (15 minutes each) for a single patient concern or a couple of simple issues (requests for scripts, discussing results etc.) or long appointments (30 minutes each) for more complex matters (developing care plans etc.) or more than one major issue (e.g. Pap smear test with another issue requiring referral to a specialist etc.).</p> <p>Appointments are generally booked in advance so that patient flow is appropriately managed. Accordingly, with this level of careful scheduling and patient flow management, it is not considered there will be any impact on patient parking.</p>

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

Page 1 of 1

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. No verge trees shall be REMOVED. The verge trees shall be RETAINED and PROTECTED from any damage including unauthorized pruning.
3. 'Consulting rooms' means premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
4. All signage that does not comply with the City's Policy No. 7.5.2 – Signs and Advertising shall be subject to a separate Development Application and Building Permit application, being submitted and approved prior to the erection of the signage.
5. Consulting Rooms shall operate in accordance with the City's Policy No. 7.5.22 – Consulting Rooms.
6. 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.
7. If the 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.








9.4 NOS. 514-516 (LOT: 14-16; D/P: 1106) WILLIAM STREET, HIGHGATE - PROPOSED FOUR GROUPED DWELLINGS

TRIM Ref: D19/169932

Author: Karsen Reynolds, Urban Planner

Authoriser: Jay Naidoo, Manager Development & Design

Ward: South

- Attachments:**
1. Consultation and Location Map [↓](#) 
 2. Proposed Development Plans [↓](#) 
 3. Supporting Information [↓](#) 
 4. Summary of Submissions - Administration Response [↓](#) 
 5. Summary of Submissions - Applicant Response [↓](#) 
 6. Design Review Panel Meeting Minutes [↓](#) 
 7. Determination Advice Notes [↓](#) 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, **APPROVES** the application for Four (4) Grouped Dwellings at Nos. 514-516 (Lots: 14-16; D/P: 1210) William Street, Highgate, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 7:

1. Development Plans

- 1.1** The development must be at all times constructed and used precisely as shown on the approved plans, both internally and externally, to the satisfaction of the City; and
- 1.2** The Unit 2 'Multi-Purpose' room shall not be used as a kitchen, kitchenette, or laundry, to the satisfaction of the City;

2. Amalgamation

Prior to the lodgement of a Building Permit application for the proposed development, Lot 14, Lot 15 and Lot 16 ('The lots') are to be amalgamated into a single lot on a Certificate of Title; or alternatively, the owner entering into a legal agreement with the City and secured by an absolute caveat lodged over the certificates of title to the Lots requiring the amalgamation to be completed within twelve months of the issue of a Building Permit for the proposed works;

The owner shall be responsible to pay all costs associated with the City's solicitor's costs incidental to the preparation of (including all drafts) and stamping of the agreement and lodgement of the absolute caveat;

3. Boundary Walls

The owners of the subject land shall finish and maintain the surface of all boundary walls facing adjoining properties in a good and clean condition prior to practical completion of the development to the satisfaction of the City. The finish of the boundary walls is to be fully rendered or face brickwork; or material as otherwise approved; to the satisfaction of the City;

4. Landscaping

- 4.1** A detailed landscape and reticulation plan for the development site and adjoining road verge, to the satisfaction of the City, shall be lodged with and approved by the City prior to construction. The plan shall be drawn to a scale of 1:100 and show the following:
 - The location and type of existing and proposed trees and plants;
 - Areas to be irrigated or reticulated;
 - The provision of a minimum of 15 percent deep soil area per unit;
 - The provision of canopy cover that is no less than that shown on the approved plans; and
 - The provision of trees within deep soil areas on site to maximise the amount of canopy coverage. The tree species are to be in accordance with the City's recommended tree species list;
- 4.2** All works shown in the plans as identified in Condition 3.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers; and

- 4.3 No verge tree shall be removed without the prior written approval of the City. The verge tree shall be retained and protected from damage including unauthorised pruning to the satisfaction of the City;

5. Fencing

The gate and/or fencing infill panels above the approved solid portions of wall shall be visually permeable in accordance with the State Planning Policy 7.3: Residential Design Codes Volume 2 – Apartments, to the satisfaction of the City;

6. Stormwater

Stormwater from all roofed and paved areas shall be collected and contained on site. Stormwater must not affect or be allowed to flow onto or into any other property or road reserve;

7. Sightlines

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

7.1 Walls, letterboxes or fences adjoin vehicular access points to the site; or

7.2 A driveway meets a public street; or

7.3 Two streets intersect;

Unless otherwise approved by the City of Vincent;

8. Car Parking and Access

8.1 The layout and dimensions of all driveway(s) and parking area(s) shall be in accordance with AS2890.1;

8.2 All driveways, car parking and manoeuvring area(s) which form part of this approval shall be sealed, drained, paved and line marked in accordance with the approved plans prior to the first occupation of the development and maintained thereafter by the owner/occupier to the satisfaction of the City;

8.3 Vehicle access points are required to match into existing right of way levels;

8.4 Prior to the first occupation of the development, redundant or “blind” crossovers shall be removed and the verge and kerb made good to the satisfaction of the City, at the applicant/owner’s full expense; and

8.5 All new crossovers shall be constructed in accordance with the City’s Standard Crossover Specifications;

9. Schedule of External Finishes

The colours, materials and finishes of the development shall be in accordance with the approved elevations and schedule of finishes which forms part of this approval, unless otherwise approved by the City’s Design Review Panel prior to the issue of the Building Permit. The development must be finished, and thereafter maintained, in accordance with the schedule provided to and approved by the City, prior to occupation of the development;

10. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennae, satellite dishes, solar panels, external hot water heaters, air conditioners, and the

like, shall not be visible from the street(s), are designed integrally with the building, and be located so as not to be visually obtrusive;

11. Visual Privacy

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

12. Right of Way

The landowner shall remove any development or other works and shall seal, drain and grade to match the existing right of way within 1.5 metres of the eastern lot boundary at the time the portion of ROW widening is ceded to the City. Any costs associated with the above are the responsibility of the owner; and

13. Dilapidation Report

A Dilapidation Report for No. 512 William Street Highgate, No. 518 William Street Highgate and No. 21 Harley Street, Highgate shall be prepared and submitted to the City prior to the commencement of the development.

PURPOSE OF REPORT:

To consider an application for development approval for four Grouped Dwellings at Nos. 514 – 516 William Street, Highgate (subject site).

PROPOSAL:

The City received a development application seeking the approval for the construction of four Grouped Dwellings on the subject site on 5 June 2019. The proposal consists of four three-storey dwellings, each with a portion of the dwelling to the front of the site facing Hyde Park and a portion of the dwelling to the rear of the site facing the right of way (ROW), separated by a central courtyard. Units 1, 2 and 4 consist of four bedrooms and Unit 3 consists of five bedrooms. Vehicle access to all dwellings is provided from the rear ROW and the primary pedestrian access to each dwelling is provided from William Street.

The development plans subject of this report are included as **Attachment 2** and the applicant's supporting information is included as **Attachment 3**.

BACKGROUND:

Landowner:	Huirun Pty Ltd
Applicant:	Urbanista Planning
Date of Application:	5 June 2019
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R50
Built Form Area:	Residential
Existing Land Use:	Vacant
Proposed Use Class:	Grouped Dwellings
Lot Area:	1041m ²
Right of Way (ROW):	Yes – City of Vincent, 3.0m drained and sealed
Heritage List:	No

The subject site is located at Nos. 514 – 516 William Street, Highgate, as shown on the location plan included as **Attachment 1**. The subject site is currently vacant however previously accommodated two single dwellings.

The subject site has a frontage to William Street to the west and a ROW to the east. The site adjoins Single Houses to the north-east and south-west of the subject site that also have frontages to William Street. The site also adjoins Single Houses to the east, across the ROW, that front Harley Street. Hyde Park is located to the west of the subject site, which is reserved for Parks and Recreation purposes. The broader area is

generally characterised by single storey and two storey Single Dwelling and Grouped Dwelling developments.

The subject site is zoned Residential with a density coding of R50 under the City's Local Planning Scheme No. 2 (LPS2). The subject site and adjoining properties along William Street and Harley Street are within the Residential built form area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and also have a density coding of R50 under the City's LPS2.

The western adjoining properties that face Harley Street are located within the Harley Street Heritage Guideline Area. The City's Policy No. 7.5.15 Character Retention Areas and Heritage Areas does not require assessment to be completed for development proposed adjacent to the Harley Street Heritage Guideline Area. An adjacent property at No. 21 Harley Street is listed on the City's Municipal Heritage Inventory (MHI) as Management Category B.

The site is subject to Clause 32(4) of LPS2 that, notwithstanding any other provisions in the Scheme, does not permit multiple dwellings.

The applicant agreed in writing to extend the statutory timeframe in which to determine the application to 10 December 2019 in order for the applicant to address the matters raised during the community consultation and assessment process.

DETAILS:

Summary Assessment

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

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Street Setback		✓
Street Walls and Fences		✓
Lot Boundary Setbacks/Lot Boundary Walls		✓
Building Height/Storeys		✓
Sightlines		✓
Open Space	✓	
Outdoor Living Areas	✓	
Landscaping (R Codes)	✓	
Privacy	✓	
Parking & Access	✓	
Solar Access	✓	
Site Works/Retaining Walls	✓	
Essential Facilities	✓	
External Fixtures	✓	
Surveillance	✓	
Developments on Rights of Way	✓	
Heritage Management	✓	

Detailed Assessment

The deemed-to-comply assessment of the element that requires the discretion of Council is as follows:

Street Setback	
Deemed-to-Comply Standard	Proposal
Policy No. 7.1.1 Built Form Clause 5.2	
Primary street setback: 5.5 metres	Unit 2:

	First floor: 4.5 metres Second floor: 4.5 metres Unit 3: First floor: 4.5 metres Second floor: 4.5 metres
Lot Boundary Setbacks	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 – Clause 5.1.3 South-west boundary: Unit 1 second floor planter boxes require a 1.9 metre lot boundary setback	Unit 1 second floor planter boxes provide a 1.6 metre lot boundary setback
Building Height	
Deemed-to-Comply Standard	Proposal
Policy No. 7.1.1 – Built Form Clause 5.6 Two storeys permitted Concealed roof height permitted: 7.0 metres	Three storeys proposed Concealed roof heights proposed: Unit 1: 9.0 metres Unit 2: 9.0 metres Unit 3: 8.6 metres Unit 4: 8.3 metres
Street Walls and Fences	
Deemed-to-Comply Standard	Proposal
Policy No. 7.1.1 – Built Form Clause 5.10 Solid portions of wall permitted to a maximum height of 1.2 metres	Solid portions of wall proposed to a maximum height of 1.8 metres
Sightlines	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 – Clause 5.2.5 Walls, fences and other structures to be no higher than 0.75 metres within 1.5 metres of where walls adjoin a driveway	Structures higher than 0.75 metres within 1.5 metres of the proposed driveway of Unit 4

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days commencing on 28 October 2019 and concluding on 11 November 2018. Community consultation was undertaken by way of written notification being sent to surrounding landowners, as shown in **Attachment 1** and a notice on the City's website in accordance with the City's Policy No. 4.1.5 – Community Consultation.

The City received six submissions, all of which objected to the proposal. The concerns raised in the submissions are summarised as follows:

- Development results in building bulk to the street and adjoining properties;
- Adverse amenity impacts to adjoining properties;
- Overlooking to adjoining properties;
- Development is not consistent with the established streetscape and surrounding locality;
- Overshadowing to adjoining properties;
- Lack of canopy cover and the impact this would have on local amenity; and
- Concerns that the rear buildings adjacent to the ROW would be used as ancillary dwellings.

A summary of the submissions received along with Administration's comments on each are provided in **Attachment 4**. The applicant also provided a written response to the submissions received, as provided in **Attachment 5**.

Department of Planning, Lands and Heritage (DPLH)

In accordance with the Western Australian Planning Commission's (WAPC) delegations under the MRS, the application was referred to DPLH as the subject site abuts William Street, which is an Other Regional Road. DPLH provided a non-objection to the proposed development on regional transport grounds, subject to all vehicle access to the site being obtained from the ROW.

Design Review Panel (DRP):

Referred to DRP: Yes

The development has been referred to the DRP on three occasions on 18 September 2019, 16 October 2019 and 30 October 2019 following lodgement of the application. Refer to **Attachment 6** for an extract of the minutes from each meeting.

Following the 30 October 2019 DRP meeting, further changes were made to the plans by the applicant. The applicant sought to address the DRP comments by re-introducing the mansard roof, amending the colour of the top floor to better reference common Art Deco colours, increase surveillance to the ROW and considered further species diversity in the proposed landscaping.

These amended plans received on 7 and 11 November 2019 were presented to the DRP Chair for comment. The DRP Chair advised that all outstanding comments had been addressed in the amended plans and that the Ten Principles of Good Design have been achieved. The DRP Chair advised that it is fundamental that the materials and colours as approved by the DRP are required to be carried through to the construction stage. Administration has recommended a condition of approval requiring colours and materials to be consistent with the approved plans and external finishes schedule, unless otherwise approved by the DRP prior to issue of the building permit.

The below table demonstrates how the proposal has progressed through the DRP process in accordance with the Ten Principles of Good Design.

Design Review Progress				
	Supported			
	Pending further attention			
	Not supported			
	No comment provided			
	DRP 1 18/09/2019	DRP 2 16/10/2019	DRP 3 30/10/2019	DRP referral to Chair 07/11/2019
Principle 1 – Context & Character				
Principle 2 – Landscape Quality				
Principle 3 – Built Form and Scale				
Principle 4 – Functionality & Built Quality				
Principle 5 – Sustainability				
Principle 6 – Amenity				
Principle 7 – Legibility				
Principle 8 – Safety				
Principle 9 – Community				
Principle 10 – Aesthetics				

LEGAL/POLICY:

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

- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.1.1 – Built Form; and
- Policy No. 7.6.1 – Heritage Management-Development Guidelines for Heritage and Adjacent Properties

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

City of Vincent Policy No. 7.1.1 – Built Form

At the 23 July 2019 Ordinary Council Meeting, the proposed Amendment 2 to the Built Form Policy was approved for the purposes of advertising. The development has not been assessed against the proposed amendments to the Built Form Policy as the amendments are in draft form and are not considered to be 'seriously entertained'. This is because they have not received approval from Council following community consultation, which concluded on 22 November 2019. The amendments are not certain or imminent in coming into effect in their current advertised form.

The submissions from community consultation for the amended Built Form Policy are expected to be presented to Council in the first quarter of 2020 to consider its acceptability following community consultation.

Delegation to Determine Applications:

This matter is being referred to Council in accordance with the City's Delegated Authority Register as the proposed development incorporates dwellings that are three storeys in height which does not meet the deemed-to-comply standard of two storeys in height permitted. The proposal also received more than five written objections during the consultation period.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Land Use

Administration received a number of concerns during community consultation that each unit contained an ancillary dwelling component located in the rear buildings accessed from the ROW.

Each unit of the proposal provides two separate buildings. The buildings located closest to William Street contain the main kitchen, living and dining areas, laundries as well as bedrooms, bathrooms, retreats and study areas. The buildings located closest to the ROW provide double garages, bedrooms, bathrooms and lounge rooms. The rear buildings of each unit do not meet the definition of 'Ancillary Dwelling' under the R Codes Volume 1 as these buildings are not 'self-contained' in that they do not provide features that would enable separate occupation, namely a kitchen or kitchenette and laundry.

The supporting information provided by the applicant confirms that the current development application does not seek approval for ancillary dwellings. The supporting documentation advises that the development proposes to allow for intergenerational and adaptable housing design. The design would allow residents to age and stay in their family home.

Any future internal modifications to the rear buildings to retrofit facilities such as a kitchen or kitchenette and laundry would not be exempt from requiring development approval as deemed-to-comply variations would be proposed to the R Codes Volume 1 Clause 5.5.1 Ancillary Dwellings.

Street Setbacks

The Built Form Policy requires a deemed-to-comply primary street setback of 5.5 metres. Units 2 and 3 provide a minimum primary street setback of 4.5 metres to the first and second floors. The primary street setbacks proposed for Units 1 and 4 meet the deemed-to-comply requirement.

Administration received submissions during community consultation that raised concerns with the street setbacks provided, detailing that the proposal would detract from the streetscape and would set an undesirable precedence.

The applicant has justified that the street setbacks are appropriate in the context given Units 1 and 4 provide compliant setbacks, facilitating a systematic rhythm in the streetscape. The applicant considers the built form is of a scale and bulk appropriate to William Street.

The proposed street setbacks meet the local housing objectives of the Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The development is well articulated by way of the following:
 - The development provides large openings, varying wall heights and lengths, varied setbacks, curved edges and an overall vertical emphasis. This reduces the mass and scale of the development as it presents to the street;
 - The façade incorporates multiple major openings to all levels as well as balconies that are open in style. These features add design detail while reducing impacts of solid blank walls and subsequent building bulk; and
 - The development incorporates varying materials, finishes and colours, such as render, face brick, cladding, timber and bronze detailing. The materials and colours employed are common within the locality and contribute to the streetscape while reducing impacts of building bulk. DRP comments received support the finishes of the development and the way they relate to the locality;
- The proposed street setbacks are generally consistent with existing development along William Street. The ground floor levels of all units and the upper levels of Unit 1 and Unit 4 are aligned with the existing street setbacks of the adjoining northern and southern properties, as well as the predominate primary street setbacks of William Street. The reduced setbacks of the first floor and secondary floor balconies and planter boxes align with the existing setback of verandahs along the street, ensuring a consistency of open style structures within the streetscape;
- The provided street setbacks facilitate an active frontage to William Street. Each unit of the development provides surveillance and engagement with the public realm through the provision of open style balconies, clear glazing, full height windows, and minimal privacy screening;
- The proposal incorporates on-ground and on-structure landscaping to each unit that softens the appearance of the development when viewed from the street, contributes to the relationship between the site and Hyde Park, and creates a sense of open space within the front setback areas; and
- DRP comments received commend the architectural style of the development and the way in which it relates to the surrounding context.

Lot Boundary Setbacks

The Unit 1 second floor planter boxes are proposed to be 1.6 metres setback to the south-western boundary in lieu of the 1.9 metre deemed-to-comply standard set in the R Codes.

Administration received submissions during community consultation that raised concerns with the aesthetic impact and bulky appearance of the building as a result of the setbacks, and impacts relating to amenity, overlooking and overshadowing.

The applicant has justified that the lot boundary setback is appropriate as the wall length provides articulation through materiality, colour and landscaping. The applicant considers the wall is not visible nor will it result in a loss of direct sun to the southern property as it abuts the southern adjoining property's boundary wall for its entire length.

The proposed lot boundary setbacks meet the local housing objectives of the City's Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The adjoining southern site includes one single house. The Unit 1 second floor planter box wall abuts the adjoining property's boundary wall for its entire length, which alleviates adverse impacts of the reduced setback and subsequent building bulk. All other major openings and outdoor living areas of the southern adjoining dwelling do not have views to the Unit 1 second floor planter boxes, alleviating adverse impacts of building bulk;
- The elevation provides an articulated façade with a range of openings to mitigate building bulk. The planter boxes are unroofed and provide landscaping to further soften the building edge when viewed from the street and from the south. The façade as a whole incorporates a number of materials such as rendered brick, cladding, bronze accents and perforated screens. The materials provided break up the appearance of the wall when viewed from the adjoining properties and the street. Details of the proposed materials and colours are included in the proposed plans in **Attachment 2**;
- The shadow of the planter box wall falls across the roof of the southern adjoining property at No. 310 William Street, Highgate. The shadow does not fall across major openings or the rear outdoor living area of the southern property. The southern property would continue to receive adequate access to direct sunlight and the amount of overshadowing generated by the proposal meets the deemed-to-comply requirements;
- There are no major openings proposed to the south-western façade and the reduced setback does not result in any adverse overlooking and subsequent loss of privacy to the southern adjoining property and
- The building has been stepped back and allows for ventilation.

Building Height

The Built Form Policy permits a two storey height limit. The permitted top of external wall (concealed roof) height is 7.0 metres. The development proposes three storeys to all units and a maximum concealed roof height of 9.0 metres to Unit 1; 9.0 metres to Unit 2; 8.6 metres to Unit 3; and 8.3 metres to Unit 4.

Administration received submissions during community consultation that raised concerns with the aesthetic impact and bulky appearance of the building as a result of the building height; concerns the development does not fit into the existing context; and impacts relating to amenity, overlooking and overshadowing. Comments were also received in support for the building height, highlighting additional height adjacent to Hyde Park is appropriate.

The applicant has justified that the building height is appropriate in the context given the additional height is isolated to the front of the development only; the architectural style pays tribute to surrounding Art Deco development; landscaping has been incorporated throughout the development to tie the site to Hyde Park and to soften the building edge; the design maintains direct sunlight into the proposed buildings and adjoining properties; and given there are several existing three storey developments that frame Hyde Park.

The proposed building heights meet the local housing objectives of the City's Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The third storey and maximum building height applies only to the front buildings of each unit, with the buildings that face the ROW meeting the deemed-to-comply requirements for building height. This reduces visual and overshadowing impacts of the third storey to the western adjoining properties and to the rear open space areas of the northern and southern adjoining properties;
- The proposal has been designed so as to incorporate a number of design measures to reduce the bulk, scale and height impact of the development. Each elevation features articulated facades with large windows and open balconies to reduce the overall building mass. The building mass is further broken down through the use of varying materials and colours, curved edges and vertical elements. The third storey is contained to a small portion of the lot, being setback behind the predominant building line of each unit;
- The development is of a high quality and enhances the public realm whilst also reflecting the local character through the proposed style, colours and materials. Landscaping is proposed on all levels of

each unit to soften the built form edge of the development when viewed from William Street and Hyde Park;

- The third storey element of the proposal has been setback appropriately from the street and lot boundaries to mitigate the imposition of perceived and actual bulk and scale to the adjoining properties and street. The provided setbacks assist the development in presenting a human scale for pedestrians, allows additional light into the neighbouring property, and reduces the perception of height. The dark colour proposed to the third storey further assists in recessing it behind the lower levels;
- Three storey developments are established within the locality, and particularly to Glendower Street that also borders Hyde Park. These developments are located approximately 250 metres away from the subject site;
- The shadow cast from the additional storey predominately falls to the southern adjoining properties roof, impacting no major openings or outdoor living areas. The overshadowing proposed meets the deemed-to-comply standards of the R Codes; and
- The development considers and responds to the natural slope with minimal fill and excavation required.

Street Walls and Fences

The Built Form Policy permits solid portions of wall to a maximum height of 1.2 metres. The development proposes solid portions of wall to a maximum height of 1.8 metres.

The proposed street walls and fences meet the local housing objectives of the City's Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The application proposes small portions of the front fence to be solid in height to a maximum of 1.8 metres. The additional height has been provided for the purpose of screening bin storage areas located behind the front fence, ensuring bins are entirely screened from public view;
- The fence is stepped with the natural ground level to ensure overall compliant fence height;
- The fence is visually permeable along the majority of the primary street frontage and along internal lot boundaries within the street setback area, ensuring active street surveillance and maintaining relationships between the public and private domains; and
- The front fence is compatible with the proposed development and existing streetscape in terms of style and materials, incorporating rendered brick and wrought iron infill. The design and style of the fence would positively contribute to existing fences within the street.

Sightlines

The development proposes the driveway of Unit 4 within 1.5 metres of an existing 1.8m high fence along the north-eastern boundary of the site.

The proposed sightlines meet the Design Principles of the R Codes Volume 1 for the following reasons:

- The driveway provides vehicular access from the rear ROW that does not have any pedestrian pathway and which receives little pedestrian activity. The provision of a 0.5 metre setback to the boundary is appropriate to facilitate views to the ROW. The garage is also setback 3.0 metres from the rear lot boundary, further enhancing visibility for reversing vehicles;
- ROWs are designed to accommodate low traffic volumes travelling at a low speed of approximately 15km/hr as set out in the WAPC's Liveable Neighbourhoods. The City's technical officers have reviewed the proposal and confirmed that while sightlines have been reduced, access has been provided in a manner that still allows for visibility of the pedestrian and vehicular traffic for vehicles leaving the property boundary and the reduced sightlines are appropriate for the context; and
- The proposal does not involve any new walls higher than 750 millimetres within 1.5 metres of the driveway and ROW boundary so as to ensure that vehicles could account for oncoming pedestrians and vehicles at the intersection of the driveway and ROW.

Landscaping

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

The Built Form Policy requires 30 percent of the site provided as canopy coverage at maturity. Unit 1 proposes 26.6 percent canopy cover; Unit 2 proposes 25.0 percent canopy cover; Unit 3 proposes 22.2 percent canopy cover; and Unit 4 proposes 23.7 percent canopy cover.

Administration received comments during community consultation that raised concerns with the reduced canopy cover provided and subsequent impacts of increased building bulk created.

The proposed landscaping meets the local housing objectives of the City's Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The application proposes on-ground and on-structure landscaping to all levels of the development. The provided deep soil zones accommodate a number of mature trees that are under planted with low plants. The landscaping also includes portions of canopy cover which extend outside of the lot boundaries, contributing to the reduction of the impact of urban heat island effect and increase of the urban air quality of the locality, as well as additional shade to the William Street pedestrian path and the ROW;
- The proposal incorporates additional on-structure landscaping to the first floor and second floor balconies, in addition to the canopy cover provided on ground level. The on-structure landscaping provided positively contributes to the overall landscape amenity of the development site as well as the development when viewed from the street and adjoining properties;
- The proposal has incorporated a variety of species, including native species, to the front setback area, central courtyards and rear setback area that create interest and soften the building edge when viewed from the street and adjoining residential properties. The landscaping locations also provide an increased amenity for future occupants. The choice of species on site sufficiently address the DRP Landscape Architect's comments received;
- Each unit provides more than 15 percent of the relevant site area as deep soil zones, allowing for future mature planting opportunities. A condition of approval is recommended requiring the submission of a landscaping plan that maximises the amount of canopy coverage at maturity within deep soil areas on site; and
- The application has been designed to retain the existing verge trees to William Street. The existing verge trees provide a good level of landscaping amenity for residents and the community.

Heritage Management

The south-eastern property at No. 21 Harley Street, Highgate, is listed on the City's Municipal Heritage Inventory (MHI) as Management Category B. The City's Policy No. 7.6.1 – Heritage Management provides acceptable development standards for development adjacent to heritage listed buildings. The acceptable development standards require new development to have an equivalent or greater street setback to the adjacent heritage listed place; to have appropriate side setbacks that reflect those of the adjacent heritage listed place; to be of a height compatible with the adjacent heritage listed building; and to be of a style that does not imitate, replicate or mimic historic architectural styles.

The proposed development is located across the ROW and does not directly abut the nearby heritage place. The proposed development would not be viewed in conjunction with the adjacent heritage place given the principle façade of the heritage place faces Harley Street.

The ROW provides a sufficient separation between the two sites and ensures that the existing views and vistas to the principle façade of the adjacent heritage listed place are maintained. The heights of the development has been stepped from William Street to the rear ROW in a way then ensures the development is of a scale and mass that respects the adjacent heritage place.

The overall design of the development is clearly distinguishable from the nearby heritage place. The design draws references to nearby existing Art Deco buildings without mimicking, replicating or imitating. The City's DRP commended the architectural language of the proposed development and how the development appropriately references the Art Deco architectural style.

The development meets the performance criteria requirements relating to Development Adjacent to Heritage Listed Buildings in Part 5 of the Heritage Policy and is acceptable.

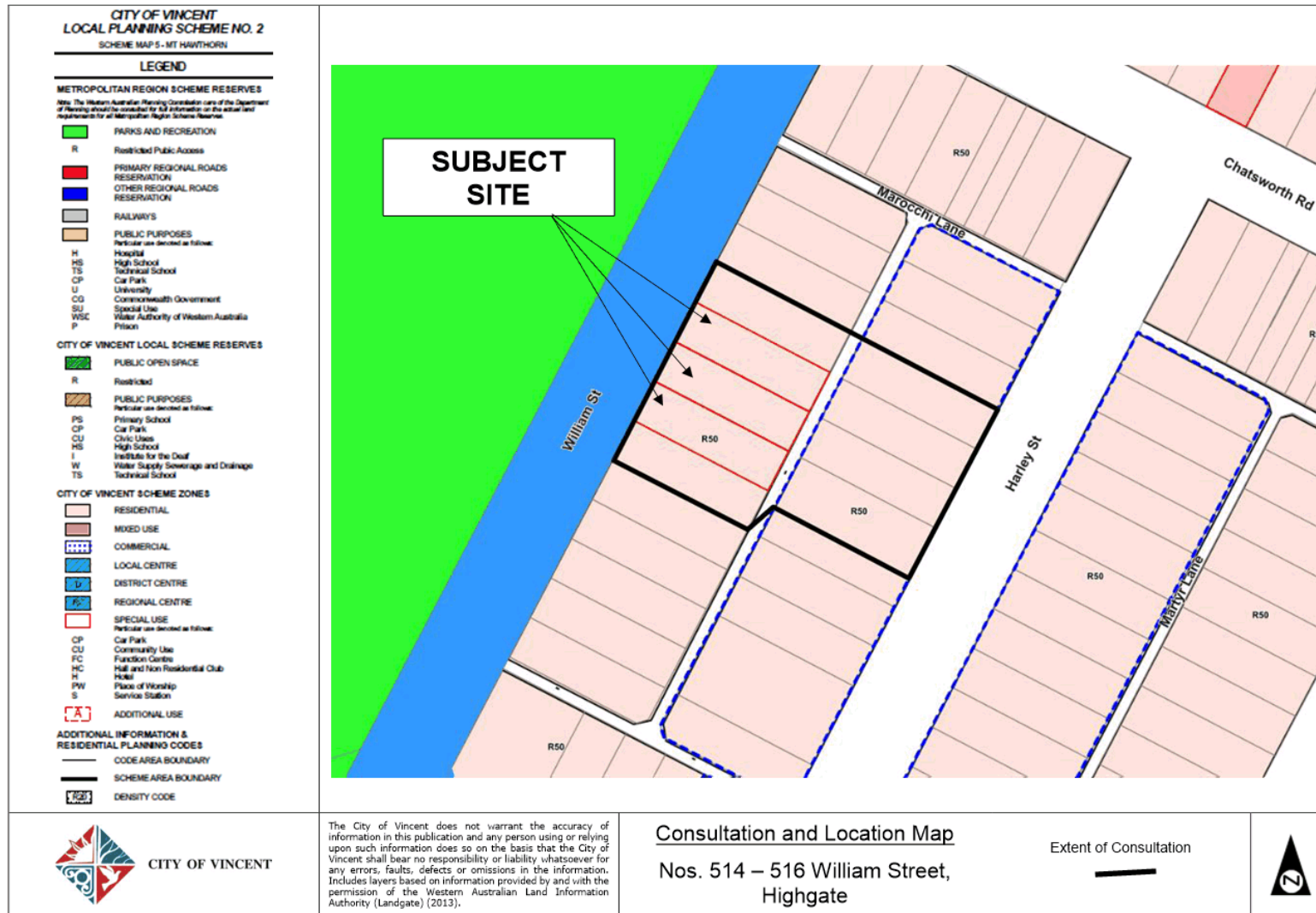
Development on Right of Ways

The redevelopment of this property is subject to ROW widening in accordance with the Built Form Policy and the Western Australian Planning Commission's Planning Bulletin 33: Rights of Way or Laneways in

Established Areas - Guidelines (PB33). The current ROW that borders the site to the east is 3.0 metres in width. The recommended 6.0 metre ROW width standard included in PB33 would require future widening of 1.5 metres to be provided for this site. The development has been set back outside of the future ROW widening area, with no permanent structures or active open space proposed within this area.

PB33 recommends a ROW width of 6.0 metres for all ROWs to ensure appropriate space is available to manoeuvre a vehicle in and out of a garage, carport or parking space at right angles to the ROW. Car parking on the subject lot is proposed to be accessed from the ROW on the eastern lot boundary and the 1.5 metre widening on the eastern side of the lot is necessary to provide adequate manoeuvring for vehicles to and from this car parking area. Road widening to neighbouring dwellings would similarly be required should these be developed and subdivided. This is a long term consideration and is necessary to ultimately facilitate the delivery of a 6.0 metre wide laneway.

Administration has recommended a condition of approval that requires Lot 14, Lot 15 and Lot 16 to be amalgamated into a single lot on a Certificate of Title. The area of ROW widening would be required and dedicated at the time of amalgamation or re-subdivision of the subject site. The dedication of the ROW widening area at the development application stage is a long term consideration for the site. Administration recommends a condition be imposed on any development approval requiring the ROW widening area to be ceded as road reserve at the time of amalgamation or re-subdivision in accordance with the PB33.





CITY OF VINCENT
RECEIVED
7 Nov 2019



514-516 William Street:

Development Application
rev.2

DRAWING SCHEDULE

- A01 Site Survey
- A02 Site Plan
- A03 Ground Floor
- A04 First Floor
- A05 Second Floor
- A06 Roof Plan
- A07 Elevations
- A08 Elevations
- A09 Material Schedule
- A10 Landscape Plan

2	05-11-19	DEVELOPMENT APPLICATION - REF
1	29-10-19	CITY OF VINCENT - DRP
0	21-10-19	DEVELOPMENT APPLICATION



GENERAL NOTES:
1. CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.
2. COORDINATE WORKS WITH ALL CONSULTANTS DRAWINGS.
3. DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS ONLY.

DWG:

COVER PAGE

PROJECT: WILLIAM ST TERRACES

STAGE:

DEVELOPMENT APPLICATION

CLIENT: CLEMENT LIAO

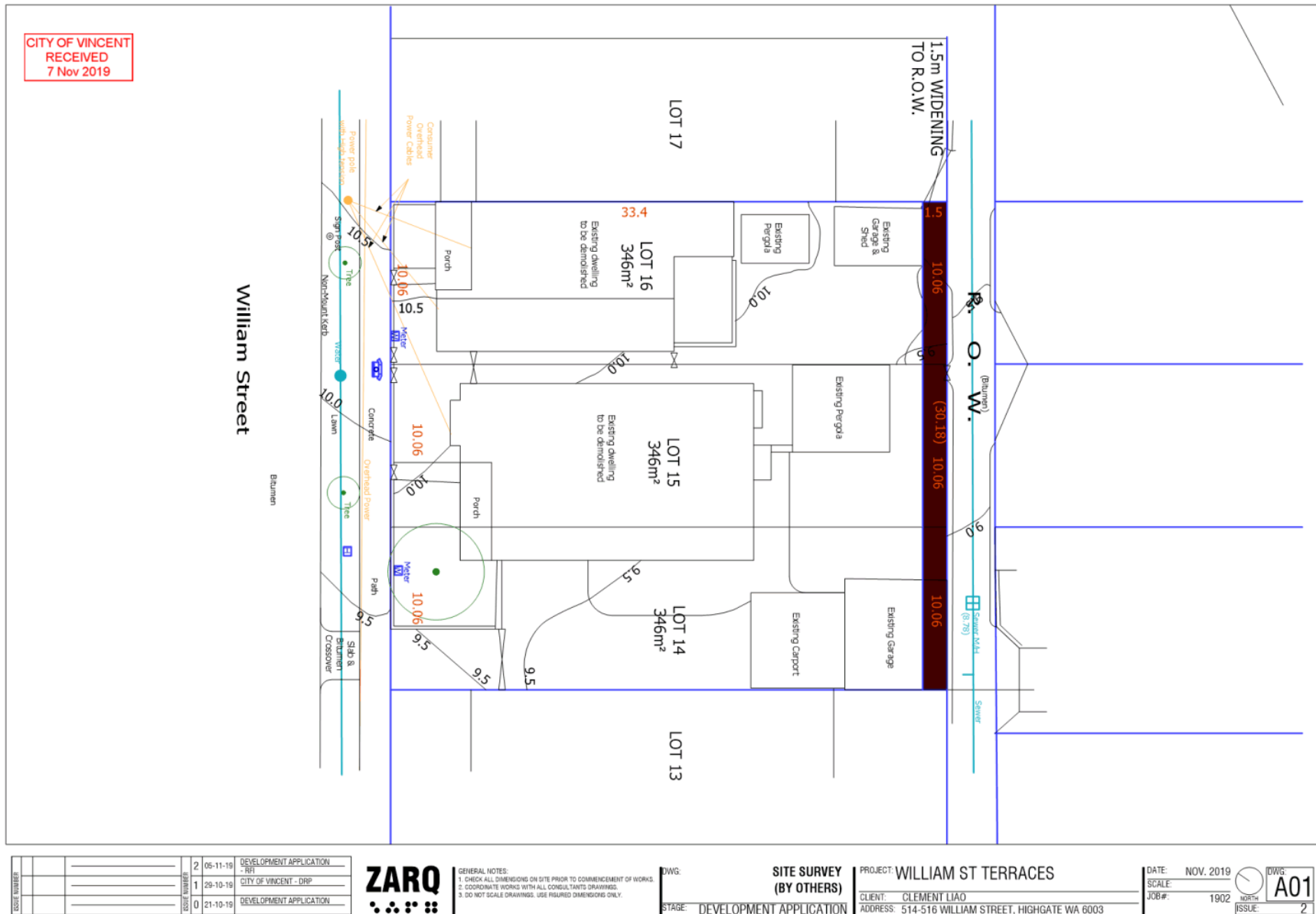
ADDRESS: 514-516 WILLIAM STREET, HIGHGATE WA 6003

DATE: NOV. 2019

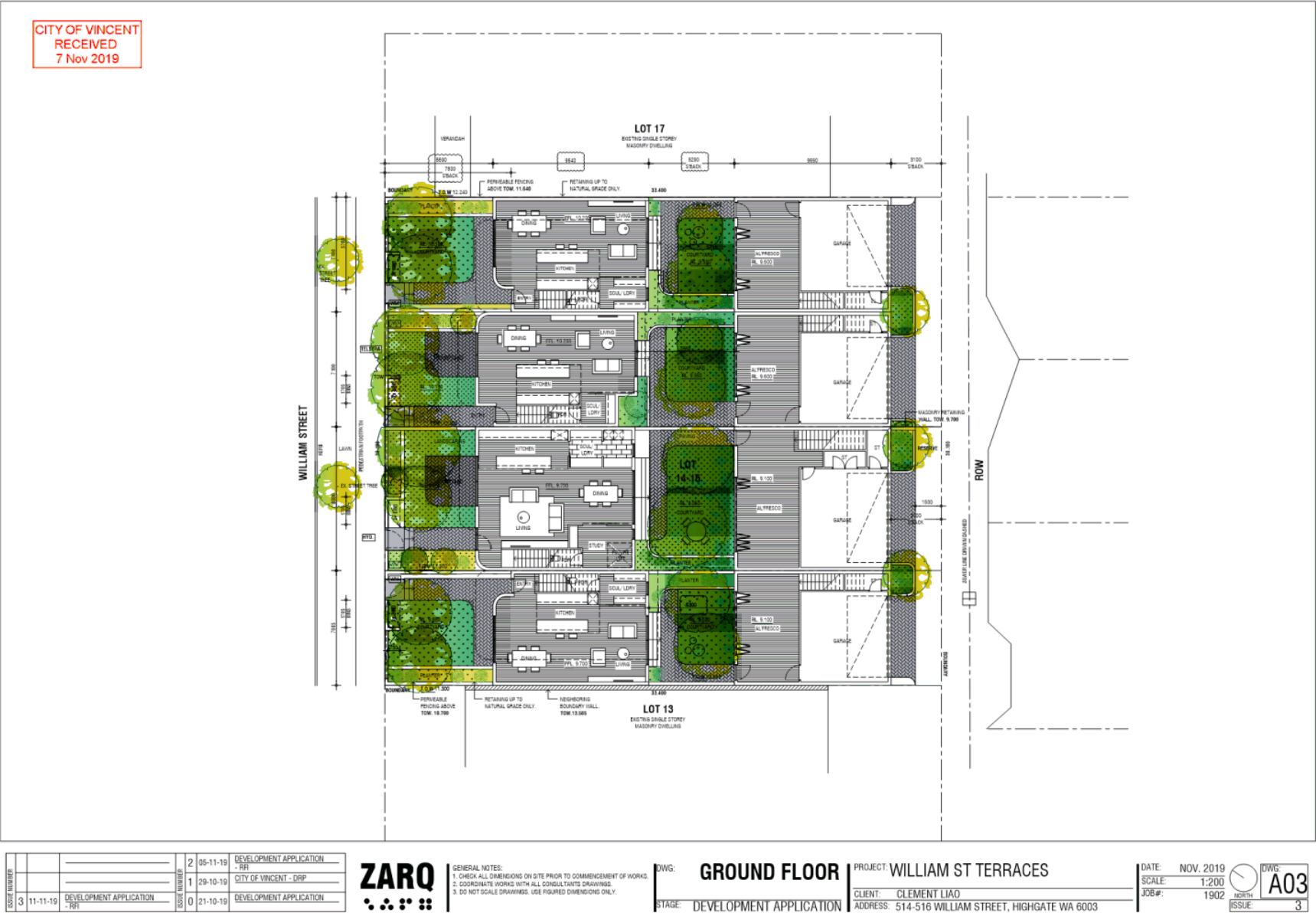
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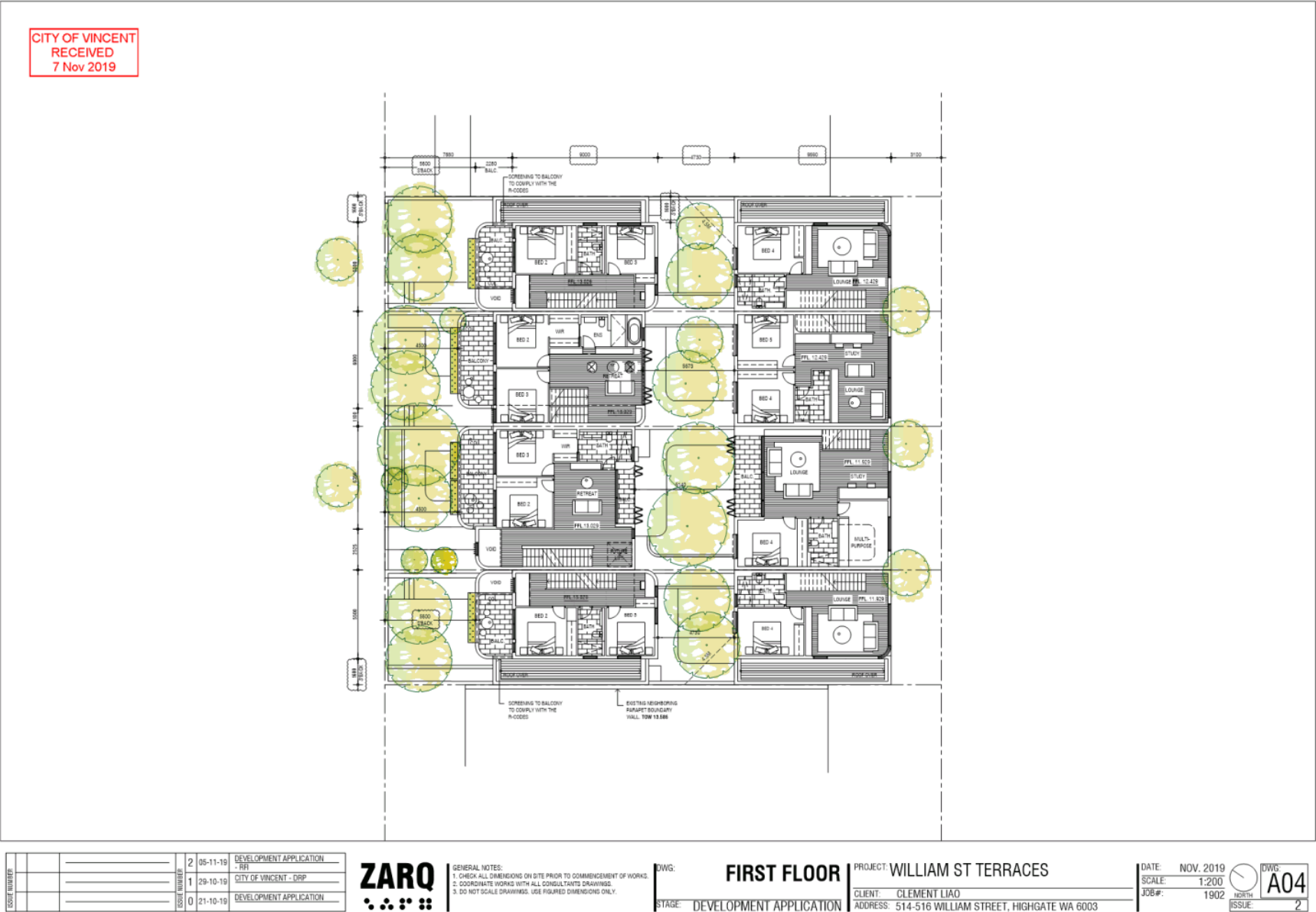
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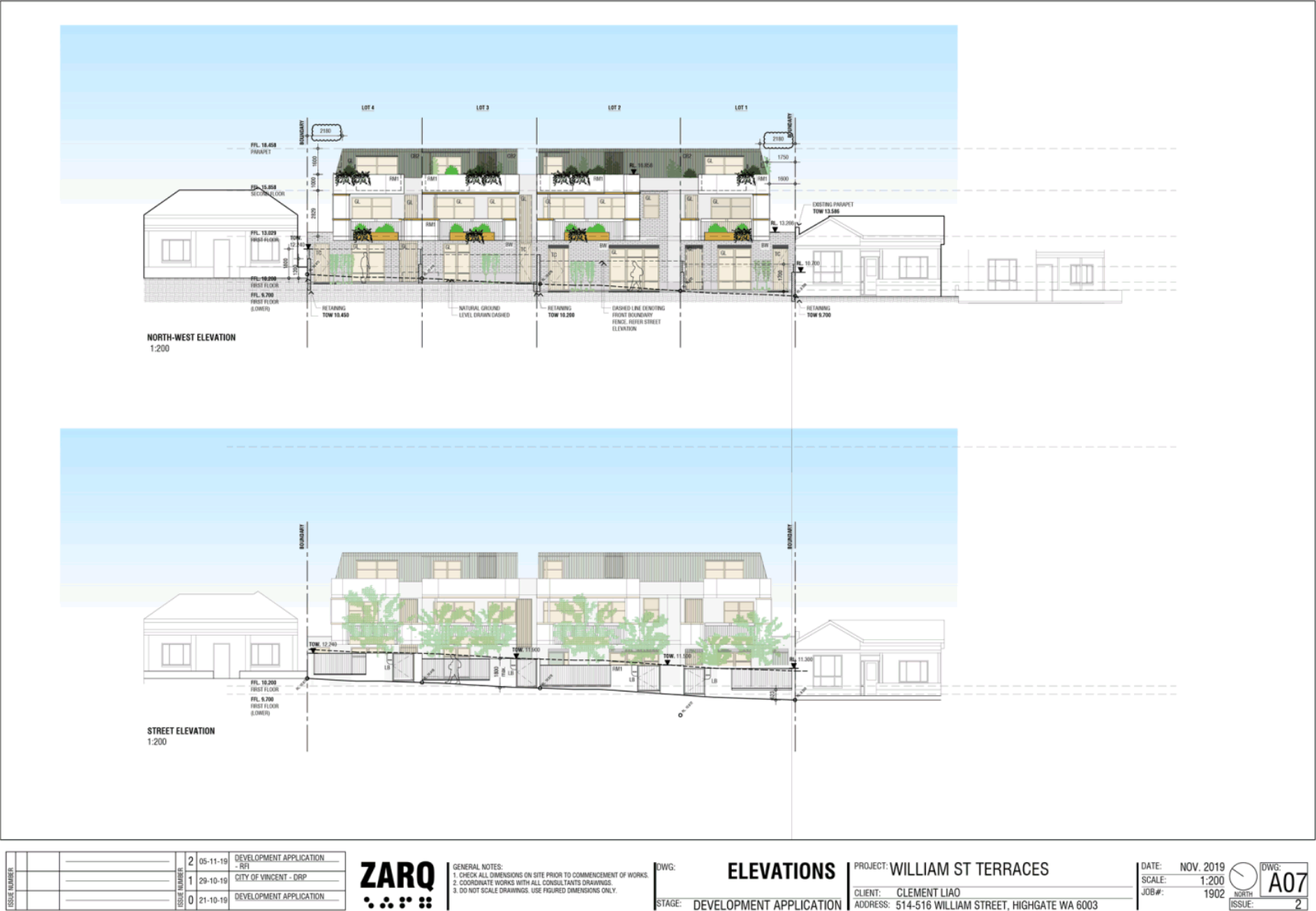


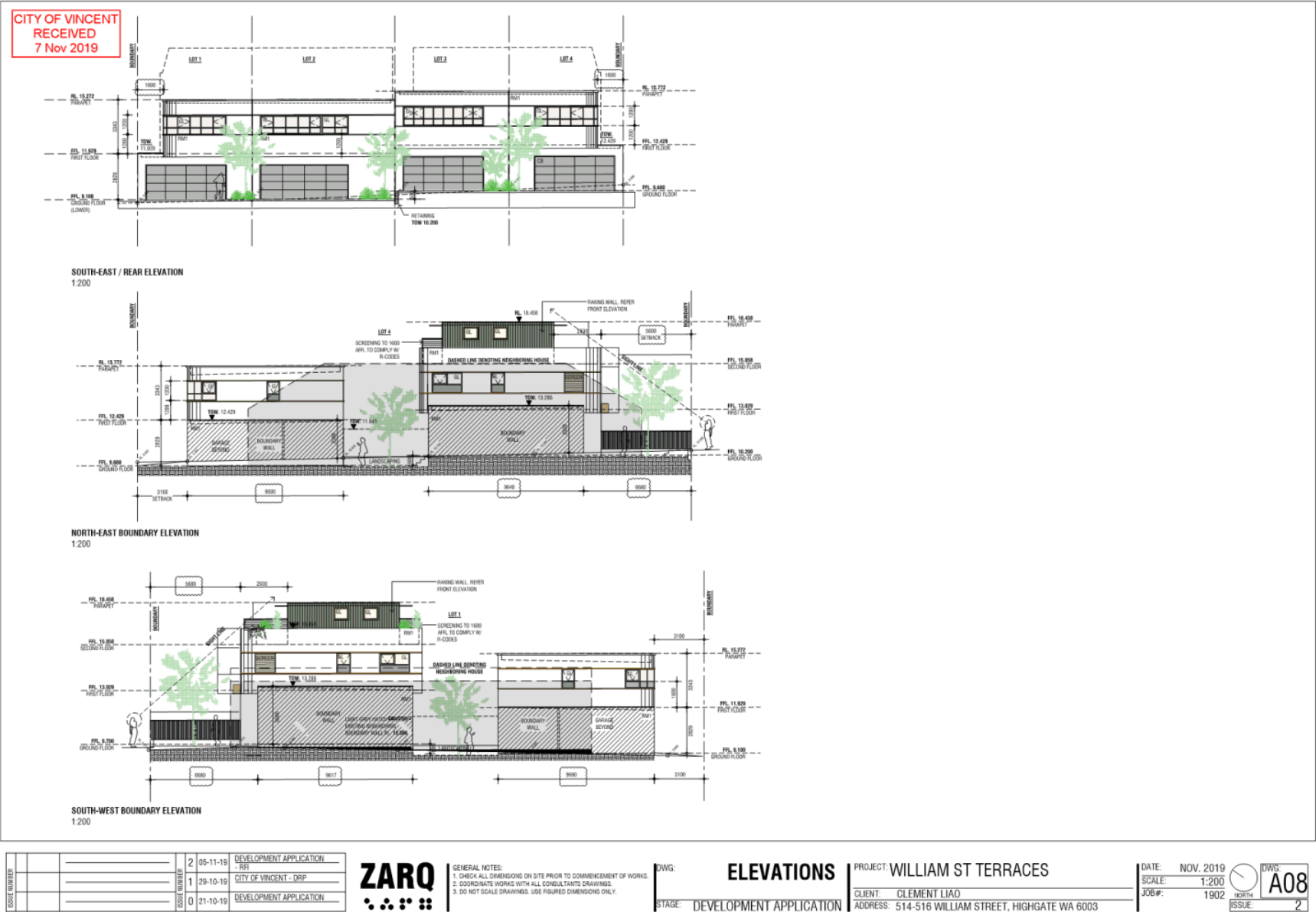












DA Application rev.2

ZARQ_studio



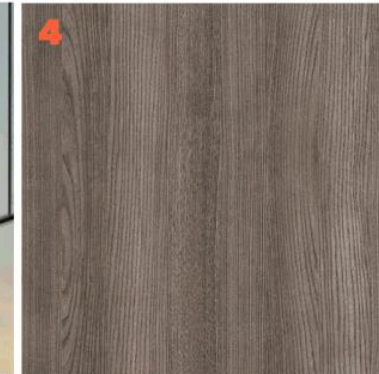
1. Lightweight upper floor cladding to contrast with masonry materials at lower levels.



2. White 'La Paloma' Brickwork
Code - **BW**



3. Aluminium Glazing, Tinted. Black Aluminium Frame.
Code - **GL**



4. Timber cladding to entry door fronts.
Code - **TC**



5. **Accent colour** - Bronze.
Balustrading, Datum lines. Transom etc.



6. Colorbond Maxline 340 cladding or similar to upper floor. Finish - 'Mangrove'.



7. White rendered masonry walls throughout
Code - **RM1**

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2	05-11-19	DEVELOPMENT APPLICATION - RPT
1	29-10-19	CITY OF VINCENT - DRP
0	21-10-19	DEVELOPMENT APPLICATION

ZARQ
•••••

GENERAL NOTES:
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2. COORDINATE WORKS WITH ALL CONSULTANTS DRAWINGS.
3. DO NOT SCALE DRAWINGS. USE PROVIDED DIMENSIONS ONLY.

DWG:

MATERIALS

STAGE:

DEVELOPMENT APPLICATION

PROJECT:

WILLIAM ST TERRACES

CLIENT:

CLEMENT LIAO

ADDRESS:

514-516 WILLIAM STREET, HIGHGATE WA 6003

DATE:

NOV. 2019

SCALE:

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JOB#:

1902

NORTH

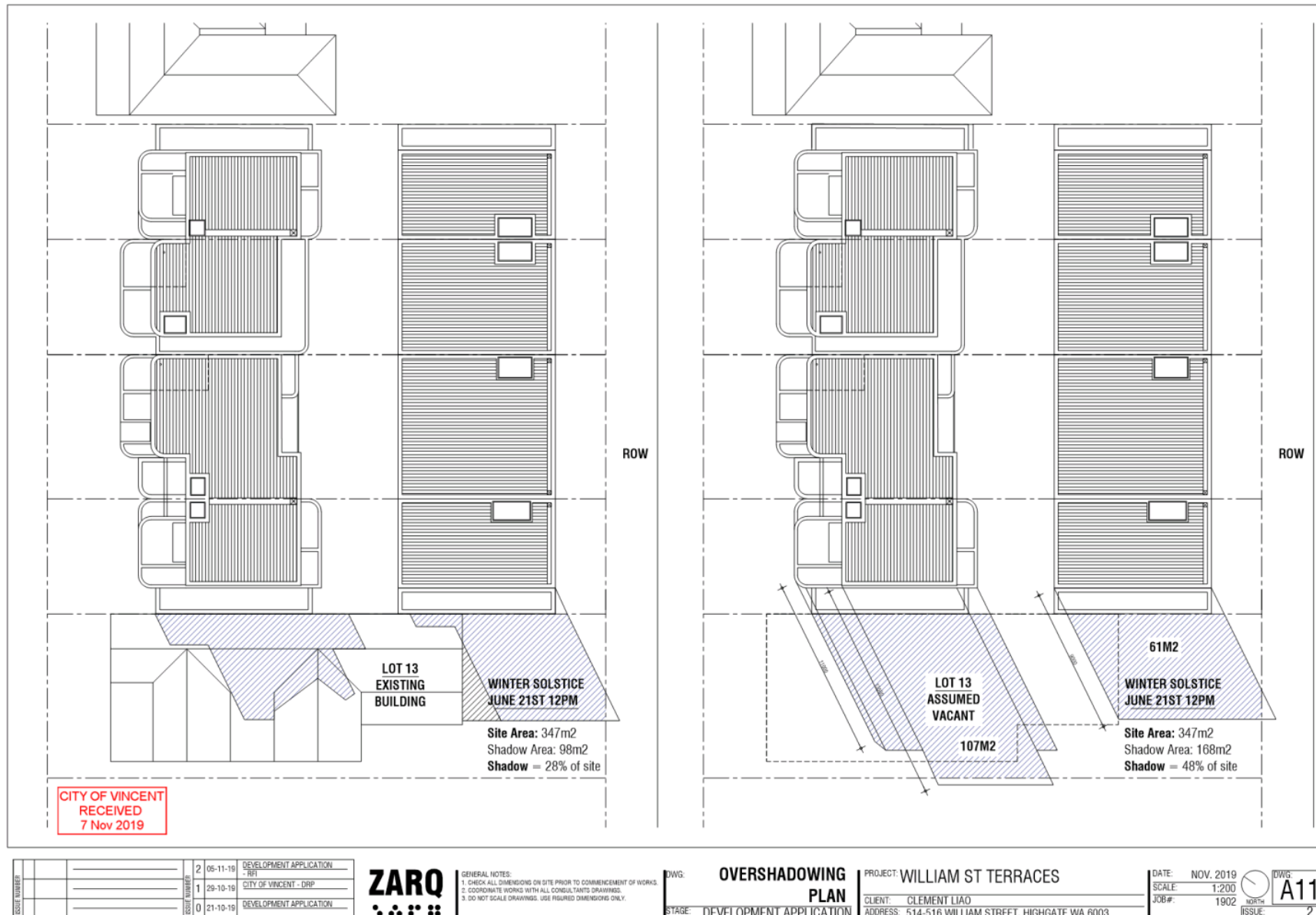
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DWS:

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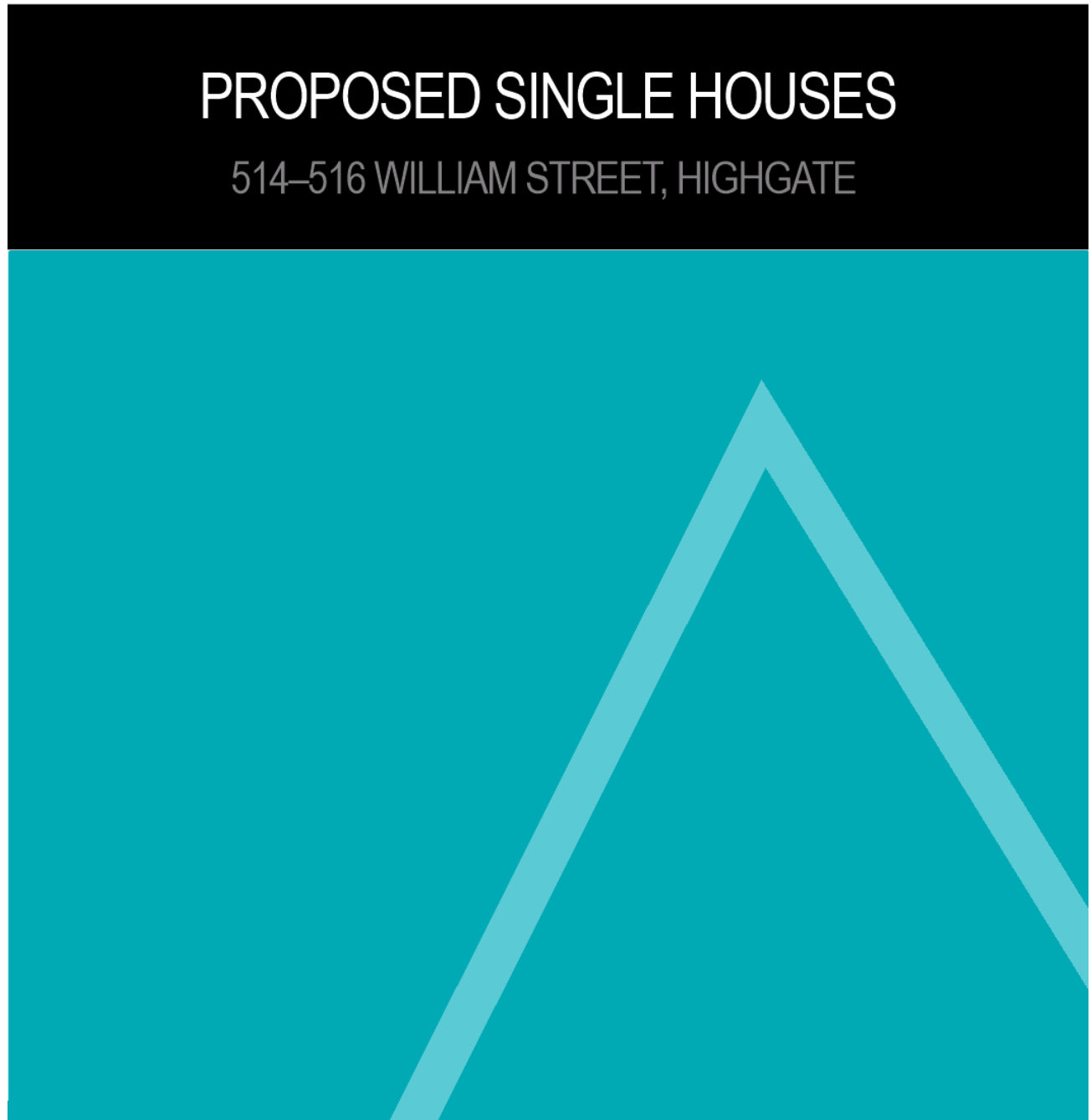






PROPOSED SINGLE HOUSES

514–516 WILLIAM STREET, HIGHGATE



This report has been prepared by Urbanista Town Planning for a proposed residential development at No. 514-516 William Street, Highgate.



Bianca Sandri | **Director**

Urbanista Town Planning | admin@urbanistapanning.com.au |

231 Bulwer Street, Perth

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Document Revisions

Planning Report Revision 1 – No. 514-516 William Street, Highgate
Dated June 2019

Planning Report Revision 2 – Nos. 514-516 William Street, Highgate
Dated September 2019

Planning Report Revision 3 – Nos. 514-516 William Street, Highgate
Dated November 2019

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INTRODUCTION

Urbanista Town Planning has been engaged by Huirun Pty. Ltd. to prepare a report for the City of Vincent for proposed four (4) three storey single houses at Nos. 514–516 William Street, Highgate. The development proposes four single houses each comprising of four-bedrooms.

This report provides a detailed assessment of the proposal to clearly demonstrate that the application should be and is capable of being approved in accordance with the relevant strategic and statutory planning frameworks.

SUBJECT SITE

PROPERTY DESCRIPTION

The subject site is located at Nos. 514–516 William Street, Highgate. The development proposes an amalgamation of the three lots, and the creation of four single house lots. The site previously existed with two single storey residential dwellings which have been demolished resulting in a vacant site. The site is subject to an assessment under Part 5 of the Residential Design Codes, the City of Vincent's Local Planning Policy 7.1.1, and other planning framework documents.



Existing lots at 514–516 William Street, Highgate



URBANIST
TOWN PLANNING

LOCATION MAP



1:1,500 @ A4

514-516 WILLIAM STREET
HIGHGATE

Coordinate System: GCS WGS 1984
Datum: WGS 1984 Units: Degree



THE PROPOSAL

The subject development application is for the construction of four single houses (in a town-house style development), each with three and two storey elements. Each dwelling has been thoughtfully designed and provides separate living and dining areas alongside ample amounts of access to natural sunlight, and ventilation. The site also incorporates deep soil zones, tree plantings, greenery, and landscaping which compliments and softens building's façade and local streetscape character.

The proposed development has been architecturally designed and incorporates varied colours and materials consistent with the existing housing stock within the locality. Using an articulated façade, and varied material and colour palette the design contributes to creating an attractive aesthetically pleasing frontage. The development further includes indentation and articulation which aims to reduce the appearance of bulk and scale of the dwelling.

This is a unique proposal as it takes a difference approach to an east-west facing lots. It provides a central northern corridor through the middle of the development. This has been undertaken intentionally to improve liveability and maximise solar and cross ventilation across the proposed dwellings. However, the thought process is deeper than just the sustainable elements.

The proposal is a new prototype for intergenerational and adaptable housing design. It allows its residents to grow and stay within their family home, there is the delineation of housing form that allows two separate living quarters for the grandparents, the mum and dad or the teenage kids. It also allows for separate areas which can be adapted to a home art studio or office whilst its residents are maturing. There are only a few architects and owners in Perth who are considering inter-generational living and this owner is one of them. The Australian Productivity Commission research paper refers to 83% of people ages 60 years and over prefer to live at home, with an estimate of one in four Australians being in excess of 65 years of age by 2064. Intergenerational living has existing around the world for generations, however, it is only now being considered in an Australian context as house prices are becoming unaffordable in places well serviced by public transport and amenities. The exceptional design allows the central courtyard area to be the meeting place attached the kitchen and laundry facilities on the ground floor shared by the overall dwelling.

This proposal not only has exceptional design as detailed by the City's DRP but its design is thoughtful and considered and meets the City's planning framework.

Please refer to the attached plans and documentation for detailed information on the design proposal.

PLANNING FRAMEWORK

An assessment of the proposed development's performance against the various relevant provisions of the planning framework is detailed in the sections following. Discussion regarding key planning considerations as well

STRATEGIC PLANNING FRAMEWORK

PERTH AND PEEL@3.5MILLION

Perth and Peel@3.5million is the overarching strategic planning framework for the Perth and Peel metropolitan regions. Perth and Peel@3.5million proposes five strategic themes for a liveable, prosperous, connected, sustainable and collaborative City. The framework aspires to a City that provides “a network of connected activity centres which deliver employment, entertainment and high-density lifestyle choices”. The framework further identifies that additional 215,000 dwellings will be required to be accommodated in the central precinct (urban infill).

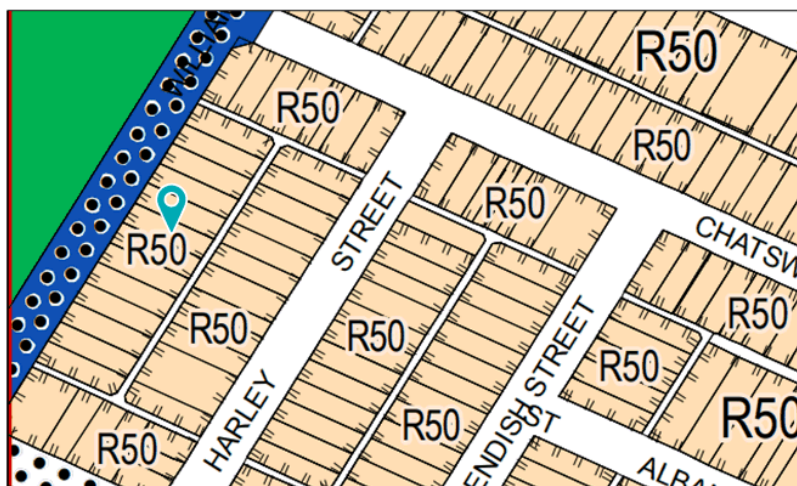
STATUTORY PLANNING FRAMEWORK

CITY OF VINCENT LOCAL PLANNING SCHEME NO. 2

The City of Vincent Local Planning Scheme No. 2 (LPS No. 2) is a statutory Scheme that provides guidance for the development and use of land and buildings in the City. The lot is zoned Residential R50 under LPS No. 2. The lot is also within the “Residential Zone” which has the following objectives:

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

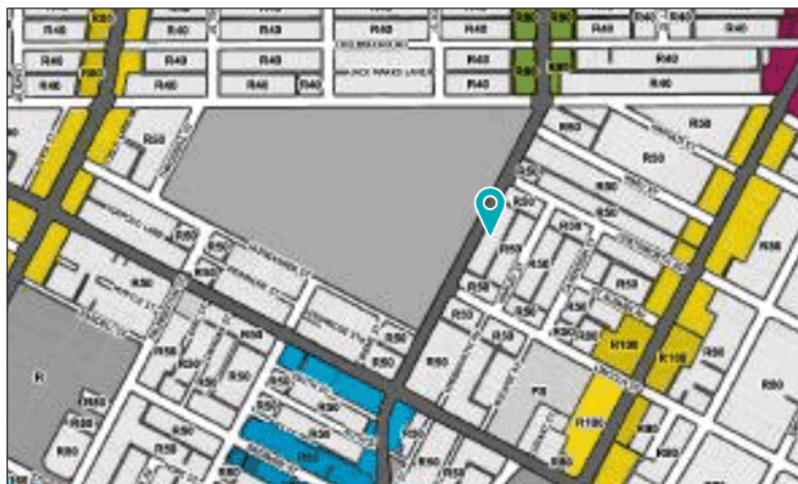
The following figure shows the current Scheme Map of the scheme.



City of Vincent Local Planning Scheme Map 3 of 3 Vincent South East. Source: WAPC 2019.

CITY OF VINCENT LOCAL PLANNING POLICY 7.1.1

The City has adopted Local Planning Policy 7.1.1 Built Form, which establishes local housing objectives, and guides the built form outcomes for development in the City. LPP 7.1.1 replaces certain deemed-to-comply requirements of SPP 3.1 Residential Design Codes. The proposed development is located within the “Residential Area” within the policy, as shown in the figure below.



City of Vincent Local Planning Policy 7.1.1 Figure 1 Built Form Areas. Source: City of Vincent 2018.

DEVELOPMENT ASSESSMENT

APPLICATION OF CITY OF VINCENT BUILT FORM POLICY (DEEMED TO COMPLY)

The following table details how the City of Vincent's Built Form Local Planning Policy may be applied for the Residential zone, insofar as how this Local Planning Policy modifies the deemed-to-comply requirements of Part 5 of the Residential Design Codes.

An assessment of the proposed development's performance against the various relevant provisions of the planning framework is detailed in the following sections. Justification is provided where the proposal seeks consideration under the design principles and local housing objectives applicable to the proposed development. This justification provides evidence to support development approval by demonstrating that the proposal satisfies these relevant development standards and objectives where the proposal does not meet the deemed to comply requirement.

The design has also undergone a proactive pre-submission review inclusive with engagement of the adjoining landowners, and responsive amendments have been made which include increasing setbacks and increasing landscaping area throughout the site. A list of matters to be considered under the design principles are as follows:

Local Planning Policy 7.1.1 Built Form:

- Building height of 3 storeys in lieu of 2 storeys.
- Building height of approximately 9.6m in lieu of 7.0m to top of skillion roof.
- Front setback for proposed dwellings 2 and 3.
- Lot boundary setback for the third floor southern boundary.

A justification of these planning variations will follow

JUSTIFICATION

The following justification for the variations which have been identified has been provided accordingly below.

FRONT SETBACK

The proposed front setback average is 5.5m. However, the City takes the front setback average to the 'main building' line of adjoining properties, therefore it excludes balconies, front porches and porticos (despite them taking up more than 20% of the frontages). Whereas when calculating the front setback to the proposed development it has been taken to the balcony overhangs, which actually results in an interrupted rhythm in the streetscape as the same principles are not being applied between the proposed development and the existing dwellings along the streetscape.

Notwithstanding the above, dwellings 1 and 4 are in excess of the front setback requirement, however, dwellings 2 and 3 include balconies which are setback 4.5 metres from the front boundary with the main building line being in excess of the 'average' 5.5m.

The local housing objective of clause 5.2 of the City's Built Form Policy 7.1.1 states "*development which preserves and enhances the visual character of the existing streetscape by considering building setbacks.*" The setbacks to the adjoining properties are as following:

Property	Main Building Line Setback	Setback to Porches/Balconies (>20% of frontages)
510 William Street	4.9m	4.2m
508 William Street	4.9m	4.4m
506 William Street	4.9m	4.6m
504 William Street	6.3m	6.3m
502 William Street	6.7m	5.0m
518 William Street	5.0m	3.0m
520 William Street	6.5m	3.9m
522 William Street	5.1m	4.3m

The proposed ground floor setback to dwellings 2 and 3, as viewed directly from a pedestrian scale is 5.6m, in excess of the 'average' 5.5m. The setback to the first-floor main building line for the respective units is 6.8m and 4.5m to the balconies. The two adjoining properties have a setback to their porches of 4.2m and 3.0m and a setback to their main building lines of 4.9m and 5.0m, less than what is proposed in comparison.

The design has been developed with the two dwellings abutting the existing dwelling to the north and south, having greater setbacks. The two middle dwellings having reduced setbacks in comparison. This allows for delineation of the dwellings and facilitates a systematic rhythm in the streetscape as the street setbacks of existing dwellings are not in line rather, they jut in and out creating variances.

The proposed built form is of a scale and bulk appropriate to William Street, with an appropriate sense of scale. From a pedestrian perspective the design will not be out of plan given its wide street setbacks. The design integrates significant variation in articulation which will minimise the alleged non-compliant front setback. Accordingly, the proposed front setback 'variations' for dwellings 2 and 3 are considered minor in the context of the average calculation and the existing front setbacks throughout William Street, and should be supported accordingly.

BUILDING HEIGHT

The primary variation is a proposed development of 3 storeys in lieu of 2 storeys. This is accompanied by a respective building height variation for the top of wall and roof heights. Justification with the merit-based objectives has been provided accordingly below.

The design principles of element 5.1.6 of the R-Codes for Building Height state that:

- P6 Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape, including road reserves and public open space reserves; and where appropriate maintains:*
- *adequate access to direct sun into buildings and appurtenant open spaces;*
 - *adequate daylight to major openings into habitable rooms; and*
 - *access to views of significance.*

The proposal has undergone a number of iterations in terms of design. The proposed additional building height is isolated to the front portion of the lots, allowing for the overall built form to step down to a two storey form towards the rear, which abuts a right of way and further a mix of single and two storey dwellings along Harley Street.

The proposed design still maintains direct sunlight into the proposed buildings with a northern aspect corridor running through the centre of the site, as viewed in the below image. This is a more effective way of designing such a development, which integrates solar passive design whilst meeting a certain dwelling type for intergenerational living and adaptability. Every habitable room has access to natural sunlight through openings with the third floor also allowing greater views of significance over Hyde Park directly opposite the site.



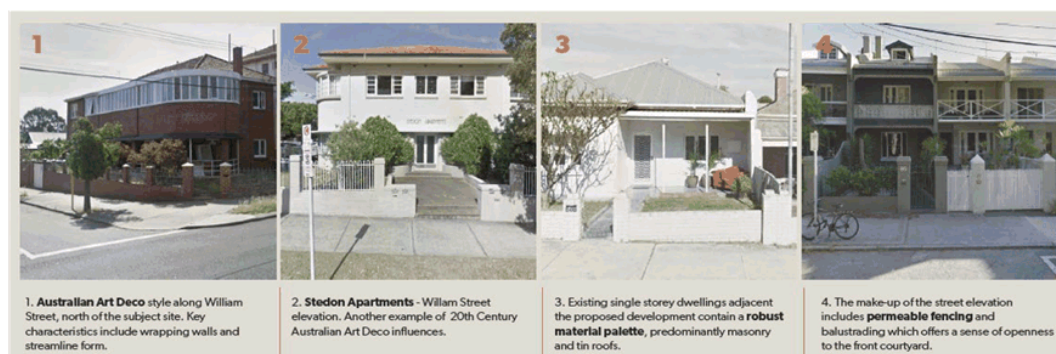
Additionally, P3.1 is augmented by local housing objectives (in LPP 7.1.1) which include that:

- P5.6.1 Buildings which respond and contribute to neighbourhood context and streetscape character, and do not overwhelm or dominate existing development.*
- P5.6.2 Design which is complimentary to existing developments.*
- P5.6.3 Development that considers and responds to the natural features of the site and requires minimal excavation/fill.*
- P5.6.4 Design which minimises overlooking and overshadowing.*
- P5.6.5 Development which preserves and enhances the visual character of the existing streetscape by considering building bulk and scale.*

The building height on face value may seem impactful but when unpacked it is entirely appropriate within its context. As part of Attachment 1 there are several photographs of properties that are either two storeys which have a height not dissimilar to the proposal or three storey dwellings within the immediate locality. This forms part of the overall character. Both adjoining properties at Nos. 510 and 518 William Street, Highgate have boundary walls to the subject site and have been consulted with through the evolution of the proposal.

The context and character of the area has been considered at length with the City's Design Review Panel and officers. It is acknowledged that this proposal fits in with the context and character, which is Hyde Park, a main street being William Street and a mix of dwelling character and typologies. There are several three storey developments which frame Hyde Park, there are also a number of art deco buildings which are referenced in the DRP report and below.

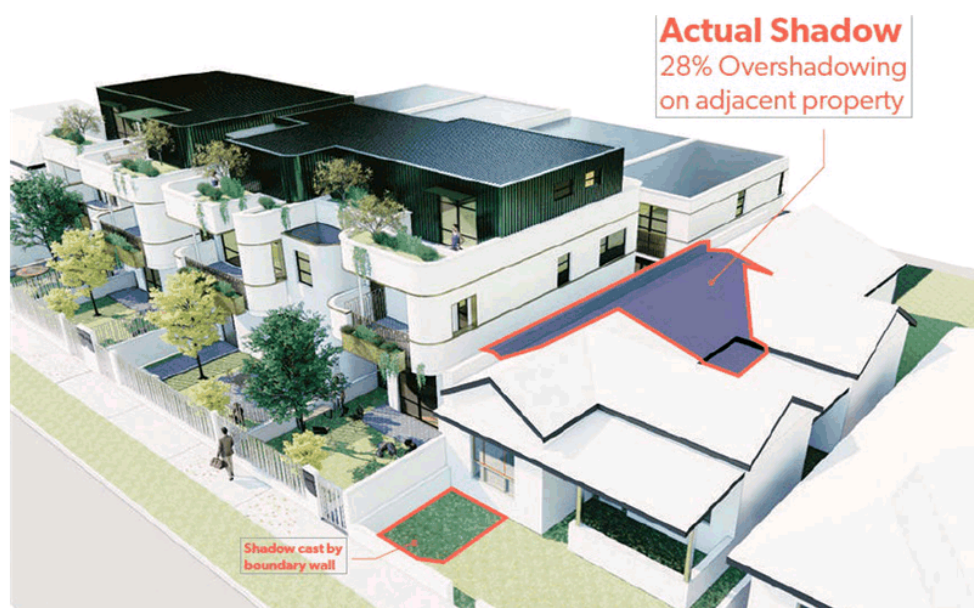
As such, this proposal takes cues from the context and character with its art deco referencing, forest green roof colour which nods to Hyde Park directly opposite, its materiality with white infused brick work, render, and brass all features and materials found in the housing stock located within the locality. The DRP has afforded this project design excellence and is satisfied it meets the overall character and context of the locality.



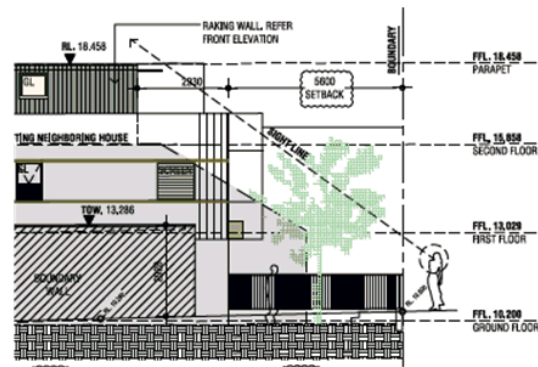


As described above the neighbourhood character includes built form at a scale of two and three storeys. However, the site is also opposite Hyde Park, along a high frequency public transport route and less than 2km from the Perth CBD. The character of the locality coupled with its location is suited towards a three-storey town house development. Which also references the pre-war and interwar style townhouses within the locality.

The proposed design allows for access to natural sunlight and ventilation into the proposed development and the adjoining properties (although the adjoining property directly to the south predominately includes a boundary wall along this boundary). This is achieved with the additional height being positioned towards William Street with its resultant shadow falling onto the roof of the southern dwelling. The overall overshadowing to the southern site is 48% in accordance with the calculation of the R-Codes. When considering the actual form of the dwelling on the southern lot, which includes an extensive roof pitch and boundary walls, the real overshadowing which will occur is actually 28% (as illustrated below from a front view and in the attached plans being 2D). Nevertheless, the overshadowing does not fall onto the southern properties main outdoor living area which is positioned along the adjoining lots southern boundary.



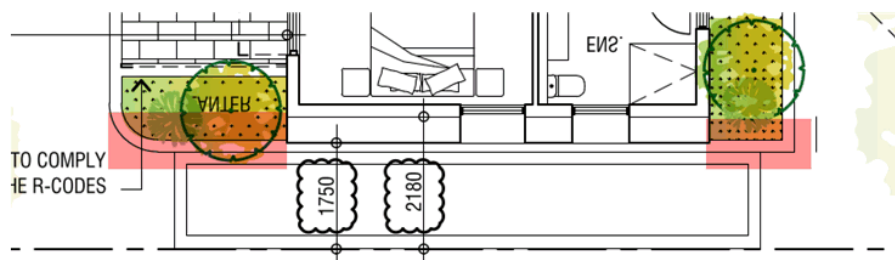
This proposal is an exemplar example of how character and future living standards come together. The design is incredibly thoughtful in ensuring it does not appear bulky on the streetscape. The primary building frontage setbacks are more than 5.5m from the front boundary, which is well in excess of its adjoining properties. The 'third' level will not be visible from a pedestrian perspective as demonstrated below.



Given the justification provided above it has been demonstrated that the proposed subdivision achieves the merit-based objectives for building height and is capable of being supported.

LOT BOUNDARY SETBACKS

The lot boundary setback in question is to the southern most dwelling on the third floor. As illustrated in red in the below image it is a direct result of the on-structure landscaping proposed as part of the design. It does not relate to full height walls as the mansard room is setback 2.18m from the southern boundary.



The design principles of the R-Codes states:

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

- Reduce impacts of building bulk on the adjoining properties;*
- Provides adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
- Minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*

The proposed setback includes varying articulation through wall setbacks, materiality, colour and landscaping. The wall has been appropriately treated to ensure it has no undue building bulk on the adjoining property. Furthermore, this setback abuts an existing boundary wall to the southern adjoining property which means it will not be visible nor will it impact the adjoining site through the loss of direct sun and ventilation. In addition to this, there is no direct overlooking into the southern property.

In light of the above, it is clear the proposed minor variation is entirely consistent with the design principles of clause 5.1.3 of the R-Codes.

CLAUSE 67 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 (W.A)

The planning approval application decision maker is to have due regard to various matters contained within clause 67 of Schedule 2 Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. It is noted that the development satisfies the matters to be considered by local government within clause 67 of these regulations. In considering an application for development approval the local government (or delegated decision-

making authority / decision-maker) is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

Reference	Provision	Complies / Comment
Clause 67 Deemed Provisions — Matters to be considered by local government / decision maker		
a.	the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	Complies
b.	any approved State planning policy;	Complies
c.	the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;	Complies
d.	any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);	Complies
e.	any policy of the Commission;	Complies
f.	any policy of the State;	Complies
g.	any local planning policy for the Scheme area;	Complies
h.	any structure plan, activity centre plan or local development plan that relates to the development;	Complies.
i.	any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015;	Complies / Satisfied
j.	in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;	Complies / Satisfied
k.	the built heritage conservation of any place that is of cultural significance;	Complies. Lot does not contain registered places of Indigenous Australian or Australian heritage significance.
l.	the effect of the proposal on the cultural heritage significance of the area in which the development is located;	Complies. Lot does not contain registered places of Indigenous Australian or Australian heritage significance.
m.	the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	Complies. Townhouses of a comparable scale are commonplace in the immediate local area.

Reference	Provision	Complies / Comment
n.	the amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	Complies. No significant adverse impact.
o.	the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	Complies. No significant adverse impact.
p.	whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	Complies. Landscaping and deep soil areas are provided throughout as shown on the submitted plans, which create an aesthetically pleasing outlook for future residents.
q.	the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	Complies. Site not within bush fire risk or 1 in 100 year flood area. Environment
r.	the suitability of the land for the development taking into account the possible risk to human health or safety;	Complies / Satisfied
s.	the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	Complies. Proposed vehicular and pedestrian access adequate, clearly legible and suitable for the proposed development. Vehicular access from right of way.
t.	the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	Complies. Close proximity to multi-modal transport options. Expected traffic volumes capable of being handled within the site and proposed development.
u.	the availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability;	Complies. Close proximity to multi-modal transport options. Waste and serving requirements to standard.
v.	the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;	Complies. No adverse negative impact identified.
w.	the history of the site where the development is to be located;	Complies. Lot has traditionally been residential suburban development.
x.	the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	Complies / Satisfied

Reference	Provision	Complies / Comment
y-	any submissions received on the application;	Complies / Satisfied. Development subject to advertising.
za.	the comments or submissions received from any authority consulted under clause 66;	—
zb.	any other planning consideration the local government considers appropriate.	—

CONCLUSION

The proposed development has been duly considered in the sections above in accordance with the City of Vincent's Planning Framework, including the Residential Design Codes, and Local Planning Policies 7.1.1 and 2.2.8. The proposal has demonstrated to satisfy the design principles and merit-based objectives as detailed within this justification.

The application prepared and submitted for development approval is comprehensive in showcasing a proposal which has considered the site and immediate locality to produce a development outcome which is responsive to and respectful of the established streetscape and local development character.

The architecturally designed building will be a welcome addition to the local area assisting the City in meeting dwelling and housing targets, providing additional housing options for the area.

Summary of Submissions:

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

Comments Received in Support:	Officer Technical Comment:
<u>Building Height</u> <ul style="list-style-type: none"> While the third storey is non-compliant, support the additional height in order to achieve views of Hyde Park; and Welcome the provision of trees and plants on the upper levels to soften the visual impact of the upper level from the street. 	Comments of supported are noted by Administration.
<u>Street Setbacks</u> <p>Support the reduced setbacks as long as they align with the established setbacks of adjoining properties on William Street.</p>	
<u>Design</u> <p>Comfortable with the overall design of the front section of the building, as it appears from the street.</p>	

Comments Received in Objection:	Officer Technical Comment:
<u>Street Setbacks</u> <ul style="list-style-type: none"> The development is too close to the street particularly given the overall height and scale of the development; and The scale and setback of the development detracts from the streetscape and will create an undesirable precedence in the context. 	<ul style="list-style-type: none"> Following the community consultation period the applicant submitted amended plans with an increase to the primary street setback of all units, noting that Units 2 and 4 remain to propose street setback variations to the first and second floors. The proposed street setbacks are consistent with the established street given the setbacks provided for Units 1 and 4 are aligned with the existing setbacks of the immediately abutting northern and southern dwellings and given the structures within the primary street setback areas are open in style, unroofed and landscaped; The proposal incorporates articulation through varied heights and setbacks and provides major openings and balconies to reduce impacts of building bulk and scale. Varying materials, colours and textures have also been incorporated to relate to surrounding context. Landscaping has been provided to the front of the development to tie the development to Hyde Park. The articulation and design detail provided ensures the proposal is consistent with and contributes to, the established streetscape; and Design Review Panel comments received commend the architectural style of the development and the way in which it relates to the surrounding context.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>Building Height</u></p> <ul style="list-style-type: none"> • The bulk and scale of the development dwarfs surrounding single residential houses. More effort could be made to step down the development to neighbouring properties; • The building height does not contribute to the neighbourhood context or streetscape; • The proposal gives the impression of an apartment complex rather than individual dwellings; • The height does not reflect the natural slope of the streetscape; • The bulk and scale of the development negatively impacts the amenity and value of adjoining properties and will dominate the streetscape; and • If the additional height is permitted at this site it would set an undesirable precedence for the remainder of the street, leaving remaining character homes dwarfed. 	<ul style="list-style-type: none"> • A number of design measures have been incorporated to the development to reduce impacts of building bulk and scale to the street and adjoining properties. This includes articulated facades, large windows, open style balconies, varying materials and colours, vertical elements and on-structure landscaping. The provision of articulation and design detail reduces the overall scale of the development and provides a human scale for pedestrians; • The proposal provides largely compliant lot boundary setbacks to reduce impacts of building bulk and scale to adjoining properties. The proposal also provides compliant overshadowing to the southern adjoining property, ensuring that the southern property is not adversely impacted in relation to loss of direct sun. As such, it is not considered the amenity of adjoining properties would be adversely impacted; • The development considers and responds to the natural slope of the site with minimal fill and excavation proposed; • There is no indication that the proposal development would impact the value of adjoining properties. This is not a relevant planning consideration; • Any future development applications would be assessed against the relevant planning framework and considered against their own merits. The proposed development is however a high quality development to which would provide a favourable precedence for future development.
<p><u>Lot Boundary Setbacks</u></p> <ul style="list-style-type: none"> • The development provides excessive building bulk to the adjoining properties resulting in undesirable visual character and amenity impacts; • The nil setback to the southern boundary covers the neighbours existing boundary window, creating an inboard bedroom. This compromises the future liveability and viability of the adjoining property; • The rear setbacks create excessive overlooking of adjoining outdoor living areas; and • The setbacks to the rear right of way create impacts of bulk and scale to the rear adjoining properties. 	<ul style="list-style-type: none"> • The side elevations of the development provide articulated facades with a range of openings, colours and materials to mitigate building bulk. The application incorporates landscaping to the upper levels to soften the building edge when viewed from the adjoining properties and the street. The design and articulation of the development appropriately reduces adverse impacts of building bulk and subsequent amenity impacts; • Setbacks provided to the rear right of way exceed the deemed-to-comply requirements of the Built Form Policy Clause 5.31 Development on Rights of Way. The development requires right of way widening of 1.5 metres and a 1.0 metre setback to the new right of way boundary. The development provides the required 1.5 metre right of way widening and a 1.5 metre setback from the new boundary. As such, sufficient setbacks are provided to eastern properties across the right of way, reducing impacts of building bulk and scale;

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
	<ul style="list-style-type: none"> The southern boundary wall proposed meets the deemed-to-comply requirements of the Built Form Policy Clause 5.3 Lot Boundary Setbacks in terms of location, height and length; and The reduced lot boundary setback does not result in any adverse overlooking and subsequent loss of privacy to the adjoining residential properties. All windows and balconies have been appropriately setback or screened in accordance with the R Codes Volume 1 to ensure no direct overlooking.
<u>Landscaping</u> <ul style="list-style-type: none"> The development is deficient in deep soil and canopy cover which contribute to the bulk of the development and inability of the development to integrate to the surrounding residential development; Landscaping to the rear may be lost in the future if occupants retrofit doorways to be accessed from the rear; and Landscaped areas along the parapet are inaccessible and it is unrealistic to expect they are maintained by each household. 	<ul style="list-style-type: none"> Following the community consultation period, the applicant submitted amended plans with an increase in deep soil and canopy cover. The deep soil provided to all units was amended to meet the deemed-to-comply requirements of the Built Form Policy Clause 5.14 Landscaping. The amended plans also increased the amount of canopy cover provided, being above 20 percent for each unit. The proposal now incorporates landscaping on-ground and on-structure to all levels of the development; The development provides functional landscaping around the site that includes a variety of species, including native species, that softens the built form and provides increased amenity for future residents; Future retrofitting, provision of new additional structures or new entrances that may result in a reduction of landscaping would be considered under subsequent development applications; and Administration has recommended a condition of approval that requires a full landscape plan by a qualified Landscape Architect to be submitted and approved by the City prior to occupation of the development. The final landscape plan is required to provide reticulation to all landscape areas on-ground and on-structure to ensure all areas are maintained.
<u>Solar Access</u> <ul style="list-style-type: none"> The proposal will restrict all sunlight to the adjoining southern properties window located on the boundary. The proposed development would require bricking up this window in order to meet building code. It is requested that the developer covers all associated costs and provides a skylight in order for this window to receive light; and The rear building creates a disproportionate and unreasonable amount of overshadowing to the southern properties outdoor living area. 	<ul style="list-style-type: none"> The boundary walls proposed meet the deemed-to-comply requirements of the Built Form Policy. Under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, the City does not have any statutory power to require the applicant to alter window locations on adjacent properties; and Following the community consultation period the applicant submitted amended plans with overshadowing that meets the deemed-to-comply standards of the R Codes Volume 1 Clause 5.4.2 Solar Access. It is also noted that the building height and lot boundary setbacks to the rear building of Unit 1 meet the relevant deemed-to-comply requirements of the City's Built Form Policy and the R Codes Volume 1.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>Visual Privacy</u></p> <ul style="list-style-type: none"> The application provides direct overlooking to adjoining properties rear outdoor living areas; Request that obscured glass is provided to all windows that face the right of way; and All windows facing the right of way should be removed. Security cameras should be provided to enhance security instead. 	<ul style="list-style-type: none"> The proposed windows and balconies of all units meet the deemed-to-comply requirements of the R Codes Volume 1 Clause 5.4.1 Visual Privacy. As all windows facing the right of way are setback in accordance with the distances specified under Clause 5.4.1 Visual Privacy, they are not required to be removed or glazed in obscure material; The provision of the rear facing windows allow for cross ventilation and sunlight to the proposed dwellings, while not compromising privacy of adjoining properties. These windows are supported by the City's Design Review Panel and Administration.
<p><u>Ancillary Dwelling</u></p> <ul style="list-style-type: none"> The rear dwellings appear to have the potential to operate as fully independent dwellings; Ancillary dwellings are not permitted on these areas (less than 450m2) and the size of the ancillary dwellings would exceed 70m2; Concerns the development may be converted to 8 dwellings in the future without needing / obtaining permission from Council; and Additional accommodation to the rear would result in impacts on parking which is already restricted. 	<ul style="list-style-type: none"> The rear buildings of each unit do not fall under the definition of <i>Ancillary Dwelling</i> under the R Codes given they are not 'self-contained'. They are not considered to be self-contained as they do not provide kitchen or laundry facilities separate to those provided in the front buildings; The applicant has confirmed that they do not wish to propose ancillary dwellings to the rear buildings of each unit as part of this development application. Any future retrofit to accommodate ancillary dwellings to the rear buildings would be subject to Development Approval in accordance with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.
<p><u>Plot Ratio</u></p> <p>There is no reference to plot ratio calculations in the Planning assessment. The plot ratio appears to greatly exceed that permitted, exacerbating bulk and scale of the development.</p>	<p>The R Codes Volume 1 does not provide plot ratio requirements for single house or grouped dwelling developments. The proposal has been assessed against the R Codes Volume 1 Clause 5.1.4 Open Space that requires each Unit to provide 40% of the site area as open space. Each unit provides a minimum of 40% open space and therefore satisfies the deemed-to-comply requirements of Clause 5.1.4 Open Space. As the proposal meets the open space requirements of the R Codes, the proposed open space of each unit was not included in the community consultation letters.</p>

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>External Fixtures and Utilities</u></p> <ul style="list-style-type: none"> The proposal does not provide space for the future three bin system; and Air-conditioning condenser locations have not been identified. 	<ul style="list-style-type: none"> Following the community consultation period the applicant submitted amended plans with the provision of additional space for the storage of 3 bins, in accordance with FOGO waste requirements. The bin store areas are appropriately screened from view and are convenient for residents; and Administration has recommended a condition of approval that requires all external fixtures to not be visible from the street, designed integrally with the building and located so as to not be visually obtrusive.
<p><u>Design</u></p> <ul style="list-style-type: none"> The design is not appropriate for William Street which predominately consists of Federation homes. Request that Council maintain the character and style of the area; The proposed design is too modern and will no longer be in style in 10 years; and Suggest that the materials selection are reviewed by the Design Review Panel at the Building Permit stage to ensure high quality materials are carried throughout the process. 	<ul style="list-style-type: none"> The proposal has been referred to the City's Design Review Panel (DRP) four times since lodgement. Refer to Attachment 6 for an extract of the minutes from each meeting. Following the final referral to the DRP, the Chair of the DRP advised that all outstanding comments had been appropriately addressed and the Ten Principles of Good Design have been achieved; The DRP comments received commend the architectural style of the development and the way in which it relates to its context; and Administration has recommended a condition of approval that requires the materials and colours of the development to be consistent with the approved plans and schedule of materials and colours to ensure these are carried through to construction. The schedule would be reviewed at the Building Permit stage to ensure compliance with this condition.

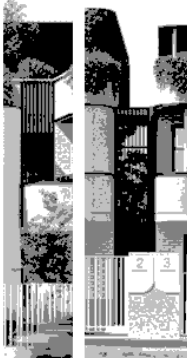
Note: Submissions are considered and assessed by issue rather than by individual submitter.

Summary of Submissions:

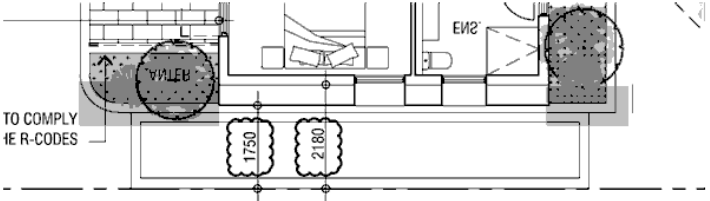
The tables below summarise the comments received during the advertising period of the proposal, together with the applicant's response to each comment.

Comments Received in Support:	Applicant Comment:
<p>Issue: <u>Building Height</u></p> <ul style="list-style-type: none"> While the third storey is non-compliant, support the additional height in order to achieve views of Hyde Park; and Welcome the provision of trees and plants on the upper levels to soften the visual impact of the upper level from the street. 	<p>Noted, the third storey as demonstrated in the applicant's report details how it is compatible with the area, specifically given its location facing Hyde Park and being along William Street. The built area of the third floor excluding balconies only represents 13% - 15% of each respective lot and have a front setback of 6.3m - 8.5m to the main building lines. The proposal does not impact access to natural sunlight to the southern property as this portion of the development primarily falls on the existing roof space of the dwelling and abuts an existing boundary wall.</p>
<p>Issue: <u>Street Setbacks</u></p> <ul style="list-style-type: none"> Support the reduced setbacks as long as they align with the established setbacks of adjoining properties on William Street. 	<p>Noted, as demonstrated within the applicant's report the setback is entirely consistent. It is only the balcony of dwellings 2 and 3 which protrude into the front setback area. This is a technicality as the average is based on the main building line of the five (5) adjoining properties north and south (despite the porches/balconies occupying more than 20% of the frontage) however, the City calculates the front setback to the proposal to the balcony protrusion from the first floor. The main building line setback is more than 5.5m for each of the proposed dwellings with the two adjoining properties having setbacks of less than 5m to their main building line, with porches encroaching further.</p>
<p>Issue: <u>Design</u></p> <ul style="list-style-type: none"> Comfortable with the overall design of the front section of the building, as it appears from the street. 	<p>Noted, the Design Review Panel has also provided design excellence for the design with all green in the traffic light section.</p>
Comments Received in Objection:	Applicant Comment:
<p>Issue: <u>Street Setbacks</u></p> <ul style="list-style-type: none"> The development is too close to the street particularly given the overall height and scale of the development; and The scale and setback of the development detracts from the streetscape and will create an undesirable precedence in the context. 	<p>The setbacks have been amended since advertising. The 'variation' only relates to the balcony protrusions for dwellings 2 and 3 of the first floor, which helps in providing articulation and passive surveillance of the street. As detailed above, the setbacks are only 'not compliant' based on a technicality in interpretation of the calculation of front setbacks for the proposed development, in comparison to the averaging technique.</p> <p>Furthermore, the adjoining properties to the north and south have setbacks of less than 5m to their main building lines (with verandas protruding further into the front setback) therefore the proposed setback of 4.5m of the first floor balconies and 5.6m to the ground floor main building line is entirely consistent with the streetscape and adjoining properties. Please refer to the applicant's report.</p> <p>The two dwellings which will adjoin the southern and northern properties are</p>

Summary of Submissions:

Comments Received in Objection:	Applicant Comment:
<p>Issue: <u>Building Height</u></p> <ul style="list-style-type: none"> • The bulk and scale of the development dwarfs surrounding single residential houses. More effort could be made to step down the development to neighbouring properties; • The building height does not contribute to the neighbourhood context or streetscape; • The proposal gives the impression of an apartment complex rather than individual dwellings; • The height does not reflect the natural slope of the streetscape; • The bulk and scale of the development negatively impacts the amenity and value of adjoining properties and will dominate the streetscape; and • If the additional height is permitted at this site it would set an undesirable precedence for the remainder of the street, leaving remaining character homes dwarfed. 	<p>'compliant' with the balconies being setback 5.5m and the main building wall being setback a further 2m. As such, there is no resultant impact on the adjoining properties.</p> <p>Extensive work has been undertaken on the proposed design to ensure the third floor does not materially impact the streetscape or adjoining properties. As mentioned previously, the built area of the third floor excluding balconies only represents 13% - 15% of each respective lot and have a front setback of 6.3m - 8.5m to the main building lines. The overall impact is negligible and is entirely consistent with the existing and emerging built form that frames Hyde Park. The design has isolated the increased height towards the street and ensures the rear portion is entirely consistent with the dwellings opposite the right of way that face Harley Street with a two-storey interface.</p> <p>The proposed design is entirely consistent with the neighbourhood context and streetscape with William Street having a higher number of art deco buildings within its streetscape in comparison to other areas of the City. This is demonstrated through the Design Review Panel presentation undertaken by ZARQ. The DRP also agree that the proposed design and height is consistent.</p> <p>The plans have been amended since it was advertised. There is more emphasis in the design in delineating each of the dwellings. This has been undertaken through vertical references between the buildings as demonstrated below. There is also a separation between dwellings 2 and 3 for the second floor. The front fencing also ensures there is a delineation with appropriate way finding measures.</p> 

Summary of Submissions:

Comments Received in Objection:	Applicant Comment:
	<p>The site has a very minor slope with less than 1m cross fall over the site. The design has responded to this by minimising the incorporation of retaining walls.</p> <p>The 'third storey' has been designed in a way to minimise its impact, it is setback, will not be visible at a pedestrian scale along William Street, has an angled roof to reflect a mansard roof style, is a forest green colour to reduce its visibility and reference Hyde Park and includes significant on structure landscaping. As reflected on the perspective in the plans package, the adjoining properties sit relatively high themselves due to their significant roof pitch, the proposed design will simply appear as a two-storey development unless viewed from Hyde Park. When viewed from Hyde Park the third floor will be visible along with all other three storey dwellings that front the public open space.</p> <p>Again, the design has been undertaken with due consideration to ensure that there is no resultant impacts on the adjoining properties, hence the small foot print area, its isolation to the front of the lots, its colour and design, the landscaping; which has all been acknowledged by the DRP who also agree.</p> <p>The value of properties is not a relevant planning consideration. Furthermore, there is no such consideration of 'precedence' in planning as every application is on its merits. This proposal is a high-quality design that is sympathetic to the character and creates a housing choice for intergenerational living that does not currently exist within the City of Vincent. The only other local government seriously considering such typologies in the City of Fremantle.</p>
<p>Issue: <u>Lot Boundary Setbacks</u></p> <ul style="list-style-type: none"> • The development provides excessive building bulk to the adjoining properties resulting in undesirable visual character and amenity impacts; • The nil setback to the southern boundary covers the neighbours existing boundary window, creating an inboard bedroom. This compromises the future liveability and viability of the adjoining property; • The rear setbacks create excessive overlooking of adjoining outdoor living areas; and • The setbacks to the rear right of way create impacts of bulk and scale to the rear adjoining properties. 	<p>The application has been amended since advertising and all lot boundary setbacks are compliant except for the southern most dwelling on the third floor. As illustrated in red in the below image it is a direct result of the on-structure landscaping proposed as part of the design. It does not relate to full height walls as the mansard roof is setback 2.18m from the southern boundary (consistent with the requirement).</p> 

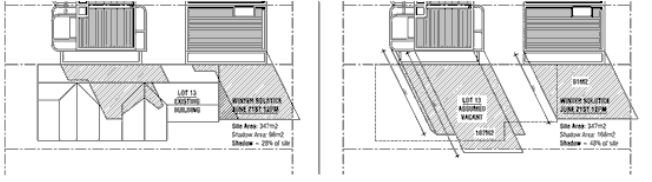
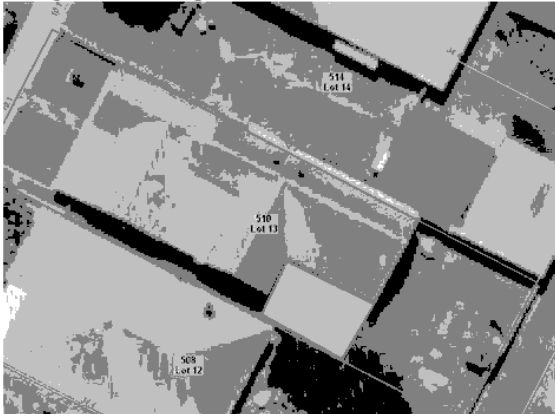
Page 3 of 8

Summary of Submissions:

Comments Received in Objection:	Applicant Comment:
	<p>As detailed in the applicant's report, the proposed setback includes varying articulation through wall setbacks, materiality, colour and landscaping. The wall has been appropriately treated to ensure it has no undue building bulk on the adjoining property. Furthermore, this setback abuts an existing boundary wall to the southern adjoining property which means it will not be visible nor will it impact the adjoining site through the loss of direct sun and ventilation. In addition to this, there is no direct overlooking into the southern property.</p> <p>With respect to the nil lot boundary wall to the south, this is permitted. It is acknowledged the adjoining property to the south also has a boundary wall and an illegal opening. No openings are permitted in boundary walls as they cannot be fire rated, unless they are 'glass blocks' (fire rated) which this window is not. Notwithstanding, this development as of right can be constructed up against the abutting boundary wall. The owner is currently liaising with the adjoining land owner about this matter as it is not a relevant planning consideration.</p> <p>As part of the Design Review Panel process the officers and the panel members requested major openings facing the right of way to create street surveillance. The owner is open to adjusting these windows to meet the request of the neighbours to the rear should the Council be satisfied. However, it is noted that these windows are compliant with the R-Codes.</p> <p>The setback is entirely consistent with the City's Built Form Policy and R-Codes.</p>
<p>Issue: <u>Landscaping</u></p> <ul style="list-style-type: none"> The development is deficient in deep soil and canopy cover which contribute to the bulk of the development and inability of the development to integrate to the surrounding residential development; Landscaping to the rear may be lost in the future if occupants retrofit doorways to be accessed from the rear; and Landscaped areas along the parapet are inaccessible and it is unrealistic to expect they are maintained by each household. 	<p>Since advertising, the plans have been amended and the proposed design is a exemplary example of how small lots with an east west orientation can create internal northern corridors with 18% deep soil area and 32% tree canopy in excess of the City's requirements. These calculations do not include on structure planting which will obviously substantially inflate these numbers once constructed.</p>
<p>Issue: <u>Solar Access</u></p> <ul style="list-style-type: none"> The proposal will restrict all sunlight to the adjoining southern properties window located on the boundary. The proposed development would require bricking up this window in order to meet building code. It is 	<p>Since advertising, the plans have been adjusted. Setbacks have been increased and building height decreased to ensure the overshadowing on the southern property is less that 50%. The proposal is compliant with the R-Codes.</p>

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Summary of Submissions:

Comments Received in Objection:	Applicant Comment:
<p>requested that the developer covers all associated costs and provides a skylight in order for this window to receive light; and</p> <ul style="list-style-type: none">The rear building creates a disproportionate and unreasonable amount of overshadowing to the southern properties outdoor living area.	<p>It should also be noted that the overshadowing in terms of real impact is approximately 28% this is calculated when modelling the existing dwelling to south and the actual fall of shadow.</p> <div></div> <p>The main outdoor living area for the southern properties is highlighted in the below image. The subject development will not overshadow this area as the existing dwelling already does so. It should also be acknowledged that this shadowing diagram is based on one day of the year at a certain time, there will still be opportunity for sunlight into the dedicated car bay throughout the day and throughout the year. Furthermore, the existing dwelling included a boundary wall along this boundary as per the below images with No. 514 William Street having no north facing windows.</p> <div></div> <p>510 William Street – Green area is the active outdoor living area with a car bay located abutting 514 William Street (as demonstrated in the below images).</p>

Summary of Submissions:

Comments Received in Objection:	Applicant Comment:
	<p>Taken from the City of Vincent Intramaps.</p>  <p>Rear of 510 William Street – Taken from Google Streetview</p>  <p>View north from the laneway viewing 510 William Street with the existing development (previously) at 514 William Street which was a boundary wall. Taken from Google Streetview.</p>

Summary of Submissions:

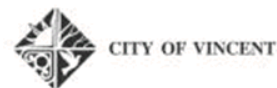
Comments Received in Objection:	Applicant Comment:
<p>Issue: <u>Visual Privacy</u></p> <ul style="list-style-type: none"> The application provides direct overlooking to adjoining properties rear outdoor living areas; Request that obscured glass is provided to all windows that face the right of way; and All windows facing the right of way should be removed. Security cameras should be provided to enhance security instead. 	<p>The advertised plans have been amended and no visual privacy variations are proposed. All major openings and balconies are compliant with the R-Codes to ensure privacy is maintained to the adjoining properties.</p>
<p>Issue: <u>Ancillary Dwelling</u></p> <ul style="list-style-type: none"> The rear dwellings appear to have the potential to operate as fully independent dwellings; Ancillary dwellings are not permitted on these areas (less than 450m²) and the size of the ancillary dwellings would exceed 70m²; Concerns the development may be converted to 8 dwellings in the future without needing / obtaining permission from Council; and Additional accommodation to the rear would result in impacts on parking which is already restricted. 	<p>The rear section of the dwellings are not independent as they do not include kitchens or laundries. The intent of the design as detailed in the applicant's report is to provide a high-end intergenerational living option with the prospects of adaptability throughout the generations.</p> <p>Intergenerational housing is not a 'buzz' word it is a now becoming a necessity in design to allow people to age in place and keep family together throughout the generations in areas that afford high amenity.</p> <p>It allows its residents to grow and stay within their family home, there is the delineation of housing form that allows two separate living quarters for the grandparents, the mum and dad or the teenage kids. It also allows for separate areas which can be adapted to a home art studio or office whilst its residents are maturing. There are only a few architects and owners in Perth who are considering inter-generational living and this owner is one of them. The Australian Productivity Commission research paper refers to 83% of people aged 60 years and over prefer to live at home, with an estimate of one in four Australians being in excess of 65 years of age by 2064.</p> <p>Intergenerational living has existing around the world for decades, however, it is only now being considered in an Australian context as house prices are becoming unaffordable in places well serviced by public transport and amenities. The exceptional design allows the central courtyard area to be the meeting place attached to the kitchen and laundry facilities on the ground floor shared by the overall dwelling.</p> <p>The dwellings are not able to convert the rear sections into ancillary dwellings as the individual lot sizes are less than 450sqm, which is a deemed to comply requirement of the R-Codes. Therefore, there is certainty in the planning framework this won't occur. The design also does not lend itself to such a use</p>

Summary of Submissions:

Comments Received in Objection:	Applicant Comment:
	<p>as its centred around a communal outdoor living area centrally located to the living areas on the ground floor. If these were to be 'ancillary dwellings' there would be an expectation for an isolated outdoor living area whether it's a roof top deck, balcony or at grade area.</p> <p>Respectfully, these comments are speculative, and the application is seeking approval for four single houses.</p>
<p>Issue: <u>Plot Ratio</u></p> <ul style="list-style-type: none"> There is no reference to plot ratio calculations in the Planning assessment. The plot ratio appears to greatly exceed that permitted, exacerbating bulk and scale of the development. 	<p>The open space provisions are compliant along with all deep soil and canopy cover provisions.</p>
<p>Issue: <u>External Fixtures and Utilities</u></p> <ul style="list-style-type: none"> The proposal does not provide space for the future three bin system; and Air-conditioning condenser locations have not been identified. 	<p>The updated plans provide provision for the three bin system and air conditioning.</p>
<p>Issue: <u>Design</u></p> <ul style="list-style-type: none"> The design is not appropriate for William Street which predominately consists of Federation homes. Request that Council maintain the character and style of the area; The proposed design is too modern and will no longer be in style in 10 years; and Suggest that the materials selection are reviewed by the Design Review Panel at the Building Permit stage to ensure high quality materials are carried throughout the process. 	<p>William Street consists of both art-deco and federation style architecture. The design has been extensively reviewed by the City's Design Review Panel and they have now afforded design excellence through the traffic light system (all green). Extensive work has been undertaken by the registered architect, ZARQ, to ensure this proposal is sympathetic and references prominent architecture along William Street while standing the test of time.</p>

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

MINUTES



DESIGN REVIEW PANEL

Wednesday 18 September 2019 at 3.30pm

Venue: Function Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

Design Review Panel Members

Sasha Ivanovich (Chairperson)
Ailsa Blackwood
Joe Chindarsi
Stephen Carrick

City of Vincent Officers

Jay Naidoo (Manager Development & Design)
Joslin Colli (Coordinator Planning Services)
Natasha Trefry (Urban Planner)
Karsen Reynolds (Urban Planner)

INFORMATION REDACTED FOR PRIVACY REASONS

Applicant – Item 3.2

Bianca Sandri
Clement Liao Huirun Pty Ltd

INFORMATION REDACTED FOR PRIVACY REASONS

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### 1. Welcome/Declaration of Opening

The Chairperson, Sasha Ivanovich declared the meeting open at 4.00pm

### 2. Apologies

### 3. Business

INFORMATION REDACTED FOR PRIVACY REASONS

## INFORMATION REDACTED FOR PRIVACY REASONS

### 4.30pm–5.00pm – Applicant Presentation – DA Lodged 5.2019.201.1

3.2 **Address:** Nos. 514 and 516 (Lots 14, 15 and 16) William Street Highgate

**Proposal:** Four Grouped Dwellings

**Applicant:** Urbanista Town Planning / Huirun Pty Ltd

**Reason for Referral:** The proposal will likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy 7.1.1 (LPP 7.1.1)

#### Recommendations & Comments by DRP (using the Built Form Policy Design Principles):

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Principle 1 –<br/>Context and Character</b> | <ul style="list-style-type: none"> <li>There appears to be a 'disconnect' between the language of this proposal and the general character of the adjoining properties and the street.</li> <li>The terrace houses nearby are a good reference, however referencing to this immediate neighbourhood requires further analysis, consideration and development. There is a heaviness and a strong classical motif that is not consistent with the street. Consider steering the design to a more Federation Style. Simplify the façade and refine the intensity of its current character so that it is more reconcilable with the surrounding context and reduces impacts of building bulk. There is a considerable amount of detail to the front facade (recesses, quoining, arches etc) – look at stripping this back a little bit to get some consistency across the elevation. Simplify the central elevations – pull the detailing back and put some time into the tones and colours.</li> <li>The development is imposing to the street. The peripheral units are a little closer to the mark as they are a little simpler in design.</li> </ul> |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

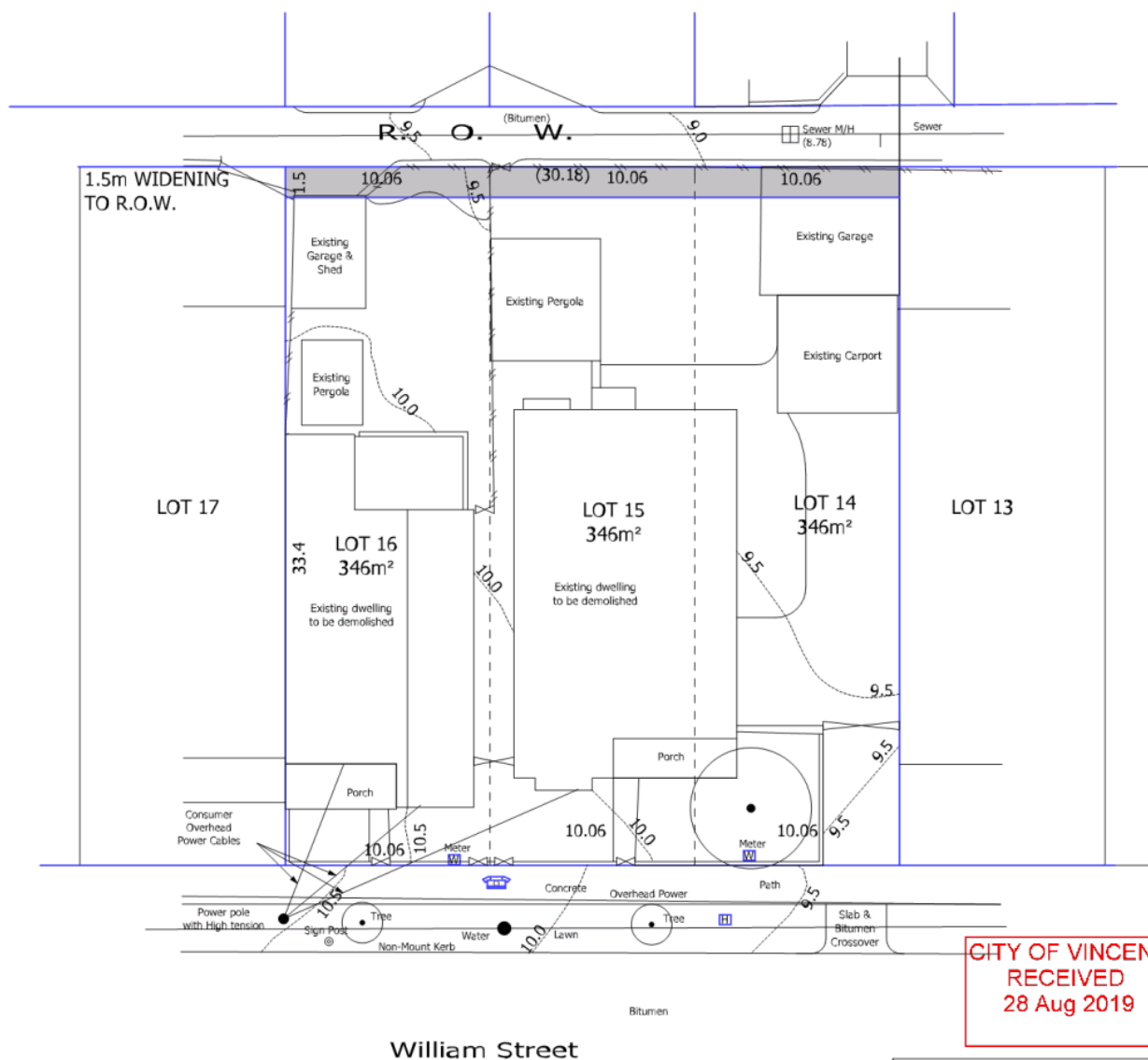
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|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                      | <ul style="list-style-type: none"> <li>• Design between the front and rear appears disconnected. Look to better connect the design intent and character between the front to the rear, to achieve a good design outcome on both sides - there are some fundamentals that need to be drawn upon.</li> <li>• Consider how the elevation to the rear can engage more with the ROW - such as providing larger windows even 'French' balconies to ROW facing living areas.</li> <li>• Internal courtyard elevations - try to connect them to the front façade and achieve a design consistency throughout the development</li> <li>• Consider the use of single thin columns instead of heavy masonry piers - to the last two façade end balconies. to lighten the character of the façade, as a response to existing neighbourhood character and to make the form of the development appear more permeable</li> <li>• Fencing character is inconsistent with the façade. Look at incorporating detail that will better relate to the façade</li> </ul> |
| <b>Principle 2 – Landscape quality</b>               | <ul style="list-style-type: none"> <li>• The idea and development of central courtyards' landscaping, and the provision of deep soil, are commended.</li> <li>• Investigate opportunities to add more trees to the landscape to meet the city's canopy coverage expectations.</li> <li>• Look at incorporating landscaping as a buffer between the lots</li> <li>• Look at incorporating more species diversity across the site. Mass plantings are attractive but can be more vulnerable to complete loss if plant conditions change.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Principle 3 – Built form and scale</b>            | <ul style="list-style-type: none"> <li>• The top floor breaches height requirements. Look at setting in the top floor, min. 500mm, in from the side boundaries.</li> <li>• Provide articulation &amp; depth to facades, to side boundary elevations corresponding to front elevation - to achieve a cohesive built form whole.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Principle 4 – Functionality and build quality</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Principle 5 – Sustainability</b>                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Principle 6 – Amenity</b>                         | <ul style="list-style-type: none"> <li>• Consider the use of single thin columns instead of heavy masonry piers to the last two façade end balconies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Principle 7 – Legibility</b>                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Principle 8 – Safety</b>                          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Principle 9 – Community</b>                       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Principle 10 – Aesthetics</b>                     | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Comments</b>                                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Conclusion:** To be returned to DRP

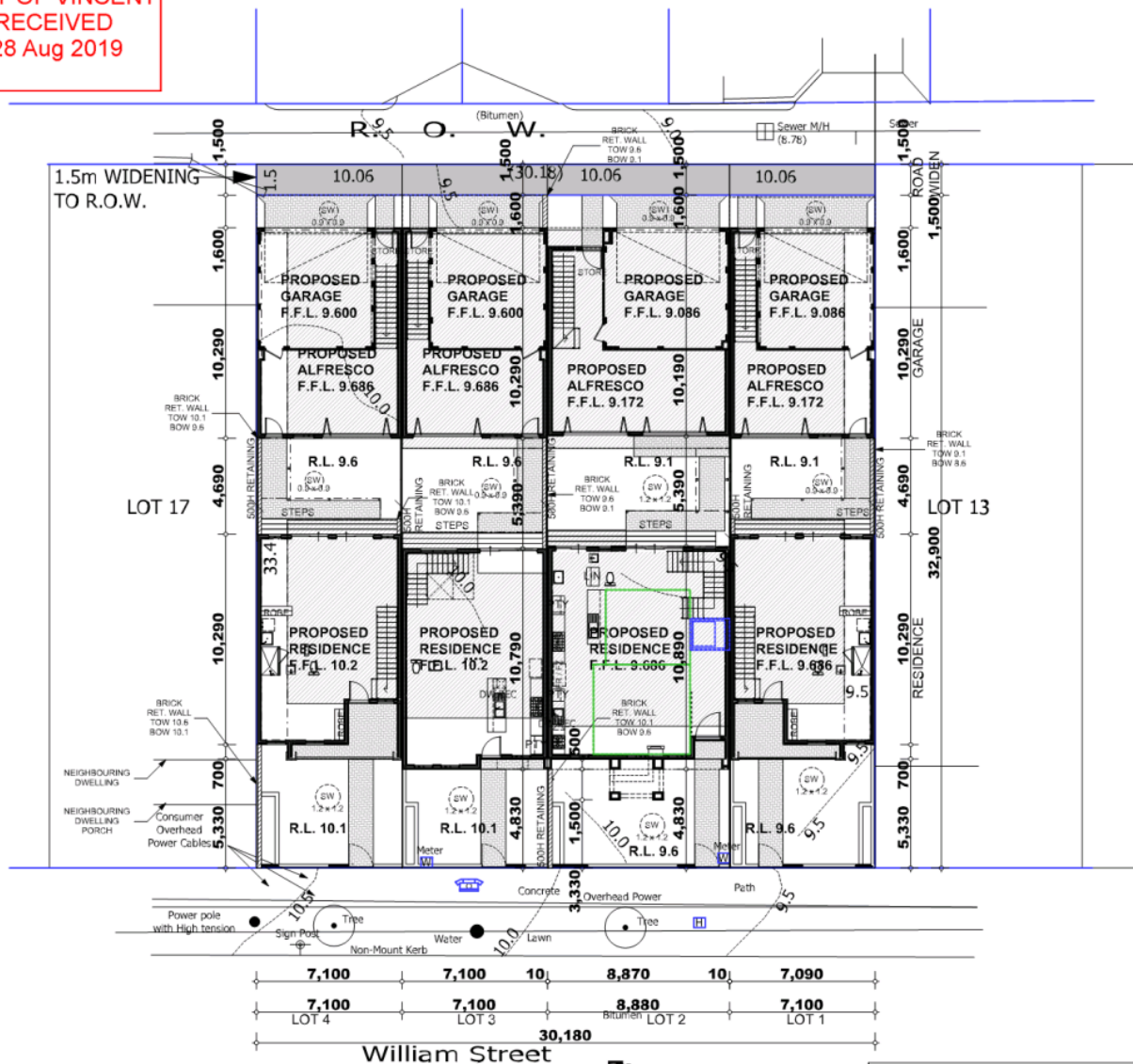
**5.00pm–5.30pm – Applicant Presentation – DA Lodged 5.2019.263.1**

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#### UNIT 4 SOAKWELLS

NOTE: ALL DOWNPIPES  
CONNECTED TO SOAKWELLS  
WITH PVC STORMWATER  
PIPE

| Soak Well Type        | No. | Capacity                   |
|-----------------------|-----|----------------------------|
| SW 900x600            | 2   | 1.1 m <sup>3</sup>         |
| SW 1200x1200          | 1   | 1.4 m <sup>3</sup>         |
| <b>Total Capacity</b> |     | <b>2.5 m<sup>3</sup></b>   |
| Roof Area GF          |     | 145.2 m <sup>2</sup>       |
| Paved Area            |     | 18.5 m <sup>2</sup>        |
| <b>Total Area</b>     |     | <b>163.7 m<sup>2</sup></b> |

Capacity Required (Area x 0.0125) **2.0 m<sup>3</sup>**  
Extra Capacity Provided **0.5 m<sup>3</sup>**

#### UNIT 3 SOAKWELLS

NOTE: ALL DOWNPIPES  
CONNECTED TO SOAKWELLS  
WITH PVC STORMWATER  
PIPE

| Soak Well Type        | No. | Capacity                   |
|-----------------------|-----|----------------------------|
| SW 900x600            | 2   | 1.1 m <sup>3</sup>         |
| SW 1200x1200          | 1   | 1.4 m <sup>3</sup>         |
| <b>Total Capacity</b> |     | <b>2.5 m<sup>3</sup></b>   |
| Roof Area GF          |     | 145.2 m <sup>2</sup>       |
| Paved Area            |     | 18.5 m <sup>2</sup>        |
| <b>Total Area</b>     |     | <b>163.7 m<sup>2</sup></b> |

Capacity Required (Area x 0.0125) **2.0 m<sup>3</sup>**  
Extra Capacity Provided **0.5 m<sup>3</sup>**

#### UNIT 2 SOAKWELLS

NOTE: ALL DOWNPIPES  
CONNECTED TO SOAKWELLS  
WITH PVC STORMWATER  
PIPE

| Soak Well Type        | No. | Capacity                   |
|-----------------------|-----|----------------------------|
| SW 900x600            | 1   | 0.6 m <sup>3</sup>         |
| SW 1200x1200          | 2   | 2.7 m <sup>3</sup>         |
| <b>Total Capacity</b> |     | <b>3.3 m<sup>3</sup></b>   |
| Roof Area GF          |     | 186.9 m <sup>2</sup>       |
| Paved Area            |     | 18.5 m <sup>2</sup>        |
| <b>Total Area</b>     |     | <b>207.5 m<sup>2</sup></b> |

Capacity Required (Area x 0.0125) **2.6 m<sup>3</sup>**  
Extra Capacity Provided **0.7 m<sup>3</sup>**

#### UNIT 1 SOAKWELLS

NOTE: ALL DOWNPIPES  
CONNECTED TO SOAKWELLS  
WITH PVC STORMWATER  
PIPE

| Soak Well Type        | No. | Capacity                   |
|-----------------------|-----|----------------------------|
| SW 900x600            | 2   | 1.1 m <sup>3</sup>         |
| SW 1200x1200          | 1   | 1.4 m <sup>3</sup>         |
| <b>Total Capacity</b> |     | <b>2.5 m<sup>3</sup></b>   |
| Roof Area GF          |     | 145.2 m <sup>2</sup>       |
| Paved Area            |     | 18.5 m <sup>2</sup>        |
| <b>Total Area</b>     |     | <b>163.7 m<sup>2</sup></b> |

Capacity Required (Area x 0.0125) **2.0 m<sup>3</sup>**  
Extra Capacity Provided **0.5 m<sup>3</sup>**

#### SUPERVISOR NOTE

**CONCRETOR NOTE**  
CONDUIT TO BE PLACED IN  
FOOTING UNDER METER BOX  
TO CENTRELINE OF CAVITY

ALL EXTERNAL WALLS TO  
BE 220mm CAVITY BRICKWORK  
(UNLESS NOTED OTHERWISE)

**EARTHWORKS NOTE**  
REFER TO SITE REPORT  
FOR SITEWORKS INFORMATION

**BRICKPAVING NOTE**  
90mm PVC PIPE TO BE PLACED IN  
THE CENTER OF THE DRIVEWAY  
BETWEEN THE GARAGE / BOUNDARY  
(NOT VERGE) APPROX 300mm DEEP

| UNIT 1 SITE COVERAGE (R50)          |
|-------------------------------------|
| 55% SITE COVERAGE                   |
| SITE AREA: 237.14m <sup>2</sup>     |
| BUILDING AREA: 140.72m <sup>2</sup> |
| TOTAL SITE COVERAGE: 59.34%         |
| UNIT 2 SITE COVERAGE (R50)          |
| 55% SITE COVERAGE                   |
| SITE AREA: 207.5m <sup>2</sup>      |
| BUILDING AREA: 176.61m <sup>2</sup> |
| TOTAL SITE COVERAGE: 60.21%         |
| UNIT 3 SITE COVERAGE (R50)          |
| 55% SITE COVERAGE                   |
| SITE AREA: 237.14m <sup>2</sup>     |
| BUILDING AREA: 147.84m <sup>2</sup> |
| TOTAL SITE COVERAGE: 62.34%         |
| UNIT 4 SITE COVERAGE (R50)          |
| 55% SITE COVERAGE                   |
| SITE AREA: 163.7m <sup>2</sup>      |
| BUILDING AREA: 140.72m <sup>2</sup> |
| TOTAL SITE COVERAGE: 59.34%         |

| CLIENT:                                                          |          |                    |     |
|------------------------------------------------------------------|----------|--------------------|-----|
| -                                                                |          |                    |     |
| SITE ADDRESS:                                                    |          |                    |     |
| LOT 1 - 4 (514 - 516)                                            |          |                    |     |
| WILLIAM STREET,                                                  |          |                    |     |
| HIGHGATE                                                         |          |                    |     |
| MODEL NAME: UNIQUE                                               |          |                    |     |
| DRAWING:                                                         |          | SCALE:             |     |
| PROPOSED SITE PLAN                                               |          | 1:200 @ A3         |     |
| REV                                                              | DATE     | DWN                | CHK |
| -                                                                | 27.03.10 | PC                 | -   |
| -                                                                | 03.04.10 | PC                 | -   |
| -                                                                | 10.04.10 | PC                 | -   |
| -                                                                | 07.05.10 | PC                 | -   |
| -                                                                | 24.05.10 | PC                 | -   |
| -                                                                | 10.06.10 | PC                 | -   |
| -                                                                | 28.08.10 | PC                 | -   |
| THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE BUILDING CONTRACT |          |                    |     |
| DATE: .....                                                      |          |                    |     |
| OWNER: .....                                                     |          |                    |     |
| OWNER: .....                                                     |          |                    |     |
| BUILDER: .....                                                   |          |                    |     |
| JOB No.: -                                                       |          | SHEET No.: 2 of 11 |     |

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28 Aug 2019



4. NAME \_\_\_\_\_  
 DATE ADDED: \_\_\_\_\_  
 LOT: 4 (4514 - 516)  
 WILLIAM STREET,  
 HOGHATE  
 MODEL NAME: UNIQUE  
 MODEL NO. \_\_\_\_\_  
 FIRST FLOOR OVERALL \_\_\_\_\_ (SCALE 1:3750 @ \_\_\_\_\_)  
 AREA DATA: (DRAWING DESCRIPTION)  
 127.51/3.75 PC = PLASTER WALL & SUBSTRATE  
 10.84/3.90 PC = EXISTING FLOORING  
 127.51/3.75 PC = PLASTER WALL  
 57.37/3.90 PC = PLASTER W/ST  
 127.51/3.75 PC = EXISTING FLOORING  
 10.84/3.90 PC = EXISTING FLOORING  
 127.51/3.75 PC = PLASTER W/ST

THIS IS ONE OF THE DRAWINGS REFERRED  
 TO IN THE BUILDING CONTRACT

DATE: \_\_\_\_\_  
 OWNER: \_\_\_\_\_  
 OWNER: \_\_\_\_\_  
 BUILDING: \_\_\_\_\_

205.00/3.75 PC = PLASTER WALL  
 10.84/3.90 PC = EXISTING FLOORING

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CLIENT:  
 V.  
 SITE ADDRESS:  
 LOT 1 - 4 (114 - 116)  
 WILLIAM STREET,  
 HOGGATE

| NO. | DATE     | DESCRIPTION          | SCALE      |
|-----|----------|----------------------|------------|
| 1   | 10/12/19 | SECOND FLOOR OVERALL | 1:100 (A1) |

THIS IS ONE OF THE DRAWINGS REFERRED  
 TO IN THE BUILDING CONTRACT

DATE: \_\_\_\_\_  
 DRAWN: \_\_\_\_\_  
 CHECKED: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_

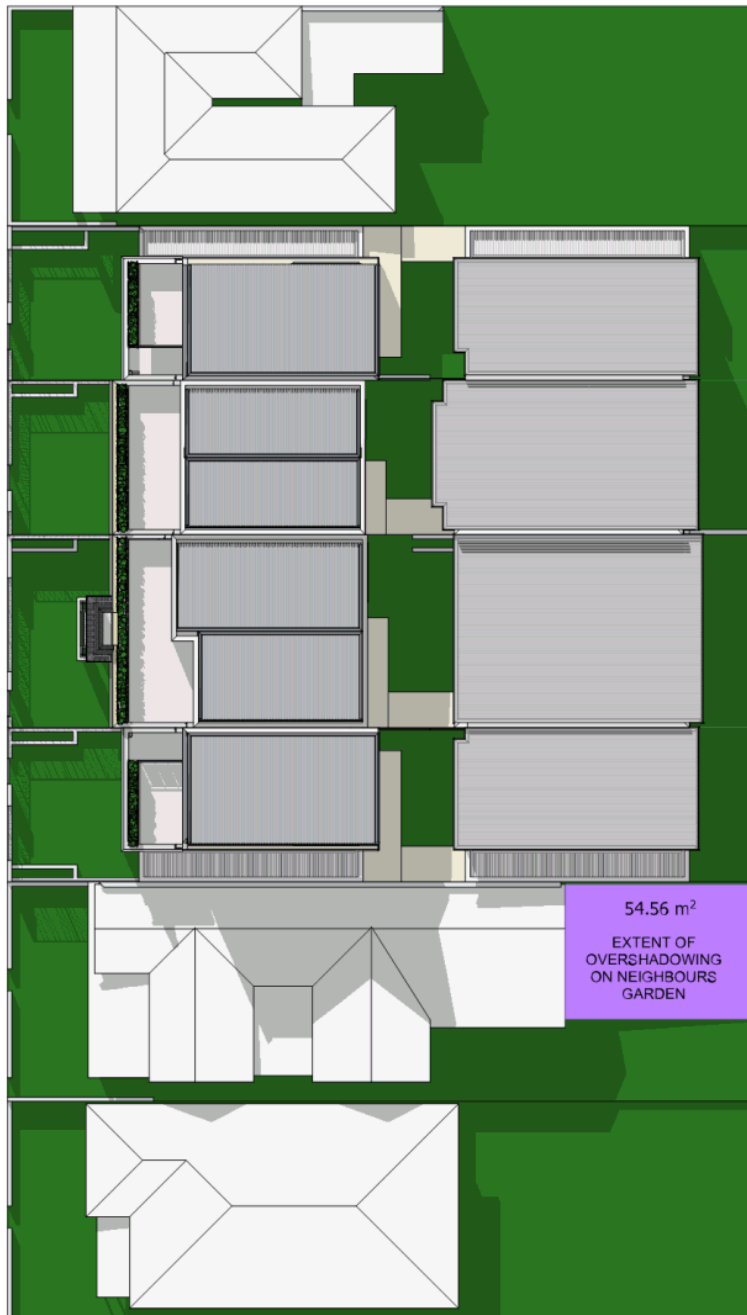
1 OF 11

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


|                                                                                                                                                                                                                       |        |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| (3.61M)<br>SITE ADDRESS:<br><b>LOT 1 - 4 (514 - 516)<br/>         WILLIAM STREET,<br/>         HOGHATE</b>                                                                                                            |        |        |
| MODEL NAME: <b>UNIQUE</b>                                                                                                                                                                                             |        |        |
| DRAWING:<br><b>ELEVATIONS OVERALL</b>                                                                                                                                                                                 | SCALE: |        |
| REV. DATE: <b>Drawn Civil</b><br>18-07-13 PC - FLOOR PLANS & ELEVATIONS<br>30-09-13 PC - ELEVATIONS<br>18-07-13 PC - ROOF REV<br>18-08-13 PC - ELEVATIONS REV<br>18-08-13 PC - ROOF REV<br>28-08-13 DC - Planning REV |        |        |
| THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE BUILDING CONTRACT                                                                                                                                                      |        |        |
| DATE:                                                                                                                                                                                                                 |        |        |
| OWNER:                                                                                                                                                                                                                |        |        |
| OWNER:                                                                                                                                                                                                                |        |        |
| BUILDING:                                                                                                                                                                                                             |        |        |
| 208/20                                                                                                                                                                                                                | 208/20 | 208/20 |

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OVERSHADOWING DIAGRAM  
1:200

|                                                                  |          |                     |     |
|------------------------------------------------------------------|----------|---------------------|-----|
| CLIENT:                                                          |          |                     |     |
| -                                                                |          |                     |     |
| SITE ADDRESS:                                                    |          |                     |     |
| <b>LOT 1 - 4 (514 - 516)</b>                                     |          |                     |     |
| <b>WILLIAM STREET,</b>                                           |          |                     |     |
| <b>HIGHGATE</b>                                                  |          |                     |     |
| MODEL NAME: UNIQUE                                               |          |                     |     |
| DRAWING:                                                         |          | SCALE:              |     |
| OVERSHADOWING                                                    |          |                     |     |
| REV                                                              | DATE     | DWN                 | CHK |
| -                                                                | 27.03.19 | PC                  | -   |
| -                                                                | 03.04.19 | PC                  | -   |
| -                                                                | 10.04.19 | PC                  | -   |
| -                                                                | 07.05.19 | PC                  | -   |
| -                                                                | 24.05.19 | PC                  | -   |
| -                                                                | 10.06.19 | PC                  | -   |
| -                                                                | 28.08.19 | PC                  | -   |
| DESCRIPTION                                                      |          |                     |     |
| FLOOR PLANS & ELEVATIONS                                         |          |                     |     |
| ELEVATION LEVELS                                                 |          |                     |     |
| REV                                                              |          |                     |     |
| ROOF REV                                                         |          |                     |     |
| PLANNING REV                                                     |          |                     |     |
| ELEVATION REV                                                    |          |                     |     |
| PLANNING REV                                                     |          |                     |     |
| THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE BUILDING CONTRACT |          |                     |     |
| DATE.....                                                        |          |                     |     |
| OWNER .....                                                      |          |                     |     |
| OWNER .....                                                      |          |                     |     |
| BUILDER.....                                                     |          |                     |     |
| JOB No.: -                                                       |          | SHEET No.: 13 of 11 |     |

| SYMBOL                                                                              | SPECIES                         | QUANTITY | TREE SIZE: TOTAL CANOPY AREA, DIA<br>PLANT SIZE: H x W |
|-------------------------------------------------------------------------------------|---------------------------------|----------|--------------------------------------------------------|
| TREES                                                                               |                                 |          |                                                        |
|  | OLIVE<br>OLEA EUROPEA           | 3        | 15m2 (5m DIA)                                          |
|  | CHANTRELLE<br>PRINUS CAULETIANA | 3        | 12m2 (4m DIA)                                          |
| PLANTS                                                                              |                                 |          |                                                        |
|  | VERBENUM<br>ODORATISSIMUM       | 12       | 750h x 600w                                            |
|  | WESTRINGIA<br>GREY BOX          | 12       | 400h x 400w                                            |
|  | AGAVE<br>ATTENUATA              | 20       | 1800h x 600w                                           |
|  | DRACAENA<br>MARGINATA           | 6        | 1800h x 600w                                           |
|  | LIRIOPE<br>EVERGREEN GIANT      | 10       | 500h x 500w                                            |
|  | JUNIPERUS<br>CONFERTA           | 6        | 300h x 800w                                            |
|  | LOMANDRA<br>LIME TUFF           | 23       | 500h x 500w                                            |
|  | STENOPO<br>BLUE CHALKSTICKS     | 21       | 600h x 750w                                            |
| GROUND COVER                                                                        |                                 |          |                                                        |
|  | GRASS                           |          |                                                        |
|  | MULCH                           |          |                                                        |
|  | PAVING                          |          |                                                        |

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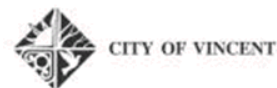


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28 Aug 2019



|                                                                                                                                                                    |     |          |     |     |                          |               |                                                                     |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|-----|-----|--------------------------|---------------|---------------------------------------------------------------------|--|
| CLIENT:<br>-<br><br>SITE ADDRESS:<br><b>LOT 1 - 4 (514 - 516)</b><br><b>WILLIAM STREET,</b><br><b>HIGHGATE</b><br><br>MODEL NAME: UNIQUE<br>DRAWING: PERSPECTIVE 4 | REV | DATE     | DWN | CHK | DESCRIPTION              | DATE .....    | THIS IS ONE OF THE DRAWINGS REFERRED<br>TO IN THE BUILDING CONTRACT |  |
|                                                                                                                                                                    | -   | 27.03.10 | PC  | -   | FLOOR PLANS & ELEVATIONS | OWNER .....   |                                                                     |  |
|                                                                                                                                                                    | -   | 03.04.10 | PC  | -   | ELEVATION LEVELS         | OWNER .....   | JOB No.:<br>-<br>SHEET No.:<br>12 of 11                             |  |
|                                                                                                                                                                    | -   | 10.04.10 | PC  | -   | REV                      | BUILDER ..... |                                                                     |  |
|                                                                                                                                                                    | -   | 07.05.10 | PC  | -   | ROOF REV                 |               |                                                                     |  |
|                                                                                                                                                                    | -   | 24.05.10 | PC  | -   | PLANNING REV             |               |                                                                     |  |
|                                                                                                                                                                    | -   | 10.06.10 | PC  | -   | ELEVATION REV            |               |                                                                     |  |
|                                                                                                                                                                    | -   | 28.08.10 | PC  | -   | PLANNING REV             |               |                                                                     |  |

# MINUTES



## DESIGN REVIEW PANEL

Wednesday 16 October 2019 at 3.30pm

Venue: Function Room  
City of Vincent  
Administration and Civic Centre  
244 Vincent Street Leederville

### Attendees:

#### Design Review Panel Members

James Christou (Chairperson)  
Sid Thoo  
Simon Venturi  
Munira Mackay

#### City of Vincent Officers

Jay Naidoo (Manager Development & Design)  
Joslin Colli (Coordinator Planning Services)  
Mitch Hoad (Senior Urban Planner)  
Dan McCluggage (Urban Planner)  
Karsen Reynolds (A/ Senior Urban Planner)

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#### Applicant – Item 3.2

|                 |                         |
|-----------------|-------------------------|
| Bianca Sandri   | Urbanista Town Planning |
| Zac Evangalesti | Zarq                    |
| Clement Lias    | Owner representative    |

INFORMATION REDACTED FOR PRIVACY REASONS

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1. Welcome/Declaration of Opening

The Chairperson, James Christou declared the meeting open at 4.00pm

2. Apologies

3. Business

INFORMATION REDACTED FOR PRIVACY REASONS

INFORMATION REDACTED FOR PRIVACY REASONS

4.30pm–5.00pm – DA Lodged 5.2019.201.1

3.2 **Address:** 514 and 516 (Lots 14, 15 and 16) William Street Highgate

Proposal: Four Grouped Dwellings

Applicant: Urbanista Town Planning / Huirun Pty Ltd

Reason for Referral: For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 18 September 2019

Page 4 of 11

Recommendations & Comments by DRP on 18 September 2019:

Principle 1 – Context and Character	<ul style="list-style-type: none"> • There appears to be a 'disconnect' between the language of this proposal and the general character of the adjoining properties and the street. • The terrace houses nearby are a good reference, however referencing to this immediate neighbourhood requires further analysis, consideration and development. There is a heaviness and a strong classical motif that is not consistent with the street. Consider steering the design to a more Federation Style. Simplify the façade and refine the intensity of its current character so that it is more reconcilable with the surrounding context and reduces impacts of building bulk. There is a considerable amount of detail to the front facade (recesses, quoining, arches etc) – look at stripping this back a little bit to get some consistency across the elevation. Simplify the central elevations – pull the detailing back and put some time into the tones and colours. • The development is imposing to the street. The peripheral units are a little closer to the mark as they are a little simpler in design. • Design between the front and rear appears disconnected. Look to better connect the design intent and character between the front to the rear, to achieve a good design outcome on both sides – there are some fundamentals that need to be drawn upon. • Consider how the elevation to the rear can engage more with the ROW – such as providing larger windows even 'French' balconies to ROW facing living areas. • Internal courtyard elevations – try to connect them to the front façade and achieve a design consistency throughout the development • Consider the use of single thin columns instead of heavy masonry piers – to the last two façade end balconies. To lighten the character of the façade, as a response to existing neighbourhood character and to make the form of the development appear more permeable • Fencing character is inconsistent with the façade. Look at incorporating detail that will better relate to the façade
Principle 2 – Landscape quality	<ul style="list-style-type: none"> • The idea and development of central courtyards' landscaping, and the provision of deep soil, are commended. • Investigate opportunities to add more trees to the landscape to meet the city's canopy coverage expectations. • Look at incorporating landscaping as a buffer between the lots • Look at incorporating more species diversity across the site. Mass plantings are attractive but can be more vulnerable to complete loss if plant conditions change.
Principle 3 – Built form and scale	<ul style="list-style-type: none"> • The top floor breaches height requirements. Look at setting in the top floor, min. 500mm, in from the side boundaries. • Provide articulation & depth to facades, to side boundary elevations corresponding to front elevation – to achieve a cohesive built form whole.
Principle 4 – Functionality and build quality	N/A
Principle 5 – Sustainability	N/A
Principle 6 – Amenity	<ul style="list-style-type: none"> • Consider the use of single thin columns instead of heavy masonry piers to the last two façade end balconies
Principle 7 – Legibility	N/A
Principle 8 – Safety	N/A

Principle 9 – Community	N/A
Principle 10 – Aesthetics	N/A
Comments	N/A

Design review comments from 16 October 2019	
Design quality evaluation	
	Supported
	Pending further attention
	Not supported
Design Principles	
Principle 1 - Context and character	<p>Principle <i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i></p> <ul style="list-style-type: none"> There is currently a disconnect between the lower floors and the upper floors whereby the lower levels are not speaking to the upper levels. This is an issue as additional height is being sought. Look to lighten up the level 1 banding and create a better connection between levels There is a lot of stylistic influence in the area. Look at introducing cornice features on the ends of balconies and other similar features to really tie back to the Art Deco style Refine the fence, balustrading and signage. Ensure these details are consistent throughout the elevations and provide a delicacy to these Three levels to the side on the boundary is still an issue for bulk – look at pulling in the upper floors further from the side boundaries Provide a surrounding built form character analysis to illustrate how the proposal references its surrounding context The elevations are a huge step forward from what they were. The built form context surrounding this site is very strong and the design is starting to relate to this High quality material detailing needs to be carried all the way through to construction, as this is an important element that contributes to the development
Principle 2 - Landscape quality	<p>Principle <i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></p> <p>Nil</p>
Principle 3 - Built form and scale	<p>Principle <i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></p> <ul style="list-style-type: none"> The proposed development exceeds the deemed to comply overshadowing percentage for the southern neighbouring lot. Increased building height is unlikely to be supported where non-compliant overshadowing on adjacent lots is apparent The massing of the development is not relating to the surrounding context in any way given the surrounding properties are single storey residential dwellings
Principle 4 - Functionality and build quality	<p>Principle <i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></p> <ul style="list-style-type: none"> Refer comments in Amenity Principle
Principle 5 -	Principle

Sustainability	<p>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</p> <ul style="list-style-type: none"> The proposed development does not appear to have given due consideration to solar passive design and orientation of the proposed dwellings. All dwellings have an east-west orientation with large areas of non-optimal glazing, with minimal north-facing habitable rooms or windows. The use of light-coloured brick for the external walls will help to reduce solar absorptance during summer, however the proposed dark coloured cladding to the upper most level will very likely overheat and have an adverse impact on thermal comfort for occupants during hotter months Other sustainability opportunities such as integration of renewable energy systems and/or water efficiency measures - amongst others - do not appear to be apparent in the proposed development
Principle 6 - Amenity	<p><u>Principle</u> Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</p> <ul style="list-style-type: none"> Need to re-look at the floor plans as they are currently inefficient. Some of the rooms would be difficult to use and are not functional. All of the comments relating to the floor plans from the previous DRP minutes are outstanding and need to be addressed. Show furniture on the floorplans.
Principle 7 - Legibility	<p><u>Principle</u> Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</p> <p>Nil</p>
Principle 8 - Safety	<p><u>Principle</u> Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</p> <p>Nil</p>
Principle 9 - Community	<p><u>Principle</u> Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</p> <p>Nil</p>
Principle 10 - Aesthetics	<p><u>Principle</u> Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</p> <ul style="list-style-type: none"> The elevations have improved significantly referencing the Art Deco buildings along William street but require further development and refinement
<p>Other comments provided by the DRP</p> <ul style="list-style-type: none"> Include a north point on your site plan and/or floor plans The floorplans need to be considered and developed in conjunction with the elevations 	
<p>Other general comments provided by the City</p> <ul style="list-style-type: none"> Nil 	



Peer Review rev.0 - Development Application

ZARQ_studio



1. Modern Art Deco inspired. White painted brickwork and black steel reveals accentuate fluid design and aesthetic. This style is prominent within Highgate and Mt Lawley.



2. Clean lines - Tactility and pattern can be introduced to the front elevation through innovative uses of concrete and plaster.



3. Bronze balustrading introduces a sense of luxury and minimalism.



4. The front entry courtyard should provide an experience for the resident. The internal and external spaces should be inter-connected by the use of operable glazing to the courtyard. Create a vista to Hyde-Park.

+ Precedent & Case Study



5. Art Deco style can be reconceptualised with a more contemporary approach.



6. A greater sense of luxury can be introduced by the use of a more luxurious material palette. Bronze and brass elements including bronze tinted glazing, balustrades and balcony reveals to name a few.



7. The street elevation and building boundary should be given a simple and contemporary approach. Steel or aluminium vertical battens provide a good balance of privacy and openness, as well as providing great articulation to the street.

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2

No. 514-516 William Street

Peer Review rev.0 - Development Application

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View from William Street



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3

No. 514-516 William Street







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1. Black colorbond 'Maxline' cladding to the upper, third floor. Setback from front parapet.




2. White painted brickwork. A take from existing Art Deco buildings within Highgate & Mt Lawley. This was a popular construction method during the mid-20th century.




3. Reflective bronze tinted glazing overlooking Hyde Park will provide a sense of opulence.



4. Brass cladding, using through the balustrading, vertical battens and planters.



5. Curved concrete provides a sense of fluidity and lightness. A non-conventional application of the material will create a sense of interest, and uniqueness.



6. Bronze battens concealing glazing behind will provide a good level of privacy to and from the street and Hyde Park. The battens create a shimmering effect as light is drawn through from behind.

+
Material
Palette

6

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No. 514-516 William Street

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**THANK
YOU**

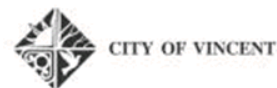
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No. 514-516 William Street

7

MINUTES



DESIGN REVIEW PANEL

Wednesday 30 October 2019 at 3.30pm

Venue: Function Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

Design Review Panel Members

James Christou (Chairperson)
Ailsa Blackwood
Simon Venturi

City of Vincent Officers

Joslin Colli (Coordinator Planning Services)
Max Bindon (Urban Planner)
Karsen Reynolds (A/ Senior Urban Planner)

INFORMATION REDACTED FOR PRIVACY REASONS

Applicant – Item 3.2

Bianca Sandri	Urbanista Town Planning
Zac Evangalesti	Zarq
Clement Lias	Owner representative

////////////////////////////////////

1. Welcome/Declaration of Opening




The Chairperson, James Christou declared the meeting open at 4.00pm

2. Apologies

3. Business

INFORMATION REDACTED FOR PRIVACY REASONS

INFORMATION REDACTED FOR PRIVACY REASONS

Design review comments from 30 October 2019	
Design quality evaluation	
	 Supported
	 Pending further attention
	 Not supported
Design Principles	
Principle 1 - Context and character	<p><u>Principle</u> <i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i></p> <ul style="list-style-type: none"> • The second level, consider using timber and having a light colour with the curves. This would help with the integration of the building, especially with the Art Deco style proposed • The front elevation looks like 2 houses instead of 4 houses, this is a really strong point of the proposal as two houses joint in the middle is common within the William St streetscape • The upper level looks very flat to what it did previously. The previous mansard angled roof looked visually very good. Look at re-incorporating this back into the design as it related well to the surrounding context • Detailing is really important to this. This needs to be maintained throughout the development process. The additional height acceptability is based on the provision of high quality materials
Principle 2 - Landscape quality	<p><u>Principle</u> <i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></p> <ul style="list-style-type: none"> • The proposal has done well with the provision of deep soil • Recommend getting a landscape architect to see further species diversity. Try to provide diverse planting spots as there is currently a lot of grass. Look at incorporating a mix of evergreen and deciduous trees as well as native plants • Look into how the on-structure plans would be maintained to ensure no property

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	damage
Principle 3 - Built form and scale	<p><u>Principle</u> <i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></p> <ul style="list-style-type: none"> Adjustments to the built form is a good improvement, especially the consideration of the side setbacks Overshadowing looks to have been modified to comply, which is important and good to see
Principle 4 - Functionality and build quality	<p><u>Principle</u> <i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></p> <ul style="list-style-type: none"> Great to see the integration of floor plans to address previous comments. Much more comprehensive and integrated provided In terms of further development, the Unit 1 and 4 courtyards are getting fairly tight - Balconies overhang the courtyards reducing light into them. Look to remove these balconies and get more light into these courtyards. Some of the trees shown also would be restricted from the location of the balconies
Principle 5 - Sustainability	<p><u>Principle</u> <i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p> <p>Nil</p>
Principle 6 - Amenity	<p><u>Principle</u> <i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></p> <p>Nil</p>
Principle 7 - Legibility	<p><u>Principle</u> <i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></p> <p>Nil</p>
Principle 8 - Safety	<p><u>Principle</u> <i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p> <ul style="list-style-type: none"> Surveillance to the ROW – not really provided with the windows facing the ROW in their current form. Look to make these major openings to increase surveillance to the ROW
Principle 9 - Community	<p><u>Principle</u> <i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i></p> <p>Nil</p>
Principle 10 - Aesthetics	<p><u>Principle</u> <i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p> <p>Nil</p>
Other comments provided by the DRP	

<ul style="list-style-type: none">• Nil
<i>Other general comments provided by the City</i>
<ul style="list-style-type: none">• Nil

Conclusion:

To be returned to DRP

4. Close/Next Meeting

The Chairperson closed the meeting at 5.30pm

The next meeting is scheduled to be held on Wednesday 27 November 2019



ZARQ

514-516 William Street:

Development Application

DRAWING SCHEDULE

A01 Site Survey
 A02 Site Plan
 A03 Ground Floor
 A04 First Floor
 A05 Second Floor
 A06 Roof Plan
 A07 Elevations
 A08 Elevations
 A09 Material Schedule
 A10 Landscape Plan

DATE		DATE	
21-10-19			
DEVELOPMENT APPLICATION			

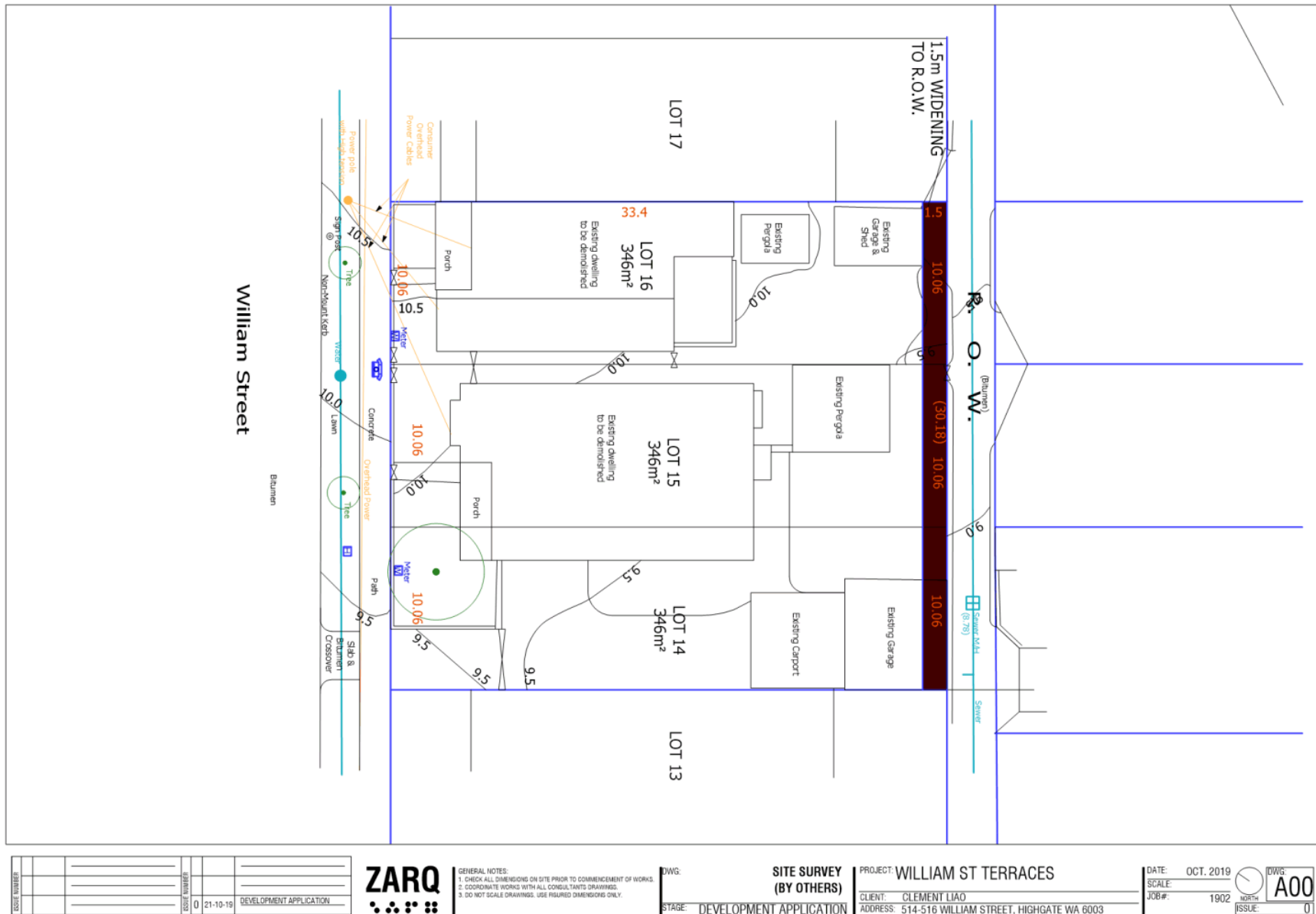
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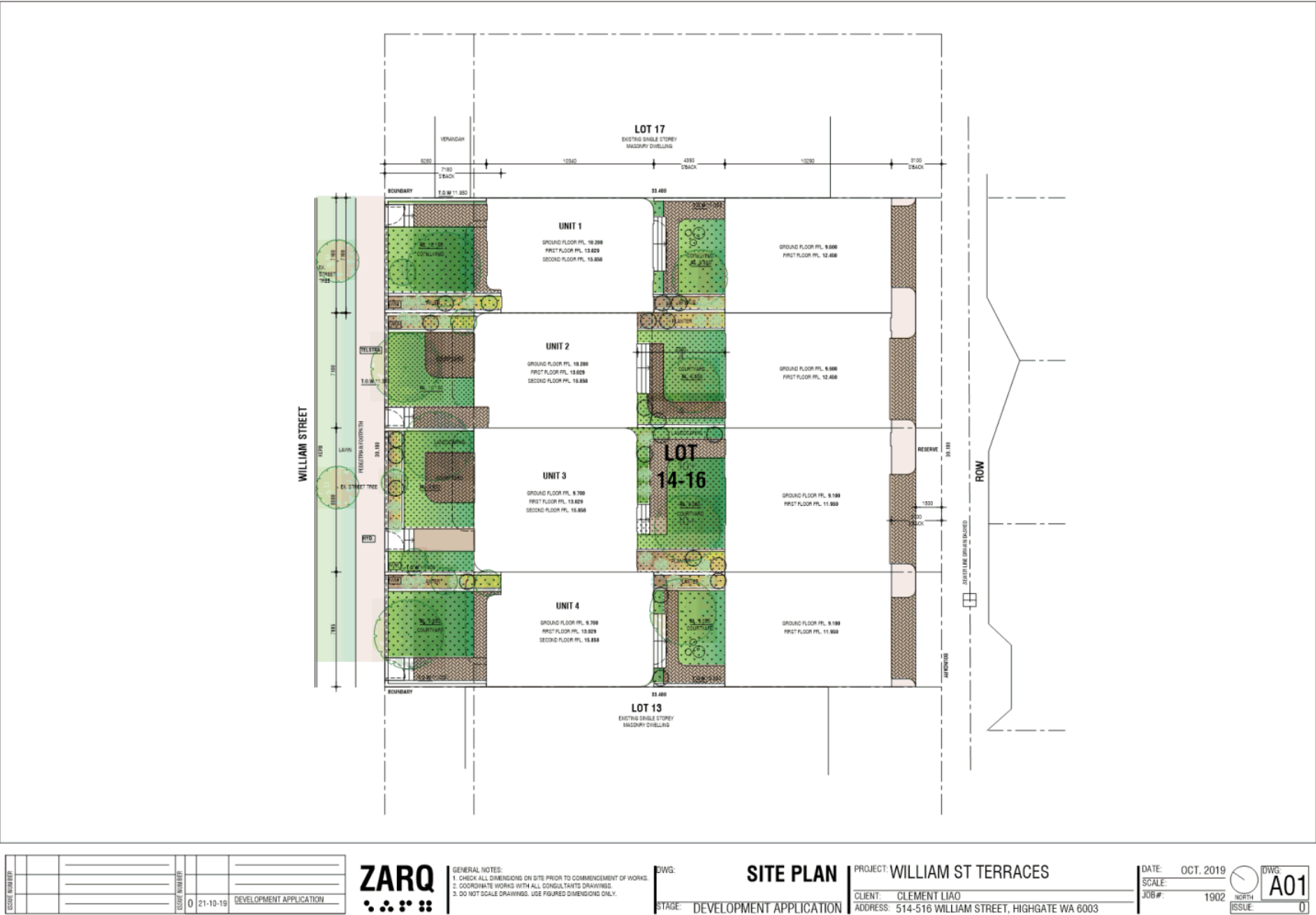
GENERAL NOTES:
 1. CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.
 2. COORDINATE WORKS WITH ALL CONSULTANTS DRAWINGS.
 3. DO NOT SCALE DRAWINGS. USE PROVIDED DIMENSIONS ONLY.

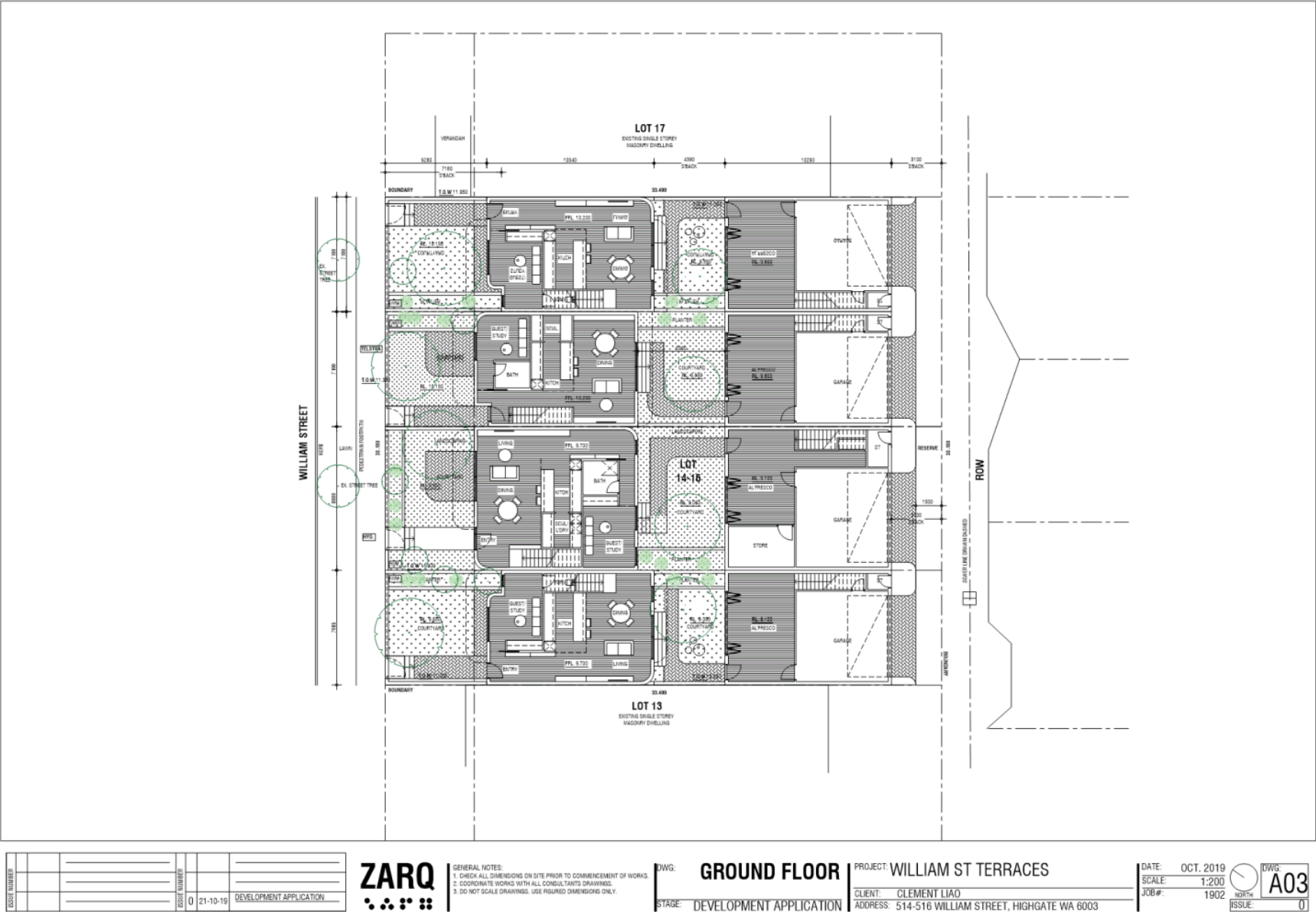
DWG: **COVER PAGE**
 STAGE: DEVELOPMENT APPLICATION

PROJECT: WILLIAM ST TERRACES
 CLIENT: CLEMENT LIAO
 ADDRESS: 514-516 WILLIAM STREET, HIGHGATE WA 6003

DATE: OCT. 2019
 SCALE: 1902
 JOB#: 0
 NORTH
 ISSUE: 0















REVISION NUMBER					
DATE					
BY					
DESCRIPTION					
0	21-10-19	DEVELOPMENT APPLICATION			

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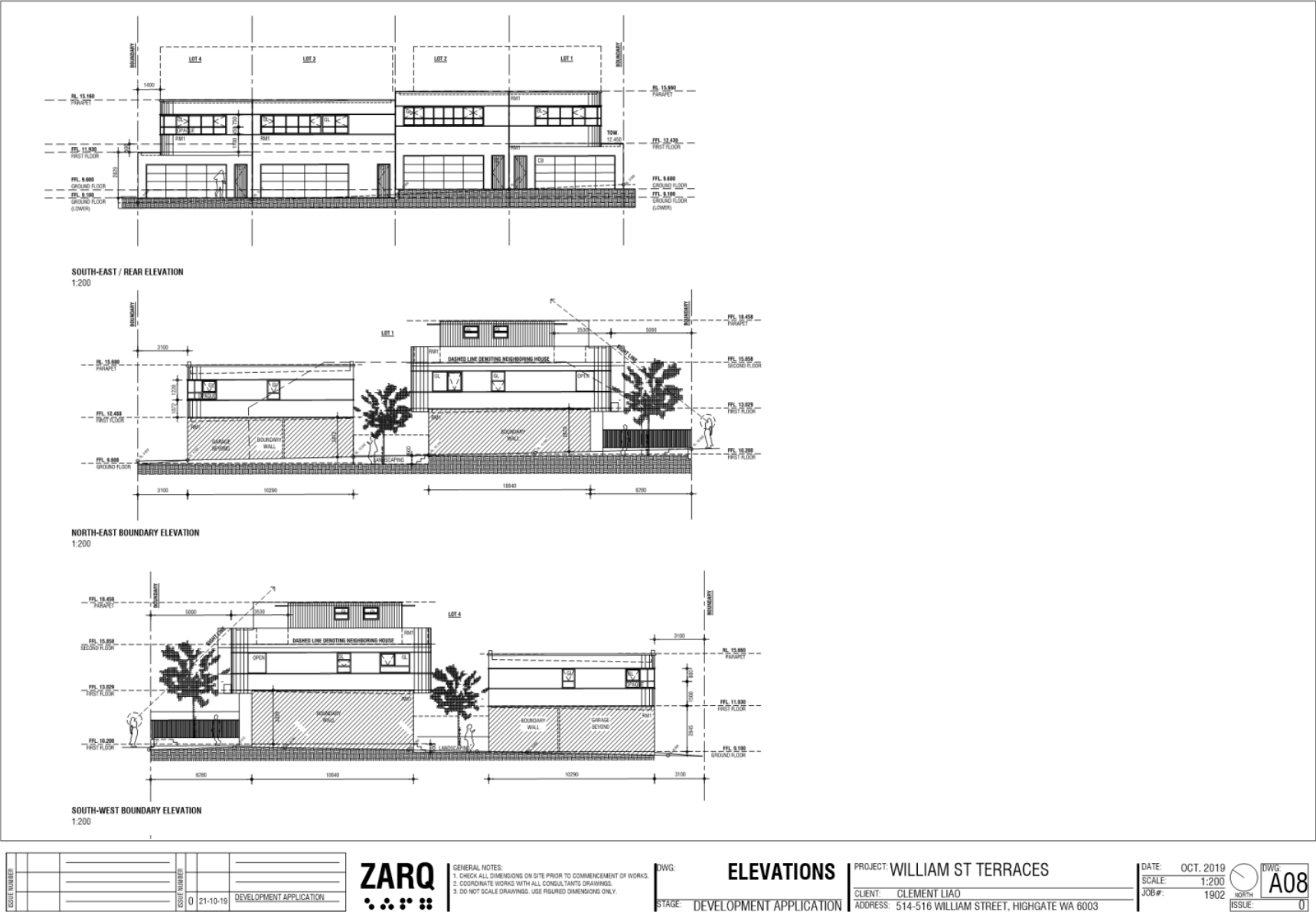
GENERAL NOTES:
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3. DO NOT SCALE DRAWINGS. USE DIMENSIONED DIMENSIONS ONLY.

DWG: **ELEVATIONS**
STAGE: DEVELOPMENT APPLICATION

PROJECT: WILLIAM ST TERRACES
CLIENT: CLEMENT LIAO
ADDRESS: 514-516 WILLIAM STREET, HIGHGATE WA 6003

DATE: OCT. 2019
SCALE: 1:200
JOB#: 1902
ISSUE: 0

DWG: **A07**
NORTH
0





1. Black Colorbond Roof Cladding & Sheetting Maxline or similar.
Code - **CB2**



2. White 'La Paloma' Brickwork
Code - **BW**



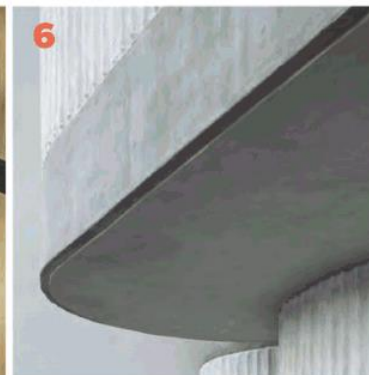
3. Aluminium Glazing, Tinted, Black Aluminium Frame.
Code - **GL**



4. Timber cladding to entry door fronts.
Code - **TC**



5. **Accent colour** - Bronze.
Balustrading, Datum lines. Transom etc.



6. Exposed Concrete soffit to balconies.
Code - **Conc.**



7. White rendered masonry walls throughout
Code - **RM1**

ISSUE NUMBER					
ISSUE NUMBER	0	21-10-19	DEVELOPMENT APPLICATION		





Aerial View

DATE	21-10-19	DEVELOPMENT APPLICATION
SCALE	1:200	
ISSUE	0	



GENERAL NOTES:
1. CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.
2. COORDINATE WORKS WITH ALL CONSULTANTS DRAWINGS.
3. DO NOT SCALE DRAWINGS. USE PROVIDED DIMENSIONS ONLY.

DWG: PERSPECTIVES
STAGE: DEVELOPMENT APPLICATION

PROJECT: WILLIAM ST TERRACES
CLIENT: CLEMENT LIAO
ADDRESS: 514-516 WILLIAM STREET, HIGHGATE WA 6003

DATE: OCT. 2019
SCALE: 1:200
JOB#: 1902
ISSUE: 0



View of proposal from William Street

DATE		DATE	
21-10-19	DEVELOPMENT APPLICATION		



GENERAL NOTES:
1. CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.
2. COORDINATE WORKS WITH ALL CONSULTANTS DRAWINGS.
3. DO NOT SCALE DRAWINGS. USE PROVIDED DIMENSIONS ONLY.

DWG:

PERSPECTIVES

PROJECT: WILLIAM ST TERRACES

DATE:

OCT. 2019

SCALE:

1:200

JOB#:

1902

ISSUE:

0

DWG:

NORTH

0

STAGE:

DEVELOPMENT APPLICATION

CLIENT:

CLEMENT LIAO

ADDRESS:

514-516 WILLIAM STREET, HIGHGATE WA 6003

Determination Advice Notes:

1. This is a development approval only and is issued under the City of Vincent's Local Planning Scheme No. 2 and the Western Australian Planning Commission's Metropolitan Region Scheme only. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with any other laws.
2. No verge trees shall be removed. The verge trees shall be retained and protected from any damage including unauthorised pruning.
3. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. Permits are required for placement of any material within the road reserve.
4. All new crossovers to lots are subject to a separate application to be approved by the City. All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications, which specify that the portion of the existing footpath traversing the proposed crossover (subject to the Footpath being in good condition as determined by the Infrastructure and Environment Services Directorate), must be retained. The proposed crossover levels shall match into the existing footpath levels. Should the footpath not 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.
5. Noisy Construction Work outside the period 7:00 am to 7:00 pm Monday to Saturday and at any time on Sundays and Public Holidays is not permitted unless a Noise Management Plan for the construction site has been approved in writing by the City.
6. A Demolition Permit shall be obtained from the City prior to commencement of any demolition works on the site.
7. 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.
8. Due regard should be given to State Planning Policy 5.4 Road and Rail Noise, which seeks to minimise adverse impact of transport noise on proposed developments. It is recommended that all necessary measures as detailed in the SPP Implementation Guidelines, be applied to the proposed development.
9. The City encourages landscaping methods and species selection which do not rely on reticulation.
10. Visually permeable is defined as "*in reference to a wall, gate, door or fence that the vertical surface has continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area; continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or a surface offering equal or lesser obstruction to view; as viewed directly from the street*".
11. 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.
12. The 1.5 metre setback to the eastern lot boundary to the ROW shall be ceded free of cost to the City on any subdivision or amalgamation of the land, including Built Strata subdivision.
13. The City advises that any internal modifications that result in the rear buildings of each unit being *Ancillary Dwellings* as defined under the Residential Design Codes Volume 1, requires development approval from the City.

Determination Advice Notes:

14. 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.
15. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first be sought and obtained.
16. 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.

9.5 CITY OF VINCENT SUBMISSION ON SINGLE RESIDENTIAL BUILDING REFORMS - CONSULTATION REGULATORY IMPACT STATEMENT

TRIM Ref: D19/173106

Authors: Adam Freeman, Coordinator Building Services
Mark Fallows, Manager Built Environment and Wellbeing

Authoriser: Stephanie Smith, A/Executive Director Strategy and Development

Attachments: 1. Consultation Regulatory Impact Statement [↓](#) 
2. City of Vincent Submission - Building Reforms CRIS [↓](#) 

RECOMMENDATION:

That Council:

1. **ENDORSES** Attachment 2 as the City of Vincent's submission in response to the 'Reforms to the building approval process for single residential buildings in Western Australia – Consultation Regulatory Impact Statement', which supports 'Option 3 – Improvements to the current building approvals process'; and
2. **NOTES** the City will forward the submission included as Attachment 1 to the Department of Mines, Industry Regulation and Safety.

PURPOSE OF REPORT:

To consider endorsing the City's submission on the 'Reforms to the building approval process for single residential buildings in Western Australia – Consultation Regulatory Impact Statement (CRIS)'.

BACKGROUND:

The Building and Energy Division of the Department of Mines, Industry Regulation and Safety (DMIRS) released the CRIS on potential reforms to the building approval process for single residential buildings in Western Australia for public comment on 11 September 2019. A copy of the CRIS is included as **Attachment 1**.

The City is currently responsible for issuing approvals for new buildings located in its jurisdiction. This includes applications which have been certified by a private building surveyor and alternatively, uncertified applications which are certified by the City's building surveyors. This scheme is referred to as partial privatisation, which provides applicants with a choice to either employ a private building surveyor or have the plans certified by the permit authority, being the local government. Once certification has occurred, the local government would assess the application through the building approval process and issue a building permit, only then construction can begin.

The purpose of the CRIS is to seek stakeholder comments on options for reforms to the building approval process. The scope of the CRIS is limited to single residential buildings, which are considered Class 1a in the National Construction Code (NCC). The CRIS provides three options which consider the following State Government policy positions:

1. A pre-election (March 2017) commitment to consider full private certification of building approvals for Class 1a buildings; and
2. An in-principle agreement to implement the recommendations of the February 2018 report entitled, *Building Confidence: Improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia*, prepared for the Building Ministers' Forum (Building Confidence Report).
3. Noting of the findings of a 2018 inquiry into non-conforming building products by the Senate Economics References Committee of the Parliament of Australia.

In its capacity as a building permit authority, the City has observed a number of considerations with the current partial privatisation scheme which was brought into effect by the *Building Act 2011* (Building Act), including:

1. There are potential conflicts of interest between builders that engage private building surveyors to certify their applications. This is currently monitored by local governments as part of the building approval process and independent accountability of these relationships needs to continue.
2. The building approval process involves applications being checked by the City's Building, Planning, Environmental Health and Engineering teams to ensure that requirements of all frameworks are met. This is an advantage of having local governments being responsible for the building approval process, and likely leads to reduced post-build compliance issues.
3. Quality of construction is not currently being monitored throughout the process as there is no existing mechanism to require mandated inspections at various stages. Compliance issues generally arise following completion of construction, at which time it is generally more difficult to address issues.
4. Statutory timeframes for processing building approvals are short with 10 days for certified applications and 25 days for uncertified applications. This creates challenges to balance timeliness with quality of service.

DETAILS:

The CRIS provides stakeholders with the opportunity to comment on three options for reforming the building approvals process for single residential buildings, being:

Option 1 – Business as usual

This option would involve no change to the current partial privatisation approach. It would not address issues which have been identified by the building industry, local governments or the Building Confidence Report. For this reason, Option 1 is not supported as it does not include reforms designed to improve outcomes for the City and its residents and rate payers.

Option 2 – Introduce full private certification

This option would provide a choice to applicants to have their building approval granted by a private building surveyor or by the local government. This option also introduces a number of additional improvements that are intended to address issues which have been identified by the building industry, local governments and the Building Confidence Report. This would mean a building approval could be issued by a private building surveyor who would have the responsibility to:

1. Certify design compliance with applicable building standards, including the NCC;
2. Grant a building permit authorising the commencement of works;
3. Carry out mandatory on-site inspections at key stages of the build;
4. Issue rectification orders during the build to address identified non-compliance; and
5. Notify and lodge approval documentation with the relevant local government.

These functions incorporate reforms from the Building Confidence Report to improve compliance and enforcement of the NCC and other building standards. Local governments would have a choice to compete with private building surveyors to deliver these functions. Once the building has been completed, the role of a private building surveyor ceases. The local government would then be responsible for all post-build compliance and enforcement. The State Government (DMIRS) would retain responsibility for regulating private building surveyors. Option 2 also proposes a number of other reforms to improve compliance with the National Construction Code such as introducing conflict of interest provisions for certifiers and mandatory reporting of certifiers to report non-compliances.

The estimated state-wide cost of Option 2 is \$26-31million per year. The benefits of this option, in the form of avoided costs per dwelling and estimated savings from prevention of rectification works, would be \$14-27million per year. This equates to an average cost of \$1,900-\$2,200 per dwelling per year.

Option 2 would open the market for the building approvals process, which would be facilitated as a transaction between the builder and its selected private building surveyor. In order to implement this option there would have to be systems in place to manage this potential conflict of interest. The City would have a choice to compete in this market. If it did, its purpose would be to provide assurances for residents and rate payers during the building approval process. In order to ensure such assurances are provided by private building surveyors, monitoring and performance would be the responsibility of DMIRS. This would include ensuring there are systems in place to manage potential conflict of interests that could occur as part of the commercial relationship between builders and private building surveyors.

The role of the private building surveyor would only be limited to the construction phase. After this phase compliance issues could be transferred to local governments to manage. For example, should rectification works be required, and the private building surveyor not be able to effectively manage this matter, the responsibility could fall to the City to ensure the matter is addressed. The evidence trail could be compromised by this approach. The City's responsibility for compliance functions post-build would occur, despite having little influence on how a private building surveyor has managed the approval and inspection process.

Option 2 would require the private building surveyor to seek evidence of planning compliance from the City. Seeking evidence of environmental health or engineering requirements is not a requirement of this option and issues would therefore not be detected during the building approval process. A formal planning assessment is supported during the building approval process, as the status quo requires the City to undertake a full planning assessment within 10 days for a certified application and 25 days for an uncertified application.

The financial implications of Option 2 on the City would be the most difficult to predict. If the City chooses to compete with private building surveyors to deliver the functions detailed in this Option, it would be required to gauge the level of uptake of services by owners and builders. Many owners/builders would select private building surveyors which would decrease the volume of approvals issued by the City. This could be neutralised by owners/builders who select the City to provide the approvals service, which under this Option would include newly mandated inspections requiring more staff time.

For these reasons, and primarily in the interests of ensuring the interests of residents and rate payers, as well as builders, are met, Option 2 is not the preferred option of the Administration.

Option 3 – Improvements to the current building approvals process

The third option would address current issues and the recommendations of the Building Confidence Report by implementing improvements to the status quo partial privatisation scheme. This option would improve the effectiveness of the current system by broadening the statutory responsibilities of the local government, to include carrying out mandatory on-site inspections at key stages of the build. Local government would retain the role of granting a building permit and authorising the commencement of works, and enforcing requirements with applicable standards and permits.

This option would create additional accountability mechanisms which broadens the role of local government during the construction phase. This would introduce mandatory inspections as a compliance function.

The estimated state-wide cost of Option 3 is \$22-28million per year. The benefits of this option, in the form of avoided costs per dwelling and estimated savings from prevention of rectification works, would be \$14-27million per year. This equates to an average cost of \$1,600-\$2,000 per dwelling per year. This is a lower cost than Option 2.

Option 3 is supported by Administration, as it improves accountability of the building industry and provides assurance to home owners during and after the building process, ensuring the City can fulfil its strategic purpose. This position is consistent with the outcomes of a consultation forum hosted by the Western Australian Local Government Association (WALGA) on 17 October 2019, which was attended by local government representatives. In September 2016, at its State Council Meeting, WALGA had also endorsed that improvements to the Building Act be advocated for, including the introduction of a mandatory inspection regime. This regime would include inspections during four stages of construction – foundation and footings; slab/reinforcement of bearers/joints; roof; and occupancy or final completion.

Option 3 would include similar accountability mechanisms as Option 2; however, it ensures responsibility of the building approval process is retained by the local government. This would mean this process is not instigated by a commercial transaction between the builder and private building surveyor, minimising potential conflict of interests.

The short statutory processing times for building approvals would remain in place. These processing times have been strongly advocated for by the building and construction industry, which does place pressures on local government to undertake the required work to the required standard. The addition of mandated inspections would create opportunity for further assurances to be provided to owners. This would lead to better detection of non-compliance during construction, while the status quo involves non-compliances being observed on an ad-hoc basis post-construction.

Option 3 would also allow the City to continue to ensure building applications meet the requirements of planning, environmental health, engineering, as well as local government policies and legislation. Formal evidence of planning compliance could also be considered for Option 3, as it has for Option 2, to require the applicant or private building surveyor to include supporting documentation with the building application.

If Option 3 were to be implemented the City would have the ability to charge fees for newly mandated inspections. This would cover additional resources required to deliver this service. There may be a negative reputational impact with the City charging a fee for inspection services; however, this would provide owners with assurances regarding the quality of the building works.

Option 3 would achieve improvements to quality of documentation, standardised local government processes while ensuring enforcement is retained by local governments, including through mandated inspections.

CONSULTATION/ADVERTISING:

Public consultation on the CRIS closes on 9 December 2019. The City has received an extension until 11 December 2019 to enable Council endorsement of its submission.

LEGAL/POLICY:

- *Building Act 2011*

A CRIS is required as part of a Regulatory Impact Assessment process when policy proposals may result in new or amended legislation. If Options 2 or 3 were to be progressed, the Building Act would require amendment. The City is a 'permit authority' designated by the Building Act.

RISK MANAGEMENT IMPLICATIONS:

It is low risk for the City to make a submission on a Consultation Regulatory Impact Statement.

STRATEGIC IMPLICATIONS:

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

Sensitive Design

Our built form character and heritage is protected and enhanced.

Innovative and Accountable

Our community is satisfied with the service we provide.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

It is recommended that Council support Option 3 and endorse the detailed comments on the proposals.

The approval process for other types of buildings is being examined as part of a separate review, which will involve the release of a second CRIS anticipated in late 2019.



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Building and Energy



Reforms to the building approval process for single residential buildings in Western Australia

Consultation Regulatory Impact Statement

September 2019

CRIS Reforms to the building approval process

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CRIS Reforms to the building approval process

Glossary

The following is a summary of key terms frequently used in this document. The definitions listed apply unless otherwise indicated.

BCA	Building Code of Australia, which forms part of the NCC.
BMF	Building Ministers' Forum.
BSB	Building Services Board, established under section 65 of the BSR Act.
BSL	Building Services Levy
BSR Act	<i>Building Services (Registration) Act 2011</i> (WA).
builder	A person (natural or body corporate) registered under the BSR Act to contract for the carrying out of builder work.
Building Act	<i>Building Act 2011</i> (WA).
Building and Energy	Department of Mines, Industry Regulation and Safety – Building and Energy Division (merger of the former Building Commission and EnergySafety).
Building approval	Means the process of applying for and granting a building or demolition permit in WA.
Building Commissioner	Statutory office created under section 85 of the <i>Building Services (Complaint Resolution and Administration) Act 2011</i> (WA).
Building Confidence Report	A report by Professor Peter Shergold AC and Ms Bronwyn Weir titled, 'Building Confidence: improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia,' (February 2018)
Building permit	A permit granted under section 20 of the Building Act that authorises the carrying out of building work.
Building Regulations	Building Regulations 2012 (WA)
Building surveyor	A person (natural or body corporate) registered under the BSR Act to contract for the carrying out of building surveyor work.
CDC	Certificate of Design Compliance.
Certifier	Statutory function performed by a building surveyor under a full private certification model as proposed in Part 5.2 of this CRIS.
Class 1a building	A single dwelling, being a detached house, or one or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.
CRIS	Consultation Regulatory Impact Statement (this document)

 CRIS Reforms to the building approval process

Government	The Government of Western Australia
LGA	Local Government Authority, including a local council or municipal body.
NCC	National Construction Code
Permit authority	Means a permit authority for a building or incidental structure in WA as defined in section 6 of the Building Act.
R-Codes	State Planning Policy 3.1 – Residential Design Codes
Regulatory Mapping Report	A report by the Economic Policy Division of the Western Australian Department of Treasury, titled, 'Making it easier to build and renovate a single residential dwelling' (September 2017)
RIA	Regulatory Impact Assessment
Single residential buildings	Means a Class 1a building as defined in the BCA.
WA	Western Australia



About this paper

1.1 Purpose of this CRIS

In the lead-up to the March 2017 State election, the Government made a commitment to consider full private certification of building approvals for single residential buildings in WA to reduce the regulatory burden.¹

The Government has also since given its in-principle agreement to implement the recommendations of the February 2018 report titled, *Building Confidence: Improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia* (the Building Confidence Report) commissioned from Professor Peter Shergold and Ms Bronwyn Weir by the Building Ministers' Forum².

In addition, the Government has also noted the findings of a 2018 inquiry into non-conforming building products conducted by the Senate Economics References Committee of the Parliament of Australia.

The purpose of this CRIS is to seek comment from stakeholders on options for reform that will deliver on the Government's commitments and ensure that the regulatory framework for building and construction in WA continues to deliver the desired outcomes for all Western Australians.

1.1.1 Why is a CRIS needed?

Policy proposals that may result in new or amending legislation must undergo a regulatory impact assessment (RIA) in accordance with the principles set out in the Department of Treasury's *Regulatory Impact Assessment Guidelines for Western Australia* (2010).

The RIA process helps develop efficient and effective regulation that addresses a clear need in the community. It also provides an assurance to government and stakeholders that a proper assessment of options, including consultation with stakeholders, has occurred.

A CRIS is a key part of the RIA process and seeks to identify options and assess the respective costs and benefits of those options.

1.1.2 What does this CRIS cover?

This CRIS focuses only on the building approvals process for single residential buildings.

The approval process for other types of buildings, including those in Classes 2 to 9 of the National Construction Code (NCC), is being examined as part of a separate review and will be the subject of a separate CRIS due to be published later in 2019.

¹ West Australian, 'Election day – either way private certification happens' (11 March 2017) <<https://thewest.com.au/lifestyle/new-homes/election-day-either-way-private-certification-happens-ng-b88413739z>>

² Australian Government, Department of Industry, Innovation and Science, 'Building Ministers' Forum Communique' (April 2018); Building Ministers' Forum, 'Building Confidence Report: Implementation Plan', (March 2019), 17.

CRIS Reforms to the building approval process

1.2 How to have your say

1.2.1 Making a submission

A number of questions are included throughout the CRIS. These questions are aimed at making it easier for stakeholders to make a submission. It is not expected that all respondents will consider all questions and options. Please feel free to focus on the areas that are important and relevant to you.

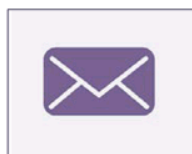
There is no specified format for submissions or responses. You are welcome to:

- write a letter outlining your views; or
- respond specifically to the questions included in the CRIS by completing the template on the Building and Energy website at <https://www.commerce.wa.gov.au/publications/reforms-building-approval-process-single-residential-buildings-wa-cris>

You are also welcome to suggest alternative options for addressing matters of concern to you. It would be helpful if you could include the reasons behind your suggestions as this will help the Government to better understand your viewpoint and will also assist in identifying the most suitable options for reform.

Importantly, we strongly welcome feedback from stakeholders on the potential costs and benefits of the various options.

Written submissions or letters can be emailed to BuildingReview@dmirs.wa.gov.au or posted in hard copy to the following address:



Attn: Building Approval Review Team
Policy and Legislation Branch
Building and Energy
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

When making your submission, please let us know which part of the building industry you are from. For example, whether you are a builder, homeowner, building professional, or industry body.

Closing date

The closing date for providing comments on this CRIS is **Monday 9 December 2019**.

How your input will be used

The Government will carefully consider all the information gathered through this consultation process and will publish a Decision Regulatory Impact Statement outlining its final policy position.

Information provided may become public

After the period for comment concludes, all responses received may be made publicly available on Building and Energy's website. Please note that as your feedback forms part of a public consultation process, the Government may quote from your comments in future publications. If you would prefer for your name to remain confidential, please indicate this in your submission. As all submissions made in response to this paper will be subject to freedom of information requests, please do not include any personal or confidential information that you do not wish to become available to the public.

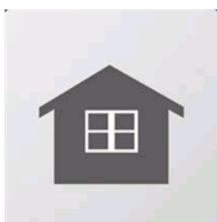
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Background

2.1 Building and construction industry

The building and construction industry is an important economic and social driver in WA. It employs around 11 per cent of the WA workforce, and in 2017-18 contributed \$21.1 billion to the State's gross value added figure.³

Broadly, the industry comprises the three key sectors of residential building; commercial building; and infrastructure and engineering construction. The key characteristics of these sectors are described below.



Residential building

The residential building industry includes land development, home construction, home renovations and low/medium density housing. It comprises a diversity of participants, including volume builders, small to medium builders, renovators, residential developers, trade contractors, product manufacturers and suppliers and consultants.



Commercial building

The commercial sector of the building and construction industry covers buildings for commercial and community use, such as offices, schools, multi-use developments, shopping centres, hospitals, restaurants, factories, warehouses and public buildings.



Infrastructure and engineering construction

This sector of the industry delivers small to large scale projects – often involving a significant level of complexity, including public transport, pipelines, bridges, roads, highways and mining infrastructure.

In 2012, the building and construction industry in WA underwent significant reform with the implementation of the *Building Act 2011* (WA) (the Building Act). This new legislation introduced a consolidated framework for prescribing design, construction and maintenance standards; approving building proposals; and certifying compliance with the relevant building standards and codes.

³ Government of Western Australia, Department of Jobs, Tourism, Science and Innovation. 'Western Australia Economic Profile' (January 2019).

2.2 Residential building sector

The residential sector is a key component of the building and construction industry. The greatest number of WA building businesses operate in the residential sector and it employs a significant portion of WA's construction workforce.

The residential building sector is also the part of the industry that most members of the community will come into contact with at some point in their lives. Building a new home or renovating an existing property is often one of the largest and most important decisions a person will make.

In WA, the residential building sector is a highly concentrated market, dominated by a number of large-volume home builders. These businesses are able to enjoy economies of scale in the purchase of supplies and materials by offering a set of standardised plans that are built over and over again. Approximately 70 per cent of the total number of single residential builds each year in WA are completed by volume home builders. This differs markedly from other Australian jurisdictions where smaller builders carry out the majority of the residential building works as developer/builders who market completed houses in new subdivisions.

The building and construction industry is cyclical in nature, experiencing periods of boom and bust. This is more pronounced in the residential building sector where changes in population can have a dramatic impact on the demand for services.

In WA, the reduced level of net migration over the last 3-5 years due to the downturn in the economy has had a significant flow-on effect on demand in the residential building sector. In 2017-18, the number of new single residential building approvals was 13,552, down from a high of 23,609 in 2014-15. The downward trend is expected to bottom out in 2018-19 at 12,590.⁴

2.3 Role of regulation in the residential building sector

One area of complexity for the building and construction industry is the nature of the market in which it operates. In a perfect market, all consumers have adequate information on which to make purchase decisions. They also have sufficient knowledge to understand the information available, and sufficient experience to be able to judge which product offers best value.

However, in the building and construction industry, particularly the residential building sector, there is a significant level of information asymmetry. That is, there is often a large knowledge gap between buyers and sellers. This is due to the lack of detailed information for adequate comparison, a lack of technical knowledge on the part of the buyer, and the buyer's irregular participation in the sector.

Government regulation seeks to address these complexities and provide protection both to the community and the individual consumer. The current building regulatory framework in WA does this in two ways:

1. **Building approvals process:** The Building Act requires all proposed buildings (including single residential buildings) to be approved as being compliant with minimum prescribed building standards, including the NCC, before work commences. This is achieved through the building permit process. The responsibility for granting building permits rests with 'permit authorities', which in most cases is the local government authority (LGA) in whose geographic boundary the proposed building will be built.
2. **Registration of certain building professionals:** The *Building Services (Registration) Act 2011* (WA) (the BSR Act) establishes a requirement for builders and building surveyors (among others), to be registered as 'building service providers'. A person registered as a building service provider must meet minimum levels of competence to be registered to carry out a building service.

⁴ BIS Oxford Economics, 'Building in Australia: 2018-2033 – December 2018 Update', 9.

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The building control process heavily influences the quality, safety and cost of building work. Buildings must be designed, constructed and maintained in a way that meets minimum standards, delivers reasonable community and consumer expectations of performance and sustainability, and contributes to the State's economy.

3

Overview of the building approvals process in WA

3.1 Building standards

Under the *Commonwealth Constitution*, responsibility for building and construction rests with states and territories. However, since at least 1997, all jurisdictions, including WA, have adopted a consistent set of building standards through the Building Code of Australia (BCA).

Following agreement by the Council of Australian Governments, the BCA was consolidated into the NCC and has since been adopted by all states and territories as the primary technical standard for building work.

Rather than prescribe how a building must be constructed, the NCC prescribes 'performance requirements' for the safety, health, amenity and sustainability in the design, construction and livability of new buildings (and new building work in existing buildings). A performance requirement can be satisfied through the use of a deemed-to-satisfy solution, a performance solution (once known as an alternative solution), or a combination of both.

A deemed-to-satisfy solution is one that follows the prescriptive requirements contained in the NCC. These requirements may cover the materials, components and/or construction methods that are to be used, and the design factors that are to be considered.

A performance solution is any solution other than a deemed-to-satisfy solution that satisfies the performance requirements of the BCA.

Deemed-to-satisfy solutions are typically the 'time proven' methods of construction that are known to produce an acceptable outcome. Such methods may, however, prove to be inefficient or come with other intrinsic limitations. By contrast, performance solutions are flexible and allow for the development of innovative construction methods and products.

In WA, all building work resulting in a new building or alterations to an existing building (apart from very minor works) must meet the requirements of the NCC.

Compliance with the NCC is assessed as part of the building approvals process.

3.2 Building approvals process in WA - historical perspective

Prior to 2011, the building approvals process in WA was prescribed under various parts of the *Local Government (Miscellaneous Provisions) Act 1960*, and the Building Regulations 1989.

The administration of all aspects of the process, including the assessment of compliance of a proposed building with relevant building standards (referred to as 'certification') was performed exclusively by LGAs. A brief overview of the historic building approvals process is set out below.

3.2.1 Building licences

A building licence was required from a LGA if a person wished to:

- lay out land for building;
- commence or proceed with a building; or
- make any alterations to the structure of an existing building.⁵

⁵ *Local Government (Miscellaneous Provisions) Act 1960*, s. 374.

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An application to a LGA for a building licence was required to be in the prescribed form (a Form 2 Application for Building Licence)⁶ and be accompanied by the building specifications and plans.⁷ The specifications and plans were required to show:

- the building or buildings proposed to be built, or the amendment, alteration, extension, or enlargement proposed to be made;
- the area of land to be occupied by each building, or by the amendment, alteration, extension or enlargement of the existing building; and
- the location of the sanitary drainage.⁸

A further breakdown of the particulars required for the purposes of the specifications and plans was outlined in the Building Regulations 1989. This included the building details, block details, performance levels and requirements, compliance with provisions of the BCA, cost estimate of the proposed works, and evidence of compliance of building products with the BCA.⁹

3.2.2 Certification function

In processing an application for a building licence, the certification function of the LGA was carried out to the requirements of the BCA.¹⁰ The LGA was also required under the legislation to employ a municipal building surveyor. The municipal building surveyor was required to examine all plans, drawings and specifications deposited with the LGA.

Where the building surveyor considered that insufficient information had been provided by the applicant, the surveyor could return it for amendment.¹¹ In such cases, the drawings and specifications would be treated as not having been deposited with the building surveyor until re-submitted by the applicant.¹² If the building surveyor approved the plans and specifications, he or she was required to stamp them with an official stamp showing the number of the approval and the date it was given.¹³

The standard processing timeframe for an application for a building licence was 35 days, or in the case of land to which the *Heritage of Western Australia Act 1990* applied, 60 days.¹⁴ However, if the LGA had not, within these timeframes, advised the applicant whether it had approved the specification and plan, the applicant could serve on the chief executive officer of the LGA a written notice requiring the local government to notify them of the outcome within 14 days.¹⁵ If the chief executive officer failed to notify the person of the outcome, the application would be deemed to be refused.¹⁶

3.3 Building approval process in WA – current situation

In November 2011, an extensive building reform package was introduced into the WA Parliament. The package comprised the Building Bill 2010 (Building Bill), together with three related building services bills covering builder registration, the building services levy, and building complaint resolution. Collectively, they were described by the then Minister for Commerce, the Hon Bill Marmion MLA, as representing “the most significant reform to building regulation in Western Australia in 50 years”.¹⁷

⁶ Ibid; Building Regulations 1989, r. 10(2).

⁷ *Local Government (Miscellaneous Provisions) Act 1960*, s. 374.

⁸ Ibid.

⁹ Building Regulations 1989, r. 11.

¹⁰ Building Regulations 1989, r. 5(1).

¹¹ Building Regulations 1989, r. 15.

¹² Ibid.

¹³ Building Regulations 1989, r. 13.

¹⁴ *Local Government (Miscellaneous Provisions) Act 1960*, s. 374(2a) and (6).

¹⁵ Ibid.

¹⁶ Ibid.

¹⁷ Minister for Commerce, Hansard – Legislative Assembly, Second Reading – Building Bill 2010, p.8493b.

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A number of reasons for introducing the Building Bill were given in the Second Reading Speech, but the main rationale was to reduce delays in the building approvals process by enabling certification by a private building surveyor. This was outlined in the following terms:

"Efficient processes are critical, and delays in approvals must be eliminated. Innovation is essential in improving our living standards and growing our economy. The Building Bill 2010 plays a central role in facilitating these outcomes..."

The philosophy that underpins the Building Bill is to encourage and empower qualified people to do things right the first time, rather than to build a series of hurdles along each step of the way. The bill does not restrict who can design a building, but it requires a qualified building surveyor to certify that the building complies with building standards. The bill allows building surveyors to work in private practice or local government, and to work alongside the design team, exploring options and confirming compliance as the design progresses. This will encourage innovation in building design and get the best value from performance-based standards in the Building Code of Australia."

Hon. Bill Marmion MLA, Legislative Assembly, Second Reading – Building Bill 2010

The Building Bill was passed and enacted as the Building Act and, together with the Building Regulations 2012, commenced operation on 2 April 2012.¹⁸ The Building Act is now the primary piece of legislation governing building approvals in WA.

3.3.1 The building approvals process

The Building Act preserves the role of LGAs as 'permit authorities' responsible for granting a building permit and enforcing building standards. However, a person wishing to carry out building work may, depending on the circumstances, use the services of either a private building surveyor or a building surveyor employed or engaged by a LGA (if the LGA provides a certification service in competition with private industry) to provide the NCC compliance certification. This system is colloquially referred to as a 'partially privatised certification model'.

Under the Building Act there are two types of building permit application that may be made to a permit authority – a 'certified' application or an 'uncertified' application.

A certified application must be made for all Class 1b and Class 2 to 9 buildings. This includes hostels, multi-residential buildings, offices, shops, warehouses, hospitals and other public buildings.

For Class 1a and Class 10 buildings, that is, single residential dwellings or associated non-habitable buildings, either a certified or an uncertified application may be made.¹⁹

The major difference between a certified application and an uncertified application is that in the case of a certified application, a building surveyor engaged by the builder or owner is responsible for assessing the building plans and specifications to ensure compliance with applicable building standards, including the NCC, and for issuing a Certificate of Design Compliance (CDC). Alternatively, the CDC may be issued by a private building surveyor or one employed by a LGA providing a certification service. In the case of uncertified applications, the permit authority must arrange for a building surveyor (either private or employed by the LGA) to assess the building plans and specifications for compliance with applicable building standards.

¹⁸ WA Government Gazette 13 Mar 2012 p. 1033.

¹⁹ Building Act, s. 14(2); Building Regulations, r. 15.

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3.3.2 Applying for a building permit – certified and uncertified

The common requirements both for certified and uncertified applications are that the application must:

- be made in the prescribed manner and form;
- name, and be signed by, each owner of the land on which the building or incidental structure is, or is proposed, to be located;
- name, and be signed by, the person who proposes to be named as the builder on the building permit;
- be accompanied by the plans and specifications for the building or incidental structure;
- provide prescribed information about the building or incidental structure;
- be accompanied by each technical certificate that is required to accompany the application;
- be accompanied by evidence that home indemnity insurance has been taken out (where it is required);
- be accompanied by evidence that the building services levy has been paid;
- be accompanied by the prescribed fee for the application; and
- be accompanied by other prescribed information (such as the address of the land, the contact details of the builder, and evidence that required consents have been obtained from adjoining landowners if the proposed works will affect their land).²⁰

If the application is in respect of a Class 1a (or a Class 10) building and involves the use of a performance solution as part of the build, then the details of the performance solution must also be provided.²¹

3.3.3 Certified applications

While certified applications must be made for all Class 1b and Class 2 to 9 buildings, this is optional for single residential dwellings (i.e. Class 1a buildings). Typically, however, most builders will make certified applications.

A certified application must be accompanied by the following documentation:

- a CDC signed by a building surveyor and which contains certain prescribed information;²²
- the plans and specifications that are specified in the CDC;²³ and
- a copy of each technical certificate that the building surveyor has relied on to sign the CDC.²⁴

Once the permit authority receives a certified application, it is responsible for checking that the application satisfies local planning policy and development approvals if applicable. For most single residential dwellings, this involves checking compliance with the residential zoning codes (known as the R-Codes) and any local planning schemes.

A permit authority is not obligated to rubber stamp a certified building application and may interrogate the accuracy of the CDC in cases where “it appears there is an error in the information provided for the application or in a document that accompanied the application.”²⁵

A permit authority has 10 business days to decide a certified application, or such longer period as is agreed in writing between the applicant and the permit authority.²⁶

The permit authority may require an applicant to provide (within no more than 21 days), any further information necessary to determine the application, and may require the applicant to verify the

²⁰ Building Act, s. 16; and Building Regulations 2012, r. 16.

²¹ Building Regulations, r. 16(3)(b).

²² Building Act, s. 16(e).

²³ Building Act, s. 16(f).

²⁴ Building Act, s. 16(g).

²⁵ Building Act, s. 22.

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information by making a statutory declaration.²⁷ Any request for further information may only occur on a one-off basis and, once made, the timeframe for the application to be assessed is paused.²⁸

If a certified application is not processed within the required timeframe, or the agreed extension period, the application is deemed to be refused.²⁹ The permit authority must then refund the applicant the fee that accompanied the application.³⁰

The power of a permit authority to refuse to grant a building permit in respect of a certified application was considered in *Miller and City of Melville* [2012] WASAT 156, where it was held that if, for any reason, “the permit authority forms a genuine belief that there is an error as to compliance”, then the power to refuse to grant the application is enlivened.³¹

3.3.4 Uncertified applications

Uncertified applications may only be made for Class 1a and Class 10 buildings. An uncertified application must be accompanied by the plans and specifications so that they can be considered by a building surveyor employed or engaged by the relevant permit authority.³²

The major difference for an uncertified application is that in addition to checking compliance with development approval or planning requirements, the permit authority is also responsible for arranging for a building surveyor to check compliance with applicable building standards and, if appropriate, issue the CDC.

For this reason, the permit authority has 25 business days, or such longer period as may be agreed, to assess the application, rather than the 10 business days permitted for a certified application.³³ The timeframe for uncertified applications may also be extended if further information is required by the permit authority or while a development (planning) application is made and determined in parallel with the building permit application.

3.3.5 Process during construction of a single residential dwelling

Under the Building Act, once a building permit has been granted by a permit authority, the person named as the builder on the permit must ensure the works are completed in accordance with the plans and specifications specified in the CDC, and with any conditions that apply to the permit.³⁴

During construction, circumstances may arise that require a variation to be made to the plans, specifications and the CDC. This may result in the granting of a new building permit.

While requirements under the Building Act for approval of variations may be implied, there is no clear requirement or process for approval of variations. Consequently, builders do not always apply for approval, even when significant variations occur during construction. Ad-hoc arrangements are currently applied, with permit authorities using different processes and charging different fees for approving and recording variations to plans and specifications, CDCs and building permits.

For single residential dwellings, once the work is completed the builder must, within 7 days, give a notice of completion to the permit authority, together with a copy of any certificate of inspection or test.³⁵

²⁷ Building Act, s. 18(1).

²⁸ Building Act, s. 205(2).

²⁹ Building Act, s. 23(3).

³⁰ Building Act, s. 23(4).

³¹ [2012] WASAT 156 at 15.

³² Building Act, s. 16(h).

³³ Building Regulations, r. 20(1).

³⁴ Building Act, s. 29(1).

³⁵ Building Act, s. 33(2)(c).

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While the Building Regulations require that certain inspections and tests be carried out for commercial buildings on completion of the installation of specified systems or at completion of the building work, no mandatory inspection and test requirements are prescribed for single residential dwellings. Although a permit authority does have powers under the Building Act to inspect the building work at any stage of construction, there is no obligation to do so. The only requirement is to carry out inspections and tests of any private swimming and spa pool safety barriers associated with a Class 1a building.³⁶

Once the notice of completion has been provided to the permit authority, the building can be occupied. Unlike for other types of buildings, there is no requirement for an occupancy permit to be issued in respect of single residential dwellings.³⁷

3.4 Building approvals process – jurisdictional comparison

Most other Australian states and territories have implemented a full private certification model for building approvals whereby LGAs and private building surveyors (often referred to as certifiers or building assessors) are empowered to grant building permits, carry out on-site inspections at certain stages, and issue compliance notices for all classes of building.

The concept of a full private certification model was first introduced in Australia in 1991 with the Model Building Act (Model Act). The Model Act was commissioned by the Australian Building Regulatory Co-ordinating Council as template legislation that could be adopted by all states and territories to facilitate best practice regulation and harmonise building regulation.

A number of major reforms were included in the Model Act, including a full private certification model whereby an owner could opt to engage a private building surveyor to certify all aspects of building requiring approval, or obtain approval facilitated by a LGA.

The Northern Territory was the first jurisdiction to adopt the majority of the Model Act provisions. The *Building Act 1993* (NT) commenced operation on 1 September 1993 and included a completely privatised system of building approval, with no involvement from LGAs.

Victoria followed suit with the *Building Act 1993* (Victorian Act) which included powers for private registered building surveyors and building surveyors employed by LGAs to certify compliance of plans and specifications with building standards;³⁸ issue building permits;³⁹ and enforce compliance during construction⁴⁰. This was explained as follows in the Second Reading Speech for the Victorian Building Bill 1993:

"The Bill introduces the option for building permits to be issued by private [building] surveyors, which will expedite the issuing of building permits. Major projects and other building projects will no longer be constrained by local council timetables as the new provision will enable private building surveyors to compete with council surveyors for business on the basis of timing and cost."

Hon. Robert MacLellan AM, then Victorian Minister for Planning, 11 November 1993

While the Victorian Act has been amended on a number of occasions since, the role and function of private building surveyors has remained the same.

³⁶ Building Regulations, r. 27.

³⁷ Building Act, s. 41.

³⁸ Building Act 1993 (Vic), s. 24.

³⁹ Building Act 1993 (Vic), s. 19.

⁴⁰ Building Act 1993 (Vic), s. 37.

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Variants of the full private certification model have been adopted in New South Wales, Queensland, South Australia and the Australian Capital Territory.⁴¹ In these jurisdictions, the full private certification model applies to all classes of building, including single residential dwellings. In practice, LGAs in these jurisdictions rarely carry out a certification function. Instead, most receive and record certification documentation prepared by private building surveyors and perform enforcement and planning compliance activities where required.

Prior to 2017, Tasmania had a full private certification model similar to other jurisdictions, but this was replaced with a risk-based model following the implementation of the *Building Act 2016* (Tas).⁴²

Under the Tasmanian model, a building permit is not needed before commencing certain medium-risk 'notifiable building work' that does not require planning approval, including single residential dwellings. A private building surveyor is responsible for certifying compliance of plans and specifications with building standards, and for sending a Certificate of Likely Compliance to the permit authority.⁴³

Under this 'notification' variant of full private certification, the private building surveyor decides when medium-risk building work can commence. For high risk building work, including Class 2-9 buildings or a residential dwelling that requires planning approval, a private building surveyor is responsible for certifying compliance with building standards and the issuing of a Certificate of Likely Compliance.⁴⁴ A building permit must then be issued by a permit authority before work commences.⁴⁵

A key feature of the full private certification model in all jurisdictions, including the risk-based notification model for medium-risk work in Tasmania, is the requirement for the private building surveyor to carry out inspections at key milestones (known as notification events) during the build.

All jurisdictions, except South Australia, require inspections to be carried out for single residential dwellings:

- before the pouring of concrete footings or ground floor slab;
- before any covering of the structural framework; and
- once building work is complete (final inspection), but before occupancy is permitted.⁴⁶

In New South Wales and the Northern Territory, inspections of waterproofing in wet areas is also required. South Australia requires inspections of roof framing; inspections at other notification event stages may be required by the relevant council.⁴⁷

Additionally, all jurisdictions with a full private certification model prescribe, to varying degrees, a requirement for the building surveyor to formally approve the use of a performance solution and for the details to be recorded on the CDC and occupancy permit, or in some other manner.⁴⁸

⁴¹ *Environmental Planning and Assessment Act 1979* (NSW), Part 6; *Building Act 1975* (Qld); *Development Act 1993* (SA), Part 6; *Building Act 2004* (ACT), Part 3.

⁴² *Building Act 2000* (Tas) (Repealed).

⁴³ *Building Act 2016* (Tas), s.99.

⁴⁴ *Building Act 2016* (Tas), s.132.

⁴⁵ *Building Act 2016* (Tas), s.138.

⁴⁶ *Building Regulations 2018* (Vic), r.167; *Building Regulations 2006* (Qld), r.30; *Environmental Planning and Assessment Regulation 2000* (NSW), r.162A; *Building Regulations 1993* (NT), r.15A; *Building (General) Regulations 2008* (ACT), r.33; *Building Regulations 2016* (Tas), r.18.

⁴⁷ *Development Regulations 2008* (SA), r.74.

⁴⁸ *Building Regulations 2018* (Vic), r.38; *Building Act 1975* s.26, 68A; *Environmental Planning and Assessment Regulation 2000* (NSW) r.152B (fire safety only); *Development Act 1993* (SA) s.36; *Building Act 2016* (Tas) s.132; *Building Act 1993* (NT) s.129B (disability access only); *Building (General) Regulations 2008* (ACT) r.11(1)(d).

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In Victoria, Queensland, South Australia, Tasmania and the Australian Capital Territory, a formal process is also prescribed for building surveyors to approve design developments and variations that occur during the build.⁴⁹

While variations typically occur on commercial building projects where the use of 'design and construct' contracts is more common, they can also occur on single residential dwellings, particularly in the case of renovations or bespoke projects.

3.4.1 Protecting against conflicts of interest

All jurisdictions that have a full private certification model have recognised the potential for actual and perceived conflicts of interest between a private building surveyor's commercial relationship with the owner or builder, and their public function of certifying building design compliance and approving the commencement and completion of building work.

In Queensland, New South Wales, South Australia, Tasmania and the Northern Territory, building surveyors are required to comply with a code of conduct when performing building approval functions.⁵⁰ A breach of the relevant code of conduct can result in registration being cancelled or suspended.

In Victoria, the Victorian Building Authority can approve codes of conduct for registered building practitioners, including building surveyors.⁵¹ However, no code of conduct has been approved to date. In Victoria, Queensland, New South Wales, South Australia and the Australian Capital Territory, the legislation also includes provisions detailing how all or some conflicts of interest should be managed.⁵² Table 1 below provides a summary of the key components of the building approval process across the Australian states and territories.

⁴⁹ *Interpretation of Legislation Act 1984* (Vic), s.41A; *Building Act 1993* (Vic), s.30A and 30B; *Planning Act 2016* (Qld), s.78, 79, 81 and 82; *Development Act 1993* (SA) s.36; *Building Act 2016* (Tas), s.136; *Building Act 2004* (ACT), s.31-34.

⁵⁰ *Building Act 1975* (Qld), s.129; *Building Professionals Act 2005* (NSW), s.4; *Development Act 1993* (SA), s.97(3); *Occupational Licensing Act 2005* (Tas), s.53; *Building Act 1993* (NT), s.14(1)(f).

⁵¹ *Building Act 1993* (Vic), s.177-177D.

⁵² *Building Regulations 2018* (Vic), r.265; *Building Act 1975* (Qld), s.127-128; *Building Professionals Act 2005* (NSW), s.66-71; *Development Regulations 2008*, r.93B; *Building Act 2004* (ACT), s.139D.

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Table 1: Jurisdictional comparison – building approvals process

	Full private certification model	Mandatory inspections	Prescribed requirement to document performance solutions	Prescribed process for approving variations to design	Code of conduct for building surveyors/certifiers
Western Australia	✗	✗	✓ (only commercial buildings)	✗	✗
Victoria	✓	✓	✓	✓	✗
New South Wales	✓	✓	✓	✗	✓
Queensland	✓	✓	✓	✓	✓
South Australia	✓	✓	✓	✓	✓
Tasmania	✓ (only certain types of buildings)	✓	✓	✓	✓
Northern Territory	✓	✓	✓	✗	✓
Australian Capital Territory	✓	✓	✓	✓	✗

4

Problem statement

Broadly, there are two major problems that have been identified with WA's current building approvals process for single residential dwellings. These are:

1. *Efficiency*, that is, does the process cause unnecessary delays and impose additional costs on industry and consumers.
2. *Effectiveness*, that is, does the process ensure buildings comply with applicable building standards and ensure the health, safety and amenity of the public.

Each of these problems is discussed further below.

4.1 Efficiency of the building approvals process in WA

During 2016, Building and Energy (Building Commission as it was then) hosted summits with key stakeholder groups to identify ways to streamline regulatory requirements for building in WA.⁵³ The key stakeholder groups included:

- peak builder/trade contractor groups;
- local governments;
- building surveyors and design professionals; and
- planning authorities and advocacy groups.

A general perception expressed by some stakeholder groups was that the current building approvals process, particularly for single residential dwellings, creates inefficiencies due to:

- inconsistent processes and planning standards applied by permit authorities in assessing applications for building permits; and
- timeframes for granting building permits under the Building Act not being met.

Although a range of measures to improve efficiency in the building approvals process were pursued following the summits⁵⁴, the same perceptions continue to persist. These inefficiencies have been reported to be acutely experienced by volume home builders who regularly interact with the building approvals process.

4.1.1 Inconsistent processes

Under the Building Act, the permit authority must not grant a building permit unless satisfied that, among other things, the applicant for the building permit has complied or is complying with each provision of a local government policy or requirement.⁵⁵

With 139 local government permit authorities in WA, inconsistency arises from applying and checking compliance with different requirements for planning, health, engineering, fire safety, the use of kerbs during construction, verge bonds and other applicable local laws.

There is also significant variability between permit authorities in dealing with other requirements under the Building Act, including the following:

- How building permit applications are assessed. For example, some permit authorities take the view that for the purposes of the Building Act an application for a building permit is lodged

⁵³ Government of Western Australia, Department of Commerce, 'Building Summit: Background Paper' (August 2016).

⁵⁴ Government of Western Australia, Department of Commerce, 'Building Summit snapshot' (August 2016).

⁵⁵ Building Act, s.20(1)(q).

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when it is first submitted, while others consider the application to be lodged once a certain level of information and documentation is submitted.

- The recording of performance solutions in the CDC. Under the Building Regulations, details of each performance solution proposed to be used must be included in a building permit application for a commercial building⁵⁶, however the level of specificity required can vary across permit authorities.
- Variations from the approved plans and specifications made during the build. For example, some permit authorities require a new building permit to be granted; some simply accept amended approval documentation; and some require a staged process, with building permits issued at various stages of the build.

A builder who interacts with multiple permit authorities may therefore need to alter their business processes to meet the different requirements. Potentially, this can increase costs and reduce competitiveness.

4.1.2 Planning requirements

One of the local government policies that must be satisfied prior to the grant of a building permit for a single residential dwelling is compliance with the R-Codes. That is, the building design must be determined to comply with the local planning scheme, including the R-Codes.

The R-Codes provide a standard for the control of residential development throughout WA. In addition, the R-Codes set requirements for density and block size, and for design objectives, such as:

- types of dwellings;
- maximum plot ratio;
- minimum open space;
- maximum dwelling height;
- required boundary setbacks;
- area streetscapes; and
- access and parking.

The R-Codes are a State Planning Policy incorporated by reference into the local planning scheme of permit authorities. However, certain provisions of the R-Codes may be amended or replaced depending on the relevant local planning policy.⁵⁷

Reforms to WA's planning laws have removed the requirement for development approval for single residential dwellings that meet the deemed-to-comply requirements of the R-Codes.⁵⁸ Development approval is, however, still required for variations from the R-Codes.

While those reforms have substantially reduced the number of development approvals for single residential dwellings and the associated time delays, they are understood to have created uncertainty during the building approvals process.

Currently, there is no process to confirm if the building design meets the deemed-to-comply requirements of the R-Codes. Some permit authorities offer a voluntary service to confirm if the requirements are met, but a large portion of building permit applications are made with no certainty about whether the permit authority agrees that the design complies with the R-Codes.

⁵⁶ Building Regulations, r.16(3)(c).

⁵⁷ *Planning and Development Act 2005 (WA)*, s.26, 77 and *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*, r.25.

⁵⁸ *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*, Schedule 2 Part 7 cl. 61.

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This uncertainty means that the need to seek a development approval for a variation to the R-Codes (even if minor) may not be identified until the building permit application is assessed by the permit authority. A development approval needs to go through a full assessment (with a 60-day statutory timeframe), which can lead to building schedule delays, increasing the costs for the builder and owner.

Whilst planning requirements are outside the scope of the Building Act (and, by extension, this CRIS), they have been identified by some stakeholder groups as a major cause of frustration and inefficiency in the building approvals process. A report by the WA Department of Treasury in 2017 reached a similar conclusion, stating:

"A frequently cited impediment was a lack of clear and concise information and interpretations on the policies, laws and regulations home builders must comply with when building or renovating single residential dwellings. This can lead to incomplete applications, variable interpretations, disagreements and ultimately delays".

Department of Treasury, Making it easier to build a single residential dwelling, September 2017 (page 4)

More recently, the Department of Planning, Lands and Heritage (DPLH) has proposed to amend WA's planning laws to introduce a fast-track 30-day development approval for single residential dwellings, and a voluntary 'deemed to comply' check for single houses (with a fee for service) to provide certainty to those building or doing additions to their home.⁵⁹ If implemented, such reform may address a significant portion of stakeholder concerns.

4.1.3 Delay in the granting of building permits

Under the Building Act, a permit authority has 10 business days in which to determine the outcome of a certified application for a building permit (that is, one which includes a CDC prepared by a private building surveyor). For an uncertified application, the permit authority has 25 business days in which to determine the application. The timeframes may only be extended in circumstances where:

- the application is incomplete and further information has been requested by the permit authority;
- planning approvals need to be confirmed after the application is lodged; or
- where the applicant agrees in writing to an extension.

Where the permit authority fails to grant the building permit within the statutory timeframe or any permitted extension, the application is deemed to be refused and any fees paid must be refunded.⁶⁰

Despite the strict statutory timeframes, stakeholders reported during the 2016 building summits that permit authorities were taking longer than permitted to approve building permit applications.

Delay in the granting of building permits creates inefficiency and leads to unnecessary costs for builders and consumers. However, it is difficult to fully quantify the extent of this inefficiency.

In the period from 2011 to 2016, WA experienced a major increase in the number of single residential dwelling approvals; from 17,055 approvals in 2011 up to 23,097 in 2014 and 23,609 in 2015. The

⁵⁹ Government of Western Australia, Department of Planning, Lands and Heritage, 'Action Plan for Planning Reform – Better planning better places' (August 2019) page 22 <<https://www.dplh.wa.gov.au/getmedia/075dc761-ad2a-4f43-99e2-91a246bb4114/PRJ-PR-Action-Plan>>.

⁶⁰ Building Act, s23(3) and (4).

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number of approvals decreased to 18,098 in 2016 and fell to 13,552 in 2018. The forecasted 5-year average for 2019-2023 is 13,838 approvals per annum.⁶¹

It could be expected (albeit not proven) that the surge in approvals from 2011 to 2016 placed high levels of demand on permit authorities and that may have led to some difficulties in meeting the statutory timeframes. Having said that, survey data collected and analysed on behalf of the Western Australian Local Government Association (WALGA) suggests otherwise.

Of 27 local governments surveyed in 2014/15, WALGA reported that 100 per cent assessed building permit applications (certified or uncertified) within the statutory timeframes. The major cause of delays identified by survey respondents was incomplete building permit applications and non-compliance with R-Codes.

"The information received in the survey demonstrates that Local Governments considered a significant volume of applications during the 2014/15 financial year and all (100%) were assessed within the timeframe required by the Building Act 2011.

Based on the survey results, a majority of the issues associated with delays experienced for building permits applications relate to the proposal requiring planning approval due to non-compliance with the R-Codes and relevant Local Government policies.

Furthermore, the issue with delays also lies with deficiencies in the information provided by the applicant."

WALGA, Review of Building Permit Survey Responses: Independent Analysis

The findings of the WALGA review are supported by the Western Australian Auditor General's recent performance audit into local government building approvals. On 26 June 2019, the Auditor General's *Report 28: June 2018-19 on Local Government Building Approvals* (the Audit Report) was tabled in the Legislative Council. The objective of the audit was to assess how effectively local government entities regulate residential building permits using their powers as permit authorities under the Building Act.

The Auditor General audited a sample of four local government permit authorities (LPGAs) and found that they had:

- adequately assessed applications and issued nearly all permits within legislated timeframes in the period July 2016 to June 2018; and
- improved the timeliness of approvals over the last 4 financial years.

The Auditor General was, however, concerned that LPGAs *"had different approaches to when they started, paused and stopped the clock"* and that they undertook *"limited monitoring and inspections of building works"*.

While the cause of delays may be due to variable and interconnected factors, ensuring as far as practicable that unnecessary delays are avoided is important to WA's long-term economic interests.

⁶¹ Building in Australia: 2018-2033, op cit, 9.

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**Questions for consultation**

1. Do you consider that the current approvals process under the Building Act creates unnecessary delays? If yes, please tell us why.
2. If you answered yes, what do you consider to be the primary cause of delays (e.g. planning requirements, inconsistent policies, lack of clear forms and guidance)?
3. Regardless of the reform options outlined in Chapter 5 of this CRIS, should it be mandatory to submit evidence of planning compliance from the relevant LGA (i.e. development approval, or a 'deemed to comply' check single houses) with a building permit application? Please provide reasons for your view.
4. What (if anything) could be done to ensure building permit applications contain all required information?

4.2 Effectiveness of the building approvals process in WA

The essential purpose of regulating the building industry is to ensure buildings are safe to occupy. An *effective* building approvals process is therefore one which ensures buildings comply with the applicable standards, including the NCC, and that those persons involved in carrying out the works do so in a manner that guarantees the safety, health, amenity and sustainability of the design and performance of the building.

This is not an easy task. The building and construction industry comprises many thousands of different businesses, completing billions of dollars' worth of building works. It is not possible, nor reasonable, for governments and regulators to closely monitor every project through each of its stages. Rather, the role of governments is to ensure sufficient regulatory controls and enforcement measures are in place so owners can be confident that their buildings meet applicable standards and appropriate levels of workmanship.

Internationally, the Grenfell Tower fire in London in 2017, which resulted in 72 deaths and the greatest loss of life in a residential fire in the UK in a century, placed a spotlight on ensuring effective regulatory frameworks around construction, maintenance and the ongoing use of buildings.

The subsequent independent review of the building regulatory system in the UK by Dame Judith Hackett found that a clear model of risk ownership, adequate regulatory oversight and effective enforcement tools are paramount to ensuring building safety.

"The role of regulators should be to seek assurance that standards are being adhered to throughout all stages of construction and use. It is for industry to demonstrate to the regulators that compliance with those standards is being achieved, including innovation.

Where there is failure to comply there must be more effective means of ensuring not only that the deficiencies are put right but that those who were responsible for compliance with the standards are held accountable for their failure."

Dame Judith Hackett, Independent Review of Building Regulations and Fire Safety: Interim Report, December 2017 (page 21)

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More locally, deficiencies in the effectiveness of the building approvals process has been highlighted by both the Building Confidence Report and the results of audits conducted by the Building Commissioner. This is discussed in sections 4.2.1 and 4.2.2 below.

4.2.1 Building Confidence Report

In mid-2017, Professor Peter Shergold and Ms Bronwyn Weir were asked by the BMF to undertake an assessment of the effectiveness of building approvals processes and compliance frameworks across all Australian states and territories, including WA. In February 2018 Professor Shergold and Ms Weir submitted their Building Confidence Report to the BMF.

Overall, the Building Confidence Report concluded that there are significant shortcomings in the building approvals process across all Australian states and territories in terms of ensuring effective compliance with, and enforcement of, the NCC. These shortcomings challenge the assumption the general public is entitled to hold that the buildings in which they live, work and receive services are safe.

"Without clear, visible and accountable compliance procedures, public confidence in the ability to oversee a performance-based building and construction industry will be eroded. People need to be persuaded that the NCC is being administered to a high standard. Effective implementation is crucial."

Building Confidence Report, February 2018 (page 9).

The Building Confidence Report made 24 recommendations for improvement. The recommendations are principle-based in that they identify the general reform principles that should be applied, rather than setting out detailed prescriptive changes. This avoids a one-size-fits-all approach and allows for the recommendations to be tailored to suit the relevant state and territory regulatory frameworks.

For single residential dwellings, the Building Confidence Report identifies three major areas of reform to improve the effectiveness of the building approvals process. These are:

- ensuring the integrity of private building surveyors;
- improving the quality and adequacy of documentation and record keeping; and
- requiring on-site inspections of all building works.

Each of these reform areas is discussed briefly below.

Integrity of private building surveyors

The Building Confidence Report reviewed the differing roles of private building surveyors across the country, noting that in some jurisdictions the building surveyor is permitted to issue the building permit (full private certification), whereas in others (such as WA), the building surveyor can only issue the CDC.

The Building Confidence Report took the view that private certification carries with it an inherent conflict of interest between the public function performed by the building surveyor and the private contractual arrangement with the owner or builder. However, the authors did not conclude that the potential for conflict of interest is any greater under a full private certification model than under a partially privatised model.

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"A building regulatory model that includes private certification carries with it an inherent potential for conflict of interest. That is not to say that a model where only a government official certifies building design and construction is entirely free from potential conflict. There is evidence that government processes can be open to poor practices. However, the private certification model will always have a significant potential conflict of interest given the commercial relationship that must necessarily exist between the designer/builder and building surveyor."

Building Confidence Report, February 2018 (page 11)

The Building Confidence Report therefore recommended that each state and territory should ensure that its regulatory framework includes controls to mitigate the potential for conflicts of interest, and tighten oversight. These controls include:

- clearly defined processes for dealing with conflicts of interest and changes to an appointment during the build;
- a mandatory code of conduct for building surveyors, which, if contravened, can be a ground for disciplinary action;
- providing private building surveyors with sufficient powers and guidance to issue directions to fix or stop work; and
- mandatory reporting obligations for suspected fraudulent conduct.

Quality and adequacy of documentation and record keeping

The adequacy of documentation prepared and approved as part of the building approvals process was identified by the Building Confidence Report as often poor and steadily declining, thereby increasing the potential for disputes and non-compliance.

Poor quality documentation leads to builders improvising in ways that may not be compliant with the NCC. The integrity of documentation for future use is compromised when approval documents do not reflect the as-built building (including any variations from the original design and performance solutions), or where they contain insufficient detail to properly inform building risk and maintenance requirements. The Building Confidence Report recommended that, at a minimum, the regulatory framework should:

- prescribe specific requirements about the recording and approving (including written reasons) for the use of performance solutions; and
- incorporate clear obligations for the building surveyor when approving and documenting variations to design made throughout the build.

Mandatory on-site inspections of all building works

The Building Confidence Report found that fundamental to an effective building approvals process is a requirement for on-site mandatory inspections by an independent inspector at key stages of the build.

"If the actions of individuals, organisations or governments are visible, then pro-social behaviors are more assured and the need for legal or regulatory intervention is lessened."

Building Confidence Report, February 2018 (page 9)

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For single residential dwellings, the Building Confidence Report recommended that, at a minimum, mandatory on-site inspections should be carried out on:

- in-situ reinforcement in footings/slabs (stage 1 of the building process);
- frames (including roof constructions) (stage 2);
- fire-related wall systems (stage 3);
- pool barriers (stage 4); and
- final post-completion of all work (stage 5).

The ability for building surveyors to order inspections at other stages of the build was also recommended.

4.2.2 Findings of audits by the Building Commissioner – single residential dwellings

General and compliance⁶² audits conducted by the Building Commissioner in recent years, including audits of CDCs, wall and roof framing and bushfire construction, support the notion that the current building approvals process in WA has not ensured that the requirements of the NCC have been met.

Audit of CDCs

The role of building surveyors who certify that a building design demonstrates compliance with the NCC is pivotal because this assessment is relied upon by permit authorities, builders and home owners.

In the 12 months to 30 November 2018, the Building Commissioner assessed 123 randomly selected Class 1a CDCs issued by building surveyors in WA. This covered the work of 105 private building surveyors and 18 building surveyors employed by local government permit authorities. The audit assessed 5,317 elements of work and found that:

- in 77 per cent of elements checked, the documentation listed in the CDC sufficiently demonstrated that the proposed building work would comply with each applicable standard; and
- no assessments demonstrated all applicable building standard requirements; 41 demonstrated over 80 per cent of requirements, 73 demonstrated between 60 and 80 per cent of requirements, 8 demonstrated between 40 and 60 per cent of requirements and 1 demonstrated between 20 and 40 per cent of requirements.

Each of the 1,223 'not demonstrated' elements was assessed using a risk rating tool developed by Building and Energy. Of these, 28 were rated as having a very low risk of leading to significant problems with the standard of building work, 637 were rated as low risk, 424 were rated as medium risk and 134 were rated as high risk.

While only a small sample, approximately 46 per cent of CDCs were assessed by the Building Commissioner as having a medium to high risk of leading to significant problems with building work, if not corrected.

⁶² Building and Energy checks for compliance against the performance requirements contained in the BCA. This may include but is not limited to checks against the approved plans and associated documents, Australian Standards and manufacturers' installation instructions.

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The City of Gosnells has also provided the Building Commissioner with data on certified applications lodged in 2016/17 and 2017/18 for single residential dwellings (see Table 2 below). The data shows that 53 per cent of applications were non-compliant with the Building Act, with 8 to 9 per cent being refused and 45 per cent receiving an approval after further work by the private building surveyor. The most common reason for refusal was due to certified applications being lodged without having a required prescribed approval.

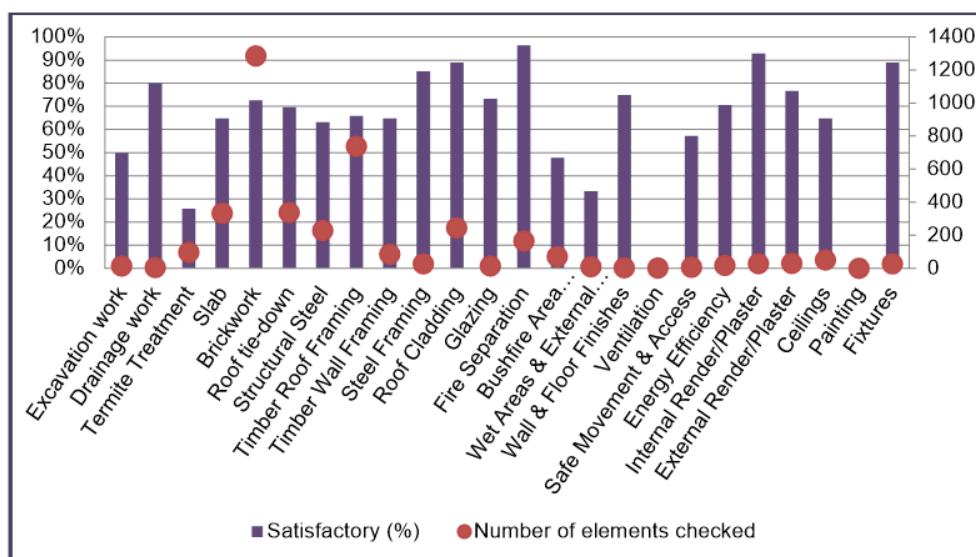
Table 2: City of Gosnells: Certified applications for building permits (single residential dwellings)

Year	Certified applications lodged	Further information required	Non complying applications	Applications refused	Applications approved
2016/17	484	221 (45.6%)	254 (52.4%)	37 (7.6%)	447 (92.3%)
2017/18	401	179 (44.6%)	213 (53.1%)	37 (9.2%)	364 (90.8%)

General audits during construction

During the 2018 calendar year, the Building Commissioner also undertook a number of general audits of single residential dwellings under construction. Figure 1 below shows the percentage of satisfactory compliance with the approved plans and specifications and the NCC.

Figure 1 – Building inspection outcomes 2018 calendar year



By matching the inspection point data in Figure 1 to the stages for on-site inspection recommended in the Building Confidence Report, it is possible to produce an estimate of the level of satisfactory compliance with the NCC, or approved designs, for the buildings audited.⁶³ This is shown in the following table (Table 3).

⁶³Note: the timing of inspections made by the Building Commissioner may not allow for the full list of building elements to be inspected at each site as would be done through a mandatory inspection program where inspections are timed to coincide with specified building stages. The information provided is the best proxy currently available.

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Table 3: 2018 inspection point data on satisfactory compliance with applicable building standards (excluding those for swimming pool barriers), based on on-site inspection stages 1, 2, 3 and 5 recommended in the Building Confidence Report

Building Confidence Report inspection stages	Satisfactory	Unsatisfactory	Satisfactory (%)
Stage 1: In situ reinforcement in footings and slab	133	82	62%
Stage 2: Frames, including roof construction	942	472	67%
Stage 3: Fire-related wall systems	159	6	96%
Stage 5: Final, bushfire area requirements and ceilings	67	55	55%
Total	1,301	615	68%

Based on the above groupings of inspections, 62 per cent of elements inspected at stage 1 would be considered satisfactory; 67 per cent at stage 2; 96 per cent at stage 3; and 55 per cent at stage 5. For stages 1, 2 and 5, this is considered to show relatively low levels of compliance when checked against the requirements in the approval and applicable building standards.

In order for a structural system to meet the applicable building standards, all inspection points relevant to that area must be constructed in a satisfactory manner. Compliance is achieved when 100 per cent of these elements are assessed as satisfactory. Accordingly, the assessment in Table 3 translates into percentage of compliance/non-compliance as follows:

- Stage 1: 62 per cent of elements were satisfactory, resulting in 42 per cent overall compliance
- Stage 2: 67 per cent of elements were satisfactory, resulting in 10 per cent overall compliance
- Stage 3: 96 per cent of elements were satisfactory, resulting in 93 percent overall compliance
- Stage 5: 55 per cent of elements were satisfactory, resulting in 27 per cent overall compliance.

These outcomes are further explained in Table 4 below.

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Table 4: Full compliance with building standards, based on on-site inspection stages 1, 2, 3 and 5 recommended in the Building Confidence Report

Building Confidence Report inspection stages	Inspection with at least one element checked	Fully compliant	At least one unsatisfactory element	Fully compliant %	Average number of elements inspected
Stage 1: In situ reinforcement in footings and slab	132	56	76	42	1.6
Stage 2: Frames, including roof construction	137	14	123	10	10.3
Stage 3: Fire-related wall systems	83	77	6	93	2.0
Stage 5: Final, bushfire area requirements and ceilings	41	11	30	27	3.0

NB: It is noted that the more inspection elements there are in a stage, the lower the likelihood is of the stage being found compliant.

Similarly, data provided by the City of Gosnells⁶⁴ for inspections of in-situ footings (stage 1) for single residential dwellings built between 2010 and 2018 shows satisfactory compliance rates of between 47 to 85 per cent (see Table 5 below). However, the City did report that most problems were remedied after the inspection.

Table 5: City of Gosnells: Total Inspections of in situ footings (stage 1)

Year	Compliant		Non-compliance		Total inspections
	Total	%	Total	%	
2010	133	47.3	148	52.7	281
2011	264	49.5	269	50.5	533
2012	236	58.4	168	41.6	404
2013	262	63.7	149	36.3	411
2014	242	79.1	64	20.9	306
2015	431	84.8	77	15.2	508
2016	284	74.7	96	25.3	380
2017	197	68.4	91	31.6	288
2018 (Jan-July)	66	56.9	50	43.1	116

⁶⁴ The City of Gosnells is the only permit authority that routinely inspects residential construction in its area.

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Wall and roof framing

In 2014, the Building Commissioner conducted an audit into metal roof construction⁶⁵ and found that of the 123 buildings examined, only two had compliant roof construction across the inspection points relating to structural tie-down systems.

For each building, up to 12 inspection points⁶⁶ were reviewed (1079 in total across all roofs inspected) and only 33 per cent were deemed satisfactory (1.6% compliance). The low levels of compliance with roof construction were attributed to a number of factors, including:

- inadequate information relating to common WA construction methods in the standards;
- a lack of competent supervision; and
- changing technologies.

Since the results of the audit were published, considerable effort has been made to educate the industry and encourage compliance. However, during general audits conducted by the Building Commissioner in 2018, the overall satisfactory rate of similar inspection points was still only 59 per cent. Just sixteen (14% compliance) of the 117 metal clad roofs inspected were fully compliant with applicable building standards. Table 6 below compares the findings of the 2014 audit with the more recent 2018 inspections on roof construction (stage 2).

⁶⁵ Building Commission, April 2016, *General Inspection Report One: A general inspection into metal roof construction in Western Australia*.

⁶⁶ Not every dwelling contained 12 inspection points in its design or construction.

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Table 6: Comparison of 2014 audit with results of 2018 roof inspections (n=117)

	Roof report (2014)		Steel sheet roof inspections (2018)		
	Elements inspected	Satisfactory %	Elements inspected	Elements satisfactory	Satisfactory %
Tie-down straps: Corrosion protection	73	11	63	35	56
Tie-down straps: dimensions, placement and attachment and appropriate fixings	105	21	92	46	50
Timber roof battens 1200 mm edge zone for sheet roofs ⁶⁷	64	63	16	12	75
Timber roof batten general area sheet roofs	62	31	15	11	73
Metal roof batten	54	15	38	36	95
Rafter correctly tied down	104	41	56	19	34
Connections remainder of roof	101	30	59	34	58
Collar ties	90	49	34	49	69
Timber truss correctly tied down	9	11	10	3	30
Tie-down of timber roof beams	83	35	52	12	23
Steel member: Tie-downs	71	27	43	16	37
Other compliance	120	38	No direct comparison available		
Total	936	33	472	279	59

Bush fire compliance

The Building Commissioner recently conducted an inspection of bushfire construction compliance for new houses in bushfire prone areas.⁶⁸ The purpose of the audit of a small sample of dwellings was to assess how industry was adapting to new bushfire design standards and to see what might be done to assist industry to more effectively comply with changes.

While a report on the inspections is yet to be published, the key findings are understood to include the following:

- The buildings inspected generally showed a low level of compliance with the required building standards for bushfire construction.
- The majority of plans and specifications did not contain clear construction details, or sufficient information to demonstrate that a building constructed in accordance with those plans and specifications would comply with the applicable bushfire building standards.

⁶⁷ Inspection points of tie-down straps, placement and attachment and appropriate fixings have been combined to align with how inspections for the initial roof report were conducted.

⁶⁸ Building and Energy, August 2018, General Inspection Report 3: A General Inspection into Bush Fire Compliance in Western Australia (unpublished).

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- Some buildings included materials or methods of construction that were not in accordance with the deemed-to-satisfy provisions of the NCC, nor assessed or documented as a performance solution.
- Incorrect interpretations of the building standards for bushfire prone area construction resulted in buildings that do not comply with the applicable bushfire standards.
- Buildings were not constructed in accordance with the assumptions listed in the bushfire risk assessment that was included as part of the plans and specifications specified in the CDC.
- Building surveyors accepted bushfire risk assessments without checking for accuracy. This resulted in building designs that do not comply with applicable building standards.
- Bushfire risk assessments have not been done in accordance with the stated methodology, resulting in building designs that may not comply with the applicable building standards.

The following factors have been identified as likely contributors to low levels of compliance:

- Market forces limit the time spent documenting bushfire safety requirements in the design.
- Client pressure to produce outcomes that may not meet the applicable standards.
- Lack of adequate detailing on the plans and specifications on how to achieve compliance.
- Misinterpretation of the requirements of the applicable standards.
- Lack of appropriately trained site supervisors.
- No independent inspection of the completed building.

Conclusions

Overall, the audit data collected by the Building Commissioner suggest that the current building approvals process in WA may not be effective in ensuring adequate levels of compliance with the NCC in CDCs and in constructed single residential dwellings.

Other than fire separation on single residential dwellings, the percentage of satisfactory elements was between 55 and 67 per cent for the mandatory inspection stages recommended by the Building Confidence Report.

Inspection reports by the Building Commissioner indicate that poor documentation and inadequate supervision of the building process are at the base of problems and that the current reliance on voluntary inspections by permit authorities, and audits and industry education by the Building Commissioner, are not sufficient to improve standards.

For instance, despite routine inspections by the City of Gosnells, compliance in footing construction has declined over the past few years (see Table 5 above) and after four years of working with industry to improve standards for metal roof construction, there is still only a 59 per cent satisfactory rating across the key inspection elements, with a low number of roofs that are compliant overall (see Table 6 above).

This strongly suggests there is a need in WA to improve effective compliance with applicable building standards and ensure the community has the confidence that buildings will meet the expected requirements of public safety and longevity.



Questions for consultation

5. Do you consider that the current approvals process under the Building Act ensures adequate levels of compliance with the NCC? If yes, please tell us why.
6. If you answered no, what do you consider to be the causes for inadequate levels of compliance with the NCC?

5

Proposals for reform

This chapter outlines various options for reform to address the problems identified in Chapter 4. Three options are presented in this section:

Option 1 – Business as usual

Under Option 1, the current building approvals system continues to operate with no change. As this would not address the problems identified with the current process, this option forms the baseline (business as usual) against which Options 2 and 3 are assessed.

Option 2 – Introduce full private certification

Under Option 2, the Building Act would be amended to allow private building surveyors (acting as certifiers) and LGAs to grant building permits for single residential dwellings. This option also includes relevant reforms recommended in the Building Confidence Report to improve effective compliance and enforcement of the applicable building standards, including the NCC.

Option 3 – Improvements to the current building approvals process

Under Option 3, a partially privatised model for building approval would be retained, but various improvements would be made to the Building Act to address the current problems and adopt relevant recommendations from the Building Confidence Report.

Important assumption

It is beyond the scope of this CRIS to propose reforms to planning laws. However, the reforms recently proposed by DPLH to create a fast-track 30-day development approval process for single residential dwellings that require only minor variations to the R-Codes, and a 'deemed to comply' check for single houses, are considered complementary.

Options 2 and 3 assume that these complementary reforms will be made to WA's planning laws.

Without such reforms, there is a risk that building will commence in contravention of local planning requirements, leading to the possibility of even greater delays being experienced while those requirements are enforced.

5.1 Option 1: Business as usual

The business as usual, or status quo, approach means making no changes to the Building Act and retaining the current partially privatised model for approvals of single residential dwellings.

This would mean that:

- any inconsistency and delays in the granting of building permits would continue; and
- the safety, health, amenity and sustainability of the design and performance of buildings may continue to be compromised by not ensuring effective compliance with building standards, including the NCC.

This option does not deliver on the Government's commitments as outlined in section 1.1 of this CRIS, and is considered the least preferred approach.



Question for consultation

7. Do you support the business as usual option? Please provide reasons for your view.

5.2 Option 2 – Introduce full private certification

5.2.1 Overview

Option 2 proposes reforms to the Building Act to allow private registered building surveyors (hereinafter referred to as 'certifiers') to perform certain statutory functions in relation to single residential dwellings. Those functions include:

- certifying design compliance with applicable building standards, including the NCC;
- granting a building permit authorising the commencement of works;
- carrying out mandatory on-site inspections at key stages of the build;
- issuing rectification orders during the build to address identified non-compliance with applicable building standards; and
- notifying and lodging approval documentation with the relevant LGA.

Under this option, LGAs could choose to compete with private certifiers for work involving single residential building approvals, or they could opt out. In either case, each LGA would still retain responsibility for the enforcement of applicable building standards after completion of the build when the role of the certifier has ceased.

The Building Commissioner would retain responsibility for regulating certifiers and other building professions.

To improve compliance with the NCC, Option 2 would also incorporate relevant reforms from the Building Confidence Report, namely:

- compulsory continuing professional development (CPD) for certifiers;
- the implementation of conflict of interest provisions for certifiers;
- mandatory obligations on certifiers to report builders to the relevant government authority if they do not comply with approved plans or with directions to rectify non-compliant work;
- a requirement that applications for building approval must be accompanied by a minimum standard of design documentation (including for performance solutions) that clearly demonstrates compliance with the NCC;
- requirements for certifiers to document, record and endorse verified performance solutions on the CDC, as well as document and approve variations made during the build; and
- mandatory on-site inspections at critical stages of building work.

This option does not include registering any new professions. The Building Confidence Report identified the need to register certain types of building professionals, including building designers, site supervisors and engineers. This need was identified through an indication that large numbers of practitioners operating in the industry lack competence, do not properly understand the NCC and/or have never had proper training on its implementation. Moreover, the adequacy of design documentation was found to be generally poor.

The implementation in WA of the registration requirements recommended in the Building Confidence Report is being examined separately to the reforms to the building approvals process. Accordingly, proposed amendments to the registration framework will be the subject of a separate CRIS to be released later in 2019.

Set out below in Table 7 is a summary of the proposed reforms that form part of Option 2 for single residential buildings.

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Table 7: Proposed reforms under Option 2

Key element	Proposed reform
Stage: Prior to commencement of building	
1. Role and function of the certifier	<ul style="list-style-type: none"> • The Building Act would allow a registered building surveyor, or a LGA, to perform the statutory function of certifier. Only one certifier may be engaged for the building work at any one time (from receiving an application to final inspection). • A certifier would be responsible for receiving applications, issuing CDCs, granting building permits, carrying out inspections and issuing relevant notices. • The Building Act would require that the certifier must be paid for work undertaken, even if they are unable to issue a compliance/inspection certificate because the building design or construction does not comply with the applicable standards. This would give certifiers a greater degree of independence when certifying compliance, and is modelled on a similar requirement in Queensland.^[1] • As LGAs would no longer be granting building permits and thus would not be able to monitor planning compliance, the certifier would be required to obtain evidence of planning compliance from the relevant LGA and submit that with the building permit application. • The certifier would assess applications against the legislative requirements and would assess the adequacy of design documentation and any performance solution documentation against prescribed requirements. • It would be the responsibility of the applicant to pay the applicable Building Services Levy direct to the Building Commissioner; and the Construction Training Fund levy direct to the Construction Training Fund. This would require the certifier to issue a notice of estimated building value in order for the applicant to calculate the relevant levies. • Evidence of payment of the Construction Training Fund levy and Building Services Levy, as well as evidence of Home Indemnity Insurance, would need to be provided to the certifier. The certifier would be required to sight this evidence of payment of the levies before a building permit could be granted. • The certifier would have the power to refuse an application for a building permit, but must give reasons for the refusal. An owner would have the right to appeal the decision of the certifier. • The certifier would be required to notify and lodge approval documentation with the relevant LGA (if the LGA is not acting as the certifier), as the LGA would retain responsibility for the building once completed. • The role and function of the certifier would end once a notice of completion is issued and provided to the LGA, or when a certifier's appointment is terminated in accordance with prescribed circumstances.

^[1] *Building Act 1975* (Qld) s146.

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Key element	Proposed reform
2. Design compliance and documentation	<ul style="list-style-type: none"> • The Building Act would prescribe the minimum standard of design documentation required to demonstrate compliance with applicable building standards. This documentation would be required to be checked and endorsed by the certifier. This would include any design documentation required to be submitted for building approval (e.g. plans and specifications). • The prescribed requirements for performance solutions would include an endorsed verification statement for each performance solution used, including details of the assessment method used to establish compliance (e.g. modelling, test results, engineer's advice). The building owner would also be required to consent in writing to the use of the performance solution. • The prescribed requirements would be modelled on those in Schedule 2 of the Director's Determination under the <i>Building Act 2016</i> (Tas).⁶⁹ (See the cost benefit analysis for Key element 2 of this CRIS.) • The Building Act would require compliance with the documentation requirements before a building permit could be granted.
3. Conflicts of interest	<ul style="list-style-type: none"> • Owners would be required to engage a certifier, either personally or through an agent (e.g. builder). The Building Act would require the appointment to be documented. • The Building Commissioner would be responsible for approving changes to a certifier where there is no written agreement between the parties. • A change in the appointment of a certifier (to another certifier) prior to the final inspection would not be able to occur unless: <ul style="list-style-type: none"> ○ both the owner and certifier agree in writing; or ○ the owner (or their agent) obtains the consent of the Building Commissioner; or ○ the certifier obtains the consent of the Building Commissioner. • Where an owner (or their agent) seeks to change the appointment of the certifier, the Building Commissioner would not consent to the termination unless reasonably satisfied that: <ul style="list-style-type: none"> ○ the certifier is incapacitated; ○ the certifier is no longer entitled to perform their functions (e.g. they are no longer registered as a building surveyor); or ○ the certifier has engaged in misconduct. • The Building Act would prescribe a requirement that a certifier must not accept an appointment where there is a direct or indirect pecuniary interest (beyond remuneration for work) in the design or building work. • Failure to abide by the requirements would be grounds for taking disciplinary action against the registered building surveyor (e.g. suspension or cancellation of registration).

⁶⁹ https://www.cbos.tas.gov.au/data/assets/pdf_file/0017/405017/Directors-determination-Directors-Specified-List-Sep-2017.pdf.

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Key element	Proposed reform
Stage: During the build	
4. Mandatory inspections at key stages	<ul style="list-style-type: none"> The certifier would be responsible for monitoring compliance with applicable building standards during the build. The Building Act would prescribe a requirement for on-site inspections to be carried out by the certifier at certain notified stages in order to assess compliance with applicable building standards. Where the LGA is performing the function of certifier, it is proposed that the inspection function could be carried out by an agent or employee of the authority. The following minimum inspection stages would be prescribed: <ul style="list-style-type: none"> in situ reinforcement in footing and slabs (stage 1); frames, including roof construction (stage 2); fire-rated wall system (stage 3); and final post-completion of all work (stage 4). The certifier would have the power to specify additional inspections at the time of granting the building permit. If, after the inspection, the certifier deems that work is not of a satisfactory standard (i.e. does not meet applicable building standards), or does not reflect the building permit, the certifier would be empowered to require rectification work and/or to stop the building work. Where a builder fails to comply with a requirement within the prescribed time, the certifier would be responsible for referring the matter to the relevant LGA for further enforcement action (orders, infringements etc.) and reporting the builder to the Building Commissioner.
5. Documenting variations	<ul style="list-style-type: none"> Where a need to materially vary from the plans and specifications is identified, the Building Act would expressly require the owner or its agent (i.e. the builder) to apply to the certifier for an amended CDC and building permit. The application to vary would need to have the written approval of the owner. The certifier would be responsible for complying with the requirements for documenting variations and clearly detailing how the variations comply with applicable building standards. A copy of the amended documentation would be provided to the owner/builder and lodged with the relevant LGA.
Stage: Post-completion	
6. Recordkeeping	<ul style="list-style-type: none"> The certifier would be responsible for preparing and lodging documentation with the relevant LGA in whose geographic boundary the building will be situated.

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Key element	Proposed reform
	<ul style="list-style-type: none"> The Building Act would provide that within a specified time (e.g. 7 business days) after granting, issuing or amending a building permit, an inspection certificate or a certificate of completion, the certifier must provide the relevant LGA with a copy of the permit or certificate and any other relevant documentation, including the CDC and plans and specifications. LGAs would retain responsibility for keeping all records lodged by the certifier and may charge fees to cover all associated costs.
7. Enforcement	<ul style="list-style-type: none"> LGAs would retain responsibility for enforcement of applicable building standards after the notice of completion is issued by the certifier. LGAs would continue to have all necessary powers to enforce compliance for dangerous/non-compliant building work and buildings. An appropriate funding source would be required to perform this role, possibly in the form of a levy or lodgment fee. Where a builder fails to comply with a requirement to rectify, or an instruction to stop work issued by the certifier during the build, the certifier would refer the matter to the LGA for further enforcement action (order, infringement, etc.) and/or the Building Commissioner for disciplinary action. To ensure the integrity of the building approval system, audits of certifiers would be the responsibility of the Building Commissioner.
Increased registration requirements	
8. Building surveyors	<ul style="list-style-type: none"> The BSR Act (and associated regulations) would be amended to require registered building surveyors to comply with a prescribed Code of Conduct and complete mandatory Continuing Professional Development (CPD). Building surveyors would be required to demonstrate completion of a minimum level of CPD in order to renew their registration. Units of competency would focus on the NCC. Breach of the Code of Conduct would constitute a disciplinary matter under the BSR Act. The Building Services Board (BSB) may then take action to suspend or cancel the building surveyor's registration.

**Questions for consultation**

- Do you support Option 2? Please explain your answer.
- Are there elements of Option 2 that you do not support? If yes, please tell us which elements you do not support, and why.

5.2.2 Overall impact analysis for Option 2

Efficiency

This reform option may address some, but not all of the *efficiency* problems with the current building approvals process. The ability for an owner (or a builder acting as the owner's agent) to engage a certifier of their choice, and therefore deal with a smaller number of certifiers than under the business as usual option, has the potential to reduce the reported variability and inconsistencies between LGAs. Owners/builders would become familiar with the specific process of the limited number of certifiers they choose to deal with.

This improvement notwithstanding, if the major causes for delays in the granting of building permits are inadequate documentation and poor compliance with planning requirements, then this may not change under a full private certification model. Verification that the proposed building work complies with planning requirements would need to be obtained from the relevant LGA prior to the granting of a building permit. Likewise, the certifier would be unable to grant the building permit where prescribed documentation requirements are not met.

Option 2 would also involve a major overhaul of the current building approval process for single residential dwellings. While LGAs would be permitted to continue to perform the role of certifier, the experience in other Australian states and territories suggests that many may choose not to perform this function.

The removal of LGAs from the role of granting building approvals in WA could be expected to result in some disruption and delay for the industry, at least initially, as roles and responsibilities are reorganised. Indeed, the introduction of a partially privatised certification model under the Building Act in 2012 took considerable time for the industry to adapt to, and some processes are still to be resolved.

There is also a reasonable likelihood that many registered building surveyors currently employed by LGAs may seek to enter the market as private certifiers. This would cause difficulties for LGAs both in terms of competing as certifiers, but also in performing enforcement activities.

Underpinning this full private certification option is the obvious assumption that registered building surveyors are willing and able to enter the market as private certifiers. Recently, the cost of professional indemnity insurance (PII) has risen significantly for certifiers in other states and territories. Largely, the increases are attributable to changes in the risk premiums charged by insurers following highly publicised failures associated with aluminum composite panel (ACP) cladding and other non-conforming building products.

This increase in PII premiums may deter building surveyors from entering the market, leading to a shortage of private building surveyors and negative impacts on the building approval process.

In a recent decision by the Victorian Civil and Administrative Tribunal in a matter involving the owners of the Melbourne Lacrosse building and the builder, certifier and fire engineer, it was held that the certifier was proportionately liable (33 per cent) for damages related to the failure of ACP cladding.⁷⁰

It is understood that as a consequence of this decision, PII insurers reconsidered their position on PII cover. As from 1 July 2019, all PII insurers have applied exclusions for ACP cladding and there is anecdotal evidence that some insurers may also apply exclusions to other non-conforming building products.

⁷⁰ *Owners Corporation No.1 of PS613436T v LU Simon Builders Pty Ltd (Building and Property)* [2019] VCAT 286.

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A national Senior Officers' Group (SOG) has acknowledged that the certifier PII issue has progressed from being a matter that all jurisdictions were monitoring, to an emerging urgent issue with the potential to lead to a significant tightening of the PII market nationally and an increasing risk of a complete withdrawal of private insurers.

If insurers do completely withdraw from the PII market for building professionals, there will likely be few private building surveyors left to provide CDCs for the construction of residential or commercial buildings as they may become personally liable for part or all of the cost of rectifying any problems that may later occur in buildings they have certified.

As building permits cannot be granted unless permit applications are accompanied by a CDC, this eventuality would be especially problematic for any decision to introduce full private certification.

As WA is not a market-maker for insurance, any changes to PII premiums and policy terms in other states and territories would also apply to building surveyors in this state.

While the full impact of changes to PII is unknown, there is a risk that it may become uneconomic for building surveyors to perform the role of certifier. Alternatively, the high cost of PII policies could create a significant barrier to entry to the market and reduce competition.

Effectiveness

The PII issue notwithstanding, Option 2 would be expected to address the *effectiveness* problems with the current building approvals process. Effective compliance with applicable building standards (including the NCC) and the overall quality of residential building work is likely to be improved by implementing the majority of the recommendations of the Building Confidence Report. This includes:

- increasing the professionalism and competency of practitioners;
- improving the standard of documentation;
- implementing a process for documenting and approving variations;
- requiring inspections of building work; and
- clarifying enforcement responsibilities.

Adopting all of the recommendations of the Building Confidence Report would mitigate conflicts of interest that inherently occur in full private certification models, but cannot fully extinguish them. The possibility for private gain over public good cannot be entirely avoided when imposing a public duty on private entities with commercial interests.

5.2.3 Cost benefit analysis

Set out on the following pages is a cost benefit analysis for those key elements of Option 2 that were able to be costed. A complete summary of those cost benefit analyses can be found at Appendix 1 of this CRIS.

Using a combination of quantitative and qualitative factors, the cost benefit analyses measure the likely impact of Option 2 on the three stakeholder groups primarily affected; namely, consumers, industry and government.

Each analysis assesses all costs and benefits to the extent possible. It is important to note, however, that the full value of benefits for most changes have been impossible to calculate and so estimated costs have only been weighed against the benefits of mandatory inspections.

A range of assumptions has also been relied upon to prepare the analysis. Building and Energy would welcome feedback from stakeholders on these assumptions. Overall, the costs of Option 2 are estimated to be \$26-31 million a year (PII costs have not been able to be reliably estimated). Meanwhile, the major benefits of this option, in the form of avoided costs from detecting non-compliance/defects during the build, are estimated to be \$14-27 million a year.

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Thus, this option is estimated to increase the average cost per build by \$1,900-\$2,200.

While not every owner will benefit, on a community level the cost can be considered justifiable due to the overall improvement in buildings and the potential to avoid future rectification work, as well as a reduction in the life safety dangers that arise from non-compliant buildings.

Key Element 2: Design compliance and documentation

Key element 2 proposes that a responsibility be placed on designers to prepare design documentation to a minimum standard of detail. This design documentation would be checked against a set of legislated requirements, including an obligation to ensure that plans and specifications adequately detail compliance with applicable building standards, including the NCC.

The intention is to ensure that plans are drafted with sufficient detail for builders to more easily achieve compliance, and to reduce the need to improvise during construction. This, in turn, would reduce the risk of error and non-compliant building work.

The current requirements detailed under the *Building Act 2016* (Tas) are considered a suitable model. These are contained in the Director's Specified List published by the Director of Building Control under section 20(1)(d) of the *Building Act 2016* (Tas) and include matters pertaining to the following:

- the site where the dwelling is to be located;
- the floor, slab, roof, reflected ceiling and drainage plans;
- room heights, elevations and sections;
- retaining walls, masonry construction, exterior wall cladding and interior wall lining;
- flooring and wet areas;
- fire safety;
- glazing, energy efficiency and ventilation to deal with condensation; and
- swimming pools and spas.

A full copy of the Director's Specified List can be download from the following website:
https://www.cbos.tas.gov.au/_data/assets/pdf_file/0017/405017/Directors-determination-Directors-Specified-List-Sep-2017.pdf

Requirements for a minimum standard of design documentation would also ensure sufficient detail is provided when performance solutions are used. The current requirements in the Building Regulations are minimal and are not consistently enforced. These would be increased and a process introduced for the detailing of performance solutions. This process would be likely to include a requirement for a written statement about each performance solution, and details of the NCC assessment method(s) used to verify compliance with the relevant building standard. The performance solution would also be required to be documented in the CDC.

An obligation to ensure that the owner is made aware of, and consents to, the performance solution would also be included, as well as a requirement for processes to be put in place to ensure that subsequent owners are notified that a performance solution has been used in the construction of the building.

Satisfactory compliance with the legislated design documentation standards would need to be demonstrated before a building permit could be granted. While it is not feasible to estimate how much the changes outlined above would contribute to avoided rectification costs, the following summary identifies the key impacts.

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Summary of cost benefit analysis for Key Element 2

	Cost	Benefit
Consumers	Additional costs likely to be passed on to consumers via increased fees charged by designers.	Reduced rectification costs (in cases where problems occur outside the builder's warranty period).
Industry		
Builders	Nil	Removes need to cross reference with standards as all information will be contained in plans and specifications. Improved compliance with NCC and reduced rectification costs.
Certifiers	Approximately \$455 ¹ each for documentation of plans and performance solutions. This equates to approximately \$6.28 million per annum. ²	Improved compliance with applicable building standards and reduced likelihood of claims on professional indemnity insurance.
Government	Nil	Improved compliance with the legislation, leading to improved public safety and longevity of buildings.

Assumptions

¹ Based on 2 hours each for an architect/engineer (\$85/hour) and building surveyor (\$125/hour) and 1 hour for an administrative officer (\$35/hour).

² Annual cost based on 13,800 building commencements in 2018.

**Questions for consultation**

10. What specific information do you think should be required in order for design documentation to sufficiently detail compliance with the NCC and thus ensure that builders can more easily build in accordance with the building standards?
11. Do you agree that the minimum standard of design documentation requirements set out in the Director's Specified List under section 20(1)(d) of the *Building Act 2016* (Tas) are a suitable model? If no, please tell us why.
12. Do you support the proposal that the Building Act should require compliance with the minimum standard for design documentation prior to the granting of a building permit? If no, please tell us why.
13. Should the building surveyor be required to make a written statement about how each performance solution meets applicable building standards and what assessment methods have been used to make this determination? If no, please tell us why.
14. Do you agree with the identified costs, benefits and assumptions used in the above cost benefit analysis? If no, please tell us why.

Key Element 4: Mandatory inspections

The intention of implementing a mandatory building inspection scheme is to provide a high level of assurance that buildings are constructed in accordance with applicable building standards. This redresses the lack of balance in the current system whereby emphasis is placed on assessing and approving the design but there is no process to ensure construction complies with the approved design and NCC.

Key element 4 also seeks to address reported inadequate supervision of building work, and alleviate the current situation of voluntary ad-hoc inspections that leads to inconsistency and uncertainty.

As indicated in Table 7 above, the Building Act would be amended to include a requirement for on-site inspections to be carried out at a minimum of four stages. Those stages are:

1. Footing and slabs (stage 1);
2. Frames, including roof construction (stage 2);
3. Fire-rated wall system (stage 3); and
4. Final completion of all works under the building permit (stage 4).

The responsibility for carrying out the inspections under Option 2 would rest with the certifier. In cases where the LGA is the certifier, the inspection function could be carried out by either an employee of the LGA or an agent of the LGA.

The Building Confidence Report did not recommend specific elements to be included in a final inspection. However, based on known problems in WA as highlighted by the audits carried out by the Building Commissioner, it is considered that ceilings and bushfire construction compliance in bushfire prone areas should be specifically included in a final inspection.

Likewise, it may be appropriate for identified construction problem areas, such as waterproofing of wet areas, to form part of the mandated inspection regime. Also, with smaller blocks becoming the norm, adequate protection of adjacent/adjoining property is an ever increasing issue that may also warrant inspection.

It may, however, be considered unnecessary to include an inspection of fire-rated wall systems in single residential buildings.

The impact analysis for Key element 4 as set out below is based on carrying out four inspections per build for every build. It is assumed that if re-inspections are required, the builder will be liable for the associated cost.

Costs and benefits have been based on indicative average problems, avoiding any consideration of unlikely or exaggerated events. The costs have been calculated realistically and the benefits estimated conservatively.

Only direct costs have been included and so there is no inclusion of cost for damage to household items, alternate accommodation costs or other loss or inconvenience likely to be incurred by householders. There is also no cost component for insurance claims or actions to determine liability and impose sanctions where warranted. It has also been assumed that only one type of problem will occur during a build.

The major benefits associated with mandatory inspections are derived from rectifying defects during the build, rather than after completion. The savings from avoided costs have been estimated based on the indicative costs to rectify common types of non-compliance that occur during the critical stages of construction (based on the audit data from the Building Commissioner outlined in Chapter 4 of this CRIS), versus the costs of rectification or remediation of damage five or more years after completion.

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The savings from avoided costs are calculated by deducting inspection costs, rectification costs, and re-inspection costs from the cost to remediate problems five or more years later. Appendix 1 Table C sets out the method used to calculate the estimated avoided cost savings. Appendix 3 provides a full breakdown of how these costs were determined.

It should be noted that estimating the cost savings for avoided rectification costs five or more years after completion is difficult given the multitude of variants that could occur if a non-compliant aspect of building work is not detected immediately and rectified. As already stated, the approach has been conservative but in the worst cases, the benefit would be avoiding personal injury or death.

Overall, the cost benefit analysis indicates that four mandatory inspections would add approximately \$800 to the cost of a build in WA, or \$11 million per annum for the industry. It is estimated that reinspections would occur in 30% of builds initially, equating to \$828,000 per annum, with this cost being borne by the builder.

However, the benefits in avoided costs due to building problems being rectified early is estimated at up to \$5,600 per build, or \$14-27 million per annum for industry.

It is accepted that only those consumers who may otherwise have faced rectification costs will benefit from mandatory inspection. However, the overall costs per build are relatively low (estimated at \$800), and at a community-level this cost may be considered justifiable in comparison to the alternative possible damage and resulting cost. For example, if a roof blows off a house and the entire contents of the home are lost, the cost to replace those contents and repair the associated damage would be significant. Personal injury or death may also occur.

Additionally, if inspections are not done there is no incentive for the industry to improve, and the costs of fixing problems will continue to be borne by consumers.

Summary of cost benefit analysis for Key Element 4

	Cost	Benefit
Consumers	\$800 per build. ¹ Increased costs from rectifications may be passed on by builders in the form of higher project costs.	<ul style="list-style-type: none"> Increased confidence in quality of build. Reduced insurance claims or repair costs for damage resulting from non-compliant work. Estimated financial benefit of up to \$5,600 per build and between \$14 million and \$27 million for industry.²
Industry		
Builders	<ul style="list-style-type: none"> Time to notify and arrange inspections. Lost time and costs if problems need rectification. Rectification costs of \$250 to \$1,360 per affected build, equating to between \$3.1 and \$8.3 million for industry per annum.³ Re-inspection costs of \$200 per inspection to be paid by the builder.⁴ Re-inspections estimated at 30 per cent of builds initially.⁴ This equates to \$828,000 per annum for the industry.⁵ 	<ul style="list-style-type: none"> Increased certainty with respect to the quality of building works. Problems dealt with early and at less cost than later rectification. Potentially lowered insurance costs.

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Certifiers	Nil	Reduced insurance premiums in longer term as risk is reduced.
Government	Nil	Improved compliance with applicable building standards and improved public safety and longevity of buildings.

Assumptions

¹ Four inspections per build, for every build. Costs calculated on likely WA local government costs and benchmarked against Queensland local government costs, and include indirect costs.

² See Appendix 1 Table C. Indicative savings calculated by deducting inspection cost, rectification cost at time of build, and re-inspection cost from rectification cost at 5+ years.

³ See Appendix 1 Table C for indicative costs of rectifying problems at inspection.

⁴ Based on Building and Energy audit data. Variation is 3 per cent to 75 per cent of unsatisfactory work, dependent on what is being inspected. Averaged unsatisfactory rating is 30 per cent.

⁵ Based on 13,800 building commencements in 2018. Source: John Fiocco, October 2018, Final Report to the Minister for Commerce – Security of Payment Reform in the WA Building Industry.

**Questions for consultation**

15. Should mandatory inspections apply to every single residential dwelling build in WA if Option 2 is progressed? If no, please tell us what alternative system could be implemented to ensure adequate assessment of compliance with building standards during the build?
16. Should mandatory inspections for single residential dwellings include all of the four stages proposed? If no, please tell us why.
17. Should there be alternative or additional mandatory inspections to the four proposed stages? If yes, please provide details.
18. Should the Building Act prescribe inspection elements that must be covered in the final inspection? If yes, please outline.
19. Do you agree with the identified costs, benefits and assumptions used in the cost benefit analysis for this Key Element of Option 2? If no, please tell us why.

Key Element 5: Formal process for variations

The intention behind the implementation of a requirement to assess and approve variations is to increase compliance with the NCC while at the same time addressing inconsistent approaches and fees charged across permit authorities.

A formal process would also alleviate issues around product and materials substitution and other variations from approved plans, thereby ensuring that owners are fully aware of variations that occur.

Variations may occur at any time before or during construction. Currently there are no prescribed requirements under the Building Act for dealing with variations. Inconsistent ad hoc arrangements are applied, with permit authorities using different processes and charging different fees (ranging from \$100–\$315) for approving and recording variations to plans, compliance certificates and building permits.

Having no formal requirements for variations means that builders do not always apply for approval, even when significant variations occur during construction. Owners are also typically unaware of variations to the approved plans. Moreover, the integrity of building records for future use is compromised when approval documents do not reflect the as-constructed building.

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Option 2 proposes that the Building Act prescribes a requirement for variations to be recorded on the plans and specifications, the CDC and the building permit. Where a need to materially vary from the plans and specifications is identified, a variation request would be lodged with the certifier, accompanied by a fee.

An additional cost to lodge the amended documentation with the relevant LGA for record keeping would also be included. Copies of the amended documentation would be required to be provided to both the builder and owner.

Summary of cost benefit analysis for Key Element 5

	Cost	Benefit
Consumers	Costs associated with formally approving variations and lodging with LGAs are likely to be passed on to consumers.	<ul style="list-style-type: none"> Increased assurance of compliance with applicable building standards. Reduced likelihood of rectification works.
Industry	Additional costs of preparing variation documents approximately \$455, plus a lodgment fee payable to the LGA of \$120. ¹ Overall, this equates to approximately \$634,800 per annum. ²	Increased consistency in process, and increased assurance that variations comply with applicable building standards.
Government	Lodgment and record keeping for variations will impose a cost on LGAs, but this will be off-set by fees charged by LGAs.	Accurate building records that reflect as-constructed buildings.

Assumptions

¹ Based on 2 hours each for an architect/engineer (\$85/hour) and building surveyor (\$125/hour) and 1 hour for an administrative officer (\$35/hour).

² Based on a survey of seven metropolitan LGAs undertaken by Building and Energy in December 2018, it is assumed that approximately 8 per cent of builds require material variations to plans and specifications. The total-per-annum cost is calculated based on 13,800 commencements in 2018.

**Questions for consultation**

20. Do you support a requirement to apply to the certifier for formal approval of variations to the design made during the build? If no, please tell us why.
21. Should the requirement apply to all variations made, or only those that are identified as involving a material change? Please provide reasons for your answer.
22. Do you agree with the identified costs, benefits and assumptions in the cost benefit analysis for this Key element of Option 2? If not, please tell us why.

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Key Element 6: Record keeping

Under Option 2, the Building Act would provide that within a specified time after the granting, issuing or amending of a building permit; or an inspection certificate; or a certificate of completion, the certifier must provide the relevant LGA with a copy of the permit or certificate and any other relevant documentation, including the CDC and plans and specifications.

LGAs would retain responsibility for storing all records lodged by the certifier. As the cost to the LGA for managing building records will no longer be funded from building approval fees, LGAs would charge lodgment fees that are expected to cover the costs associated with receiving building records and storing them long term.

Summary of cost benefit analysis for Key Element 6

	Cost	Benefit
Consumers	Nil	Assurance that buildings comply with the NCC.
Industry		
Builders	Nil	Confidence that all documentation associated with the building permit is stored safely with the LGA.
Certifiers	Payment of lodgment fees associated with submission of certain documents to LGAs.	Confidence that all documentation associated with the building permit is stored safely with the LGA.
Government	Nil	Comprehensive accurate building records (i.e. variations, performance solutions, inspections).

**Question for consultation**

23. Do you agree with the identified costs and benefits for this Key element of Option 2? If not, please tell us why.

Key Element 7: Enforcement

Option 2 proposes that certifiers would be responsible for enforcing compliance with building plans and applicable building standards during construction, and for ensuring that the builder carries out the rectification work (if any) required following an inspection. If a requirement to rectify non-compliant building work is not complied with, the certifier would be required to refer the matter to the LGA for them to take further enforcement action against the builder (e.g. via a building order and/or other enforcement action).

This recognises that most private practitioners are unlikely to possess the resources, skills or incentive necessary to take enforcement action through to court proceedings. It is also consistent with enforcement frameworks in other Australian jurisdictions that operate a full private certification model.

Certifiers would also be responsible for notifying the Building Commissioner of negligent or incompetent practice by the builder. In such cases, the Building Commissioner would have the responsibility for taking any enforcement action against the builder.

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LGA's would retain responsibility for enforcement of applicable building standards after the notice of completion is issued by the certifier and the building work is complete. LGA's would also continue to have all necessary powers to enforce compliance in relation to dangerous/non-compliant building work.

The auditing of certifiers' professional conduct, and the taking of enforcement action against them in appropriate circumstances, would be the responsibility of the Building Commissioner.

Summary of cost benefit analysis for Key Element 7

	Cost	Benefit
Consumers	Some costs of enforcing compliance likely to be passed on to consumers.	<ul style="list-style-type: none"> Assurance that buildings comply with the NCC. Assurance that certifiers will be regulated in terms of their competence and professional conduct.
Industry		
Builders	Nil	Nil
Certifiers	Small administrative burden associated with issuing a rectification notice and referring cases of non-compliance with a rectification notice or of concerns about the professional conduct of the builder to the LGA or Building Commissioner (as appropriate).	Certainty that responsibility for taking legal action against a builder and disciplinary action for unprofessional conduct by the builder rests with the LGA and Building Commissioner (as appropriate).
Government	<ul style="list-style-type: none"> Cost of enforcement by LGAs is no longer funded from building approval fees. Increased cost for Building Commissioner and Building Services Board in respect of disciplinary action against certifiers - additional cost is estimated to be \$451,200 per annum for carrying out audits of certifiers.¹ Loss of experience in LGAs as building surveyors shift to private sector as certifiers. 	Legal mechanisms will be in place to ensure that builders and certifiers are held to account.

Assumptions

¹ Based on an additional 2.5 full time equivalent building surveyors (including on-costs) to monitor compliance. Private certification involves increased complexity and higher risk.

**Questions for consultation**

24. How should LGAs be funded to carry out enforcement functions? Please explain your answer.
25. Do you agree with the identified costs, benefits and assumptions for this Key Element of Option 2? If not, please tell us why.

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Key Element 8: Increasing registration requirements for building surveyors

The proposal to require building surveyors to demonstrate that they have maintained knowledge of the NCC on renewal of their registration aims to improve compliance with building standards. This proposal would involve building surveyors having to undertake mandatory continuing professional development (CPD). The NCC is a living document and mandatory CPD will assist building surveyors to remain up to date in their knowledge.

Compliance with a prescribed code of conduct for building surveyors would also be required. Any breach of the code of conduct would constitute a disciplinary matter and could lead to action to suspend or cancel a building surveyor's registration.

Summary of cost benefit analysis for Key Element 8

	Cost	Benefit
Consumers	Additional costs for industry may be passed on to consumers via increased fees.	Increased assurance of professional service and better compliance.
Industry	CPD costs estimated at \$1,600,000 pa. ¹	Enhanced knowledge of NCC.
Government	Nil. Costs assumed to be fully offset by charges to industry.	Greater ability to hold practitioners accountable for their professional conduct.

Assumptions

¹ Estimate based on Consumer Protection mandatory CPD for real estate and settlement agents of \$8 million over 5 years.

5.3 Option 3 – Improvements to the current building approvals process

5.3.1 Overview

Option 3 proposes to reform the Building Act to improve the effectiveness of the current system, but retain LGAs as the only authority permitted to perform certain statutory functions for single residential building, including:

- granting a building permit and authorising the commencement of works;
- carrying out mandatory on-site inspections at key stages of the build; and
- enforcing compliance with applicable building standards and building permits.

Under Option 3, the current application processes for both certified and uncertified applications would also be retained. Where relevant, all the key elements outlined in the table below would apply equally to both processes.

To improve compliance with the NCC, Option 3 also incorporates relevant reforms from the Building Confidence Report, namely:

- a requirement that a minimum standard of design documentation, including for performance solutions, must be submitted to clearly demonstrate compliance with the NCC;
- requirements to document verified performance solutions and record them on the CDC;
- requirements to document and approve variations made during the build; and
- mandatory on-site inspections at critical stages of building work.

Set out below in Table 8 is a summary of the proposed reforms that form part of Option 3 for single residential buildings.

Table 8: Proposed reforms under Option 3

Key element	Proposed reform
Stage: Prior to commencement of building	
1. Role and function of the building surveyor and the permit authority	<ul style="list-style-type: none"> • The Building Act would continue to require the relevant permit authority to perform the statutory functions relating to building approval applications. • A registered building surveyor would continue to be responsible for assessing compliance with prescribed building standards and issuing CDCs.
2. Design compliance and documentation	<ul style="list-style-type: none"> • The Building Act would prescribe the minimum standard of design documentation that is required to demonstrate compliance with applicable building standards. This would apply to all design documentation submitted for building approval (e.g. plans and specifications). • The requirements for performance solutions would include a statement of verification for each performance solution used, together with details of the assessment method used to verify that the performance solution complies with the NCC (e.g. modelling, test results, engineer's advice). The owner would also be required to consent in writing to the performance solution. The building surveyor issuing the CDC would be responsible for compliance with these requirements.

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Key element	Proposed reform
	<ul style="list-style-type: none"> The prescribed requirements would be modelled on those in the Director's Specified List under section 20(1)(d) of the <i>Building Act 2016</i> (Tas). ⁷¹ (See page 42 above.) The permit authority would need to be satisfied that the design documentation complies with the documentation requirements. The Building Act would require compliance with the documentation requirements prior to the granting of a building permit.
3. Conflicts of interest	<ul style="list-style-type: none"> LGAs are independent of industry and have a mandate to act in the public interest. Retaining LGAs is a key protection against the conflicts of interest that are inherent in full private certification. It also means that fewer of the safeguards recommended by the Building Confidence Report need to be adopted. Building surveyors contracted for the purpose of carrying out inspections on behalf of permit authorities would be subject to conflict of interest controls and would therefore require the building surveyor to be independent of the builder.
Stage: During the build	
4. Mandatory inspections at key stages	<ul style="list-style-type: none"> The Building Act would prescribe a requirement for on-site inspections to be carried out by the permit authority at certain notified stages to assess compliance with applicable building standards. The following minimum stages would be prescribed: <ul style="list-style-type: none"> o In-situ reinforcement in footing and slabs (stage 1); o frames, including roof construction (stage 2); o fire-rated wall system (stage 3); and o final post-completion of all work (stage 4). The permit authority would have the power to specify additional inspections at the time of granting the building permit. For example, additional inspections could be required for work that incorporates a performance solution. If, following an inspection, the permit authority deems that work is not of a satisfactory standard (i.e. does not meet applicable building standards), or is inconsistent with the building permit, the permit authority would require the building work and/or the rectification work to stop.
5. Documenting variations	<ul style="list-style-type: none"> Where a need to materially vary from the plans and specifications is identified, the Building Act would expressly require the owner or their agent (i.e. the builder) to apply to the permit authority for an amended building permit. The building surveyor who issued the CDC would be required to amend the CDC accordingly and clearly detail how the variations comply with applicable building standards.

⁷¹ https://www.cbos.tas.gov.au/data/assets/pdf_file/0017/405017/Directors-determination-Directors-Specified-List-Sep-2017.pdf.

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Key element	Proposed reform
	<ul style="list-style-type: none"> The amended CDC would need to be lodged with an application for a variation to the permit authority. The application would be required to have the written approval of the owner. An approved variation would involve the permit authority documenting the variation and amending the original building permit (which may include conditions). Copies of the amended documentation detailing the variation would be required to be provided to the owner and the builder.
Stage: Post-completion	
6. Record keeping	<ul style="list-style-type: none"> The LGA in whose geographic boundary the building is to be situated would continue to be responsible for record keeping, including building permit records, plans and specifications for proposed buildings, and records of existing buildings.
7. Enforcement	<ul style="list-style-type: none"> Permit authorities would continue to be responsible for enforcement of applicable building standards during the build and throughout the life of the building. The permit authority would undertake inspections, carry out investigations of suspected non-compliance with Building Act requirements and building standards, and, where appropriate, would enforce these requirements through building notices and orders, infringement notices or prosecutions. To ensure the integrity of the building approval system, audits of certifiers would continue to be the responsibility of the Building Commissioner.

5.3.2 Overall impact analysis for Option 3

Efficiency

This reform option minimally addresses some of the *efficiency* problems with the current building approvals process, and the inclusion of detailed design documentation standards, including for performance solutions and variations from approved plans, would reduce inconsistencies to some degree.

However, the main causes for the reported delays in obtaining building approvals under the current system would be more difficult to address under Option 3. Likewise, the problems associated with incomplete applications and inconsistencies in processes across LGAs would also be unlikely to be addressed.

In relation to the issues currently being experienced in relation to compliance with planning requirements, it would be possible under Option 3 to require evidence of planning compliance before a building permit application is assessed, but this would not need to be an essential component of Option 3.

The area where Option 3 does present an opportunity to improve efficiency in the building permit process is in investigating the feasibility of introducing a fast-track approvals process that might reduce the certified application timeframe. Retaining LGA's in the building approval process provides the opportunity to consider a process that allows a building permit to be granted for a certified application prior to all "non-critical" Building Act requirements for a building permit application being met, possibly within a reduced timeframe of between 2 to 5 days. Construction could not commence

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until a building permit is granted by the LGA, and any prescribed "non-critical" requirements would need to be satisfied within a prescribed time after the building work starts.

To qualify for fast-track approval, a building permit application would firstly be required to be accompanied by evidence of planning compliance issued by the relevant local government. Other considerations for determining whether there is sufficient detail in the documentation provided to support the granting of a fast-track approval would be prescribed by the Building Regulations. In practice, this would likely be a general requirement that the application is sufficiently complete and accurate.

In order to ensure any "non-critical" elements are met, a condition(s) might be attached to such building permits to require these elements to be satisfied by a prescribed time.

Formalising such a process would require minimal legislative change and would result in little disruption to the industry. It also has the potential to reduce the timeframe for commencing building work. However, it does rely on stakeholders being able to agree on the key conditions for fast-tracking and this would require extensive consultation to ensure the essential Building Act requirements are met prior to the LGA granting a building permit



Questions for consultation

26. Question 3 of this CRIS seeks comment on verifying planning compliance. Please tell us if you support a requirement to submit evidence of planning compliance with a building permit application as part of Option 3, and why?
27. Is there merit in exploring a fast-track approval process such as that described above?
28. If you answered yes to Question 27, what do you consider to be the key conditions that would need to be met in order to allow construction to commence? Are these key conditions able to be clearly defined?
29. Please provide any suggestions for an alternative fast-track process that could be considered.

Effectiveness

It is expected that Option 3 would improve the *effectiveness* of the building approvals system by increasing the level of compliance with building standards, thereby improving the quality of residential buildings in Western Australia.

Improvements to the quality of buildings would be achieved by:

- reducing the risk of error, and increasing compliance, through improved design and performance solution documentation available to builders and regulators;
- the implementation of a formal process for documenting variations to approved plans where required; and
- independent mandatory inspections at various stages during the build.

Compared to Option 2, Option 3 presents less of a cultural shift for the building industry as it would retain the essential elements that have always been present in the WA building approvals system.

Moreover, Option 3 would involve less legislative and procedural change than Option 2, meaning minimal industry disruption, and minimal cost and time to transition to the new system.

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Implementing Option 3 in preference to Option 2 would also avoid any problems associated with conflicts of interest, by retaining local government as the independent authoriser and inspector of building work.

Under the current system, WA building surveyors have been limited in their role, with no legislated on-site responsibilities. It is further noted that building surveyors are an ageing workforce and there are concerns around future supply shortages. Mandatory inspection of building work would facilitate training and skills development through LGAs, and has the potential to attract more entrants into the profession and ease the anticipated future shortage.

Option 3 may also limit the risk associated with any tightening of the professional indemnity insurance (PII) market. A model that does not involve the private sector being responsible for granting building approvals and enforcing building standards means that pressures on obtaining PII should be reduced. However, nationwide trends in PII insurance will continue to impact the availability and cost of insurance in WA.

5.3.3 Cost benefit analysis

Set out on the following pages is a cost benefit analysis for those key elements of Option 3 that were able to be costed. A complete summary of the cost benefit analysis can be found at Appendix 2 of this CRIS.

The cost benefit analyses use a combination of quantitative and qualitative factors to measure the likely impact of Option 3 on the three major affected stakeholder groups, those being consumers, industry and government.

As with Option 2, a range of assumptions has been relied upon to prepare the cost benefit analysis. Feedback on these assumptions has been sought under Option 2.

Each cost benefit analysis assesses all costs and benefits to the extent possible. However, it is important to note that as the full value of benefits for most of the changes proposed under Option 3 has been impossible to calculate, estimated costs have been balanced against the benefits of mandatory inspections.

Overall, the results indicate that the annual cost of implementing the improvements included in Option 3 would be likely to be between \$22 million and \$28 million.

The benefit from avoided costs (i.e. the costs of having to rectify non-compliant buildings) is estimated to be between \$14 million and \$27 million a year. This is the same as for Option 2.

The average cost per build under Option 3 is estimated to be between \$1,600 and \$2,000 across all buildings. This compares to between \$1,900 and \$2,200 under Option 2. Although not every individual owner will benefit, the costs can be justified on a community level due to the expected overall improvement in the standard of buildings and the potential reduction in life safety dangers that arise from non-compliant buildings.



Questions for consultation

30. Do you support Option 3? Please give reasons for your answer.

31. Are there elements of Option 3 that you do not support? If so, which elements and why?

Key Element 2: Design compliance and documentation

Option 3 proposes that designers be responsible for preparing design documentation to a minimum standard of detail. Design documentation submitted for building approval would be checked against the legislated requirements, same as for Option 2.

The impact analysis for this key element is the same as that outlined under Option 2. Please refer back to [Key Element 2](#) – Design compliance and documentation in Option 2.

Satisfactory compliance with the legislated design documentation standards would need to be demonstrated before a permit authority could grant a building permit.

**Question for consultation**

32. Under Option 3, do you support the proposal that compliance with minimum standards for design documentation should be required prior to the granting of a building permit? If no, please tell us why.

Key Element 4: Mandatory inspections

Option 3 proposes that the Building Act be amended to prescribe a requirement for on-site inspections to be carried out at a minimum of four stages. Those stages would be:

1. Footing and slabs (stage 1);
2. Frames, including roof construction (stage 2);
3. Fire-rated wall system (stage 3); and
4. Final completion of all works under the building permit (stage 4).

The major benefits associated with mandatory inspections are derived from rectifying defects identified during the build, rather than five or more years after completion.

The impact analysis for implementing this key element is the same as that outlined under Option 2. Please refer back to [Key Element 4](#) – Mandatory Inspections in Option 2.

Under Option 3, the responsibility for carrying out the inspections would rest with the permit authority. The inspections would be expected to be carried out by an agent or employee of the permit authority.

Permit authority responsibility for inspections mitigates conflict of interest concerns and ensures state-wide coverage, while at the same time facilitating the retention of critical experience in building control.

For the purposes of the cost benefit analysis, the most costly one-size-fits-all inspection regime has been assumed; that being four inspections per build for all builds. The additional costs associated with imposing mandatory inspections could be reduced under Option 3 by requiring inspections to be carried out on a percentage of builds rather than on all builds.

This would be similar to the system that operates in South Australia, which has a regime whereby councils carry out inspections on 66% of building approvals for any construction involving roof framing. Under this system, every builder must notify the council at mandatory notification stages, and the council then determines in accordance with an inspection policy whether or not to conduct an inspection.

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**Questions for consultation**

33. If Option 3 is adopted, should mandatory inspections apply to every single residential dwelling build in WA, or a sample of builds? Please provide reasons for your answer.
34. If a sample of builds is preferred, how should the sample be selected?

Key Element 5: Formal Process for Variations

Option 3 proposes that the Building Act would prescribe a requirement for variations to be recorded on the plans and specifications, as well as on the CDC and the building permit. Where a need to materially vary from the plans and specifications is identified, an application for a variation would be lodged with the permit authority, accompanied by a fee. Copies of the amended documentation would also need to be provided to both the builder and owner.

The impact analysis for implementing this key element is the same as that outlined under Option 2, except that it would not include a lodgment fee of \$120 for lodging records with the LGA. Please refer back to [Key Element 5](#) – Formal Process for Variations in Option 2.

**Questions for consultation**

35. Do you support a requirement that variations to the design made during the build must be submitted to the permit authority for formal approval? If no, please tell us why.

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5.4 Comparison of options

Table 9 below compares Options 2 and 3 against the baseline of Option 1.

Table 9: Options comparison

Key elements	Option 1 Business as usual	Option 2 Full private certification	Option 3 Improvements to current approval process
Permit authorities/certifiers	<ul style="list-style-type: none"> LGAs appointed as permit authorities (PAs). 	<ul style="list-style-type: none"> Private building surveyors operate as certifiers. LGAs can choose to compete for single residential building work anywhere in the state, or opt out. 	<ul style="list-style-type: none"> No change from Option 1.
Building approval applications	<ul style="list-style-type: none"> Planning compliance confirmed by PA during building permit assessment. Voluntary verification of planning compliance offered by some LGAs. 	<ul style="list-style-type: none"> Mandatory verification of planning compliance submitted with a building permit application (i.e. development approval or a 'deemed to comply' check for single houses). 	<ul style="list-style-type: none"> No change from Option 1. Where evidence of planning compliance is submitted with a building application, a fast-track approval process could apply (if implemented).
	<ul style="list-style-type: none"> PAs assess applications against Act requirements and (where appropriate) grant building permits. 	<ul style="list-style-type: none"> Certifiers assess applications against Act requirements and (where appropriate) grant building permits. Requirements for certifiers to lodge approval documentation with relevant LGA. 	<ul style="list-style-type: none"> No change from Option 1.
Design compliance and documentation	<ul style="list-style-type: none"> No design documentation requirements. Regulation requirements for performance solutions are minimal and not consistently enforced. 	<ul style="list-style-type: none"> Minimum standard of design documentation prescribed. Designers become responsible for complying with minimum standard of documentation requirements/processes. Requirements introduced for performance solution documentation and processes. Certifier to assess design/performance solution documentation against prescribed requirements. Certifier to be satisfied documentation complies with prescribed requirements prior to granting building permit. 	<ul style="list-style-type: none"> Minimum standard of design documentation prescribed. Designers become responsible for complying with minimum standard of documentation requirements/processes. Requirements introduced for performance solution documentation and processes. Building surveyor issuing CDC must document performance solutions in CDC. PA to be satisfied documentation complies with prescribed requirements prior to granting building permit.

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Key elements	Option 1 Business as usual	Option 2 Full private certification	Option 3 Improvements to current approval process
	<ul style="list-style-type: none"> Certificate of design compliance issued by registered building surveyor (can be privately engaged or work for permit authority). 	<ul style="list-style-type: none"> Certificate of design compliance issued by certifier. 	<ul style="list-style-type: none"> No change from Option 1.
Conflicts of interest	<ul style="list-style-type: none"> Minimal conflict of interest controls. 	<ul style="list-style-type: none"> Strengthened conflict of interest controls. 	<ul style="list-style-type: none"> Strongest conflict of interest controls.
Mandatory inspections of building work	<ul style="list-style-type: none"> PA may inspect building work. 	<ul style="list-style-type: none"> Mandatory inspections of building work at prescribed stages carried out by certifiers. 	<ul style="list-style-type: none"> Mandatory inspections of building work at prescribed stages carried out by PA.
Process for variations	<ul style="list-style-type: none"> Informal process for amending building permit is available but inconsistently applied. 	<ul style="list-style-type: none"> Requirement to apply to vary from approved design documentation. Process for certifier to assess and approve variations during construction, amend building approval documentation, provide amended documentation to builder and owner. Certifier required to lodge amended documentation with LGA. 	<ul style="list-style-type: none"> Requirement to apply to vary from approved design documentation. Process for PA to assess and approve variations during construction, amend building approval documentation, provide amended documentation to builder and owner.
Enforcement	<ul style="list-style-type: none"> PA responsible for enforcing compliance with building permits/standards, including any rectification work. PA responsible for all enforcement action, including prosecutions. Building Commissioner responsible for dealing with negligent or incompetent practice. 	<ul style="list-style-type: none"> Certifiers enforce compliance with building plans/building standards during construction, including any rectification work. Mandatory reporting by certifiers to relevant government authority for: <ul style="list-style-type: none"> non-compliance requiring further enforcement action; and negligent or incompetent practice. LGA responsible for further enforcement actions, including prosecutions. Building Commissioner responsible for dealing with negligent or incompetent practice. 	<ul style="list-style-type: none"> Permit authority is responsible for enforcing compliance with mandatory inspections.

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Key elements	Option 1 Business as usual	Option 2 Full private certification	Option 3 Improvements to current approval process
Record keeping	<ul style="list-style-type: none"> LGA responsible for maintaining building records. 	<ul style="list-style-type: none"> LGA responsible for maintaining building records. Certifier responsible for lodging all building approval documentation with the LGA within a specified time. 	<ul style="list-style-type: none"> No change from Option 1.
Registration requirements (building surveyors)	<ul style="list-style-type: none"> No CPD requirements. No code of conduct. 	<ul style="list-style-type: none"> Mandatory CPD requirements for registered building surveyors. Code of conduct for certifiers. 	<ul style="list-style-type: none"> No change from Option 1.

5.4.1 Summary of key impacts of Options 2 and 3

Below is a summary of the comparative costs and benefits of Option 2 and Option 3.

	Costs	Benefits	Comments
Option 2 – Full private certification			
Total per year across the industry	\$26–\$31M	\$14–\$27M	Significant disruption, risk, and time to implement
Average cost per build	\$1,900–\$2,200	Up to \$5,600 for <u>affected</u> buildings	
Option 3 – Improvements to current building approvals process			
Total per year across the industry	\$22–\$28M	\$14–\$27M	Moderate disruption, risk, and time to implement
Average cost per build	\$1,600–\$2,000	Up to \$5,600 for <u>affected</u> buildings	

5.4.2 Concluding remarks

The cost benefit analyses set out in this CRIS indicate that costs will increase for both Option 2 and Option 3 and that both options will improve the quality of building.

However, Option 3 would cost somewhat less and would involve significantly less disruption and risk than introducing the full private certification model in Option 2.

It is also important to note that removing LGAs from the building approvals process (as per Option 2) would be a major structural change that would be likely to result in most qualified building staff moving to the private sector where ongoing livelihood is dependent on the market. This would leave LGAs with considerably reduced capacity for dealing with building problems once building work is complete.

It is also often problematic for the private sector to meet demand in more remote areas of the state in a timely and cost effective manner.

APPENDIX 1 – Cost benefit summary full private certification

Table A: Cost benefit summary for full private certification for single residential dwellings

	Status quo		Full private certification	
	Cost	Benefit	Cost	Benefit
Consumers				
			Costs will increase as new and additional costs are passed on via fees. Estimate \$1900 - \$2200 per build. ⁷²	Increased confidence in quality of build. Reduced insurance claims or repair costs for damage resulting from non-compliant work. Estimated up to \$5600 for affected buildings. ⁷³
Industry – Private certifiers				
Improved documentation for <ul style="list-style-type: none"> plans performance solutions 	Building and Energy audits show current documentation contributes to buildings being non-compliant with NCC		Approx. \$455 ⁷⁴ each for documentation of plans and performance solutions. Approx. \$6.279 million pa. ⁷⁵	Removes need to cross reference with standards as all information will be contained in plans. Improved compliance with NCC and reduced rectification costs for builders. Reduced likelihood of claims on PII for certifiers.
Formal variation process	Differing processes and costs across LGs. Fees range from \$100 - \$315.		Cost increase will be for additional documentation of the proposed variation – approx. \$455 ⁷⁶ - and a lodgement fee with the LG – approx. \$120. Approx. \$634,800 per annum for the industry. ⁷⁷	Increased consistency in processes and increased assurance that variations comply with NCC.

⁷² This estimated cost per build has been calculated by adding all of the costs that have been estimated for the proposed elements of full private certification.

⁷³ The estimated savings are based on mandatory inspections. There are also likely to be savings from other measures such as improved documentation but these have not been able to be estimated.

⁷⁴ Based on 2 hours each for an architect/engineer (\$85/hour) and building surveyor (\$125/hour) and 1 hour for an administrative officer (\$35/hour).

⁷⁵ Annual cost based on 13,800 building commencements in 2018.

⁷⁶ Based on 2 hours each for an architect/engineer (\$85/hour) and building surveyor (\$125/hour) and 1 hour for an administrative officer (\$35/hour).

⁷⁷ Based on a survey of seven metropolitan LGAs done by Building and Energy in December 2018, it is assumed that approximately 8% of builds require material variations to plans and specifications. Based on this 8% of variations required, total per annum cost calculated by reference to 13,800 commencements in 2018.

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	Status quo		Full private certification	
	Cost	Benefit	Cost	Benefit
Inspections				Reduced insurance premiums in longer term as risk is reduced.
Professional indemnity insurance	Increasing cost. WA certifiers are charged the same premiums as interstate certifiers although they cannot issue building permits. Nationally premiums are increasing and there is a trend to place exclusions on coverage due to the insurance sector's response to building cladding liabilities.		Increasing cost. ⁷⁸ Potential loss of cover if insurers place exclusions in policies.	
Industry – Builders				
Building approval fees		Fee regulated. <i>Certified application (residential)</i> 0.19% of value of build. \$570 based on value of \$300,000 ⁷⁹ . <i>Uncertified application (residential)</i> 0.32% of value of build. \$960 based on value of \$300,000.	Average fee \$1620. ⁸⁰ Approx. \$660 increase on uncertified application. Lodgement fee with LG ⁸¹ \$120 per build and \$1,656,000 pa for industry.	Choice over which certifier(s) are used. Will reduce some variability for builders.

⁷⁸ Insurance broker source estimates premiums have risen from approximately below 1% of fee income prior to 2018 to 2% of fee income in 2018. For businesses with \$5million cover the average premium for fee income of \$500K - \$1M pa has risen from \$7,137 to \$8,925; for fee income of \$1M - \$3M pa from \$15,905 to \$22,649.

⁷⁹ Median cost of single residential dwelling. Sources: Master Builders Association "Building costs": <https://www.mbawa.com/building-costs/>
Housing Industry Association "How much does it cost to building a house?" <https://www.realestate.com.au/advice/how-much-does-it-cost-to-build-a-house/>.

⁸⁰ Refer to Table B.

⁸¹ Lodgement fee estimated at \$120 for 13,800 builds during 2018.

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	Status quo		Full private certification	
	Cost	Benefit	Cost	Benefit
Inspections			<p>Approx. \$11 million pa or \$800 per build.⁸²</p> <p>Time to notify and arrange inspections.</p> <p>Lost time and costs if problems need rectification.</p> <p>Rectification costs⁸³:</p> <ul style="list-style-type: none"> • \$250-1,360 per affected build • \$3.1-8.3M for industry. <p>Reinspection costs to be paid by builder - \$200⁸⁴ per inspection.</p> <p>Reinspections estimated at 30% of builds initially.⁸⁵ This equates to \$828,000 per annum for the industry.⁸⁶</p>	<p>Increased certainty and problems dealt with early and at less cost than later rectification.</p> <p>Potentially lowered insurance costs.</p> <p>Indicative savings⁸⁷ are:</p> <ul style="list-style-type: none"> • \$0-5,600 per build for affected buildings. • \$14-27M for industry.
Government – Department of Mines, Industry Regulation and Safety				
CPD system			New cost - \$1,600,000 pa. ⁸⁸	
Certifier audits			Additional cost - \$451,200. ⁸⁹	
Government – Local government				

⁸² Four inspections per build, for every build. If reinspections required the builder to be liable. Costs calculated on likely WA local government costs and benchmarked against Queensland local government costs and include indirect costs.

⁸³ See Table C for indicative costs of rectifying problems at inspection.

⁸⁴ Cost based on 4 inspections per build for every build. Costs calculated on likely WA local government costs and benchmarked against Queensland local government costs and include indirect costs.

⁸⁵ Based on Building and Energy Division audit data. Variation is 3-75% of unsatisfactory work dependent on what is being inspected. Averaged unsatisfactory rating is 30%.

⁸⁶ Based on 13,800 building commencements in 2018. Source: John Fiocco, October 2018, Final Report to the Minister for Commerce – Security of Payment Reform in the WA Building Industry.

⁸⁷ See Table C. Indicative savings calculated by deducting inspection cost, rectification cost at time of build and reinspection cost from rectification cost at 5+ years.

⁸⁸ Based on Consumer Protection mandatory CPD for real estate and settlement agents of \$8 million over 5 years.

⁸⁹ Based on an additional 2.5 FTE building surveyors including on costs. Private certification involves increased complexity and higher risk.

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	Status quo		Full private certification	
	Cost	Benefit	Cost	Benefit
		Regulated roles and income.	Reduced income for enforcement as no longer issue building permits. Lodgement fees will offset record keeping costs. Loss of expertise as people move to the private sector.	Improved building compliance reduces need for enforcement.
Government – SAT				
Additional appeals			Extra cost – probably marginal increase in work.	
Government – Court				
Additional prosecutions			Extra cost – probably marginal increase in work.	
Government – Insurance Commission				
			Extra cost as insurer of last resort where PI insurance not available.	
Government – Reputation				
	Some volume home builder complaints. Local Government concerns that building approval income is inadequate to cover costs of obligations.	Local Government has community trust.	Public loss of confidence if the private system fails in a major way leading to negative impact on the building industry. Consumer complaints if build quality not adequately monitored. Builder complaints if private certification does not contain costs. Local Government complaints if role and costs not adequately addressed.	Improved build quality.

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Table B: Building permit application fees for residential construction – Assuming \$300,000 value of building work

Location	Fee
Western Australia	\$960 - uncertified application
Victoria	
Murrindi Shire	\$1,689
Private certifier	Up to \$2,000
Alpine Shire Council	\$1,172
New South Wales	
City of Botany Bay	\$1,067
Penrith City Council	\$1,545
City of Sydney	\$1,199
Queensland	
Redland City	'typical house' \$1,293
Private Certifier Redland City	'typical house' \$2,100
Lockyer Valley Regional Council	\$1,859
Australian Capital Territory	
ACT Government	\$2,257
AVERAGE FEE (rounded)	\$1,620

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Table C: Indicative costs to rectify/remediate most likely damages at critical stages of construction – single dwellings

Proposed inspection stage	Scenario	Frequency (B&E audits – unsatisfactory elements)	Indicative cost to rectify or remediate			Savings (\$)*
			No. of single dwellings	At construction (\$)	At completion (5+ yrs) (\$)	
Footing Inspection	<i>Assumption: affected area 10m²</i> Incorrect/insufficient sand pad and poor compaction of soil (10m ²)	34%	1	1,360	5,875	4,115
			13,800**	8,257,920	27,565,500	19,307,580
Fire rated walls	No assessment of costs due to high rate of compliance.	10%	N/A	N/A	N/A	
Roof framing inspection	Omission of the tie-down straps on a timber framed roof that has a sheet metal roof, located in a wind zone that requires a roof tie – down system. (Assumption: 50% of total floor area of 228m ² for the purpose of estimating costs).	Timber roof framing 35% Roof tie down 35%	1	250	6,250	5,600
			13,800	3,139,500	30,187,500	27,048,000
Completion/ final	Constructed in a BAL-12.5 and not meet all bushfire construction requirements rectification work to one bed room (9.6m ²)	46%#	1	1,100	1,500	0
	The plasterboard lined ceilings have been installed with an inadequate amount and size of adhesive daubs (9.6m ²)	35%	1	315	3,700	2,985
			13,800	3,453,450	17,871,000	14,417,550
Waterproofing	One bathroom (6m ²)	42%	1	10,400	15,000	4,000
			13,800	62,625,780	86,940,000	24,314,220

*Cost at 5+ years – (cost at construction + \$400 – [inspection and reinspection fees]). Costs GST not included.

**Single dwelling commencements in WA in 2018 (approximately). Source: ABS, BIS Oxford Economics.

#Based upon General Inspection 3 - bushfire building compliance site inspection AS 3959. Construction compliance rate over all BALS.

REFER TO APPENDIX 3 FOR A FULL BREAKDOWN OF HOW COSTS WERE DETERMINED

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APPENDIX 2 – Cost benefit summary improvements to current system**Table A: Cost benefit: improvements to the current building approvals process for single residential dwellings⁹⁰**

		Status quo		Improvement to current system	
		Cost	Benefit	Cost	Benefit
Consumers					
				Costs will increase as new and additional costs are passed on via fees. Estimate \$1600 - \$2000 per build. ⁹¹	Increased confidence in quality of build. Reduced insurance claims or repair costs for damage resulting from non-compliant work. Estimated up to \$5600 for affected buildings. ⁹²
Industry – Building surveyors					
Improved documentation for <ul style="list-style-type: none"> plans performance solutions 	Building and Energy audits show current documentation contributes to buildings being non-compliant with NCC			Approx. \$455 ⁹³ each for documentation of plans and performance solutions. Approx. \$6.279 million pa. ⁹⁴	Removes need to cross reference with standards as all information will be contained in plans. Improved compliance with NCC and reduced rectification costs for builders. Reduced likelihood of claims on PII for certifiers.
Formal variation process	Differing processes and costs across LGs. Fees range from \$100 - \$315.			Cost increase will be for additional documentation of the	Increased consistency in processes and increased assurance that variations comply with NCC.

⁹⁰ Recommendations made by the Building Confidence Report that involve minimal cost have not been included – codes of conduct for building surveyors, enhanced supervisory powers and mandatory reporting obligations for private certifiers.

⁹¹ This estimated cost per build has been calculated by adding all of the costs that have been estimated for the proposed elements of improvements to the current building approvals process.

⁹² This estimated savings has only been calculated from mandatory inspections. There are also likely to be savings from other measures such as improved documentation but these have not been able to be estimated.

⁹³ Based on 2 hours each for an architect/engineer (\$85/hour) and building surveyor (\$125/hour) and 1 hour for an administrative officer (\$35/hour).

⁹⁴ Annual cost based on 13,800 building commencements in 2018.

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	Status quo		Improvement to current system	
	Cost	Benefit	Cost	Benefit
			proposed variation – approx. \$455 ⁹⁵ . Approx. \$634,800 per annum for the industry. ⁹⁶	
Inspections				Reduced insurance premiums in longer term as risk is reduced.
Professional indemnity insurance	Increasing cost. WA certifiers are charged the same premiums as interstate certifiers although they cannot issue building permits. Nationally premiums are increasing and there is a trend to place exclusions on coverage due to the insurance sector's response to building cladding liabilities.		Increasing cost. ⁹⁷ Potential loss of cover if insurers place exclusions in policies.	Risks are limited under this option by retaining LGA to issue building permits.
Industry – Builders				
Building approval fees		Fee regulated. <i>Certified application (residential)</i> 0.19% of value of build.	Average fee \$1620. ⁹⁹ Approx \$660 increase on uncertified application.	Choice over which certifier(s) are used. Will reduce some variability for builders.

⁹⁵ Based on 2 hours each for an architect/engineer (\$85/hour) and building surveyor (\$125/hour) and 1 hour for an administrative officer (\$35/hour).

⁹⁶ Based on a survey of seven metropolitan LGAs done by Building and Energy in December 2018, it is assumed that approximately 8% of builds require material variations to plans and specifications. Based on this 8% of variations required, total per annum cost calculated by reference to 13,800 commencements in 2018.

⁹⁷ Insurance broker source estimates premiums have risen from approximately below 1% of fee income prior to 2018 to 2% of fee income in 2018. For businesses with \$5million cover the average premium for fee income of \$500K - \$1M pa has risen from \$7,137 to \$8,925; for fee income of \$1M - \$3M pa from \$15,905 to \$22,649.

⁹⁹ Refer to Table B.

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	Status quo		Improvement to current system	
	Cost	Benefit	Cost	Benefit
		\$570 based on value of \$300,000. ⁹⁸ <i>Uncertified application (residential)</i> 0.32% of value of build. \$960 based on value of \$300,000.	Lodgement fee with LG ¹⁰⁰ \$120 per build and \$1,656,000 pa for industry.	
Inspections			<p>Approx. \$11 million pa or 800 per build.¹⁰¹</p> <p>Time to notify and arrange inspections.</p> <p>Lost time and costs if problems need rectification.</p> <p>Rectification costs¹⁰²:</p> <ul style="list-style-type: none"> \$250-1,360 per affected build <p>\$3.1-8.3M for industry.</p> <p>Reinspection costs to be paid by builder - \$200¹⁰³ per inspection.</p> <p>Reinspections estimated at 30% of builds initially.¹⁰⁴ This</p>	<p>Increased certainty and problems dealt with early and at less cost than later rectification.</p> <p>Potentially lowered insurance costs.</p> <p>Indicative savings¹⁰⁶ are:</p> <ul style="list-style-type: none"> \$0-5,600 per build for affected buildings. \$14-27M for industry.

⁹⁸ Median cost of single residential dwelling. Sources: Master Builders Association "Building costs": <https://www.mbawa.com/building-costs/>
Housing Industry Association "How much does it cost to building a house?" <https://www.realestate.com.au/advice/how-much-does-it-cost-to-build-a-house/>

¹⁰⁰ Lodgement fee estimated at \$120 for 13,800 builds during 2018.

¹⁰¹ Four inspections per build, for every build. If reinspections required the builder to be liable. Costs calculated on likely WA local government costs and benchmarked against Queensland local government costs and include indirect costs.

¹⁰² See Table C for indicative costs of rectifying problems at inspection.

¹⁰³ Cost based on 4 inspections per build for every build. Costs calculated on likely WA local government costs and benchmarked against Queensland local government costs and include indirect costs.

¹⁰⁴ Based on Building and Energy Division audit data. Variation is 3-75% of unsatisfactory work dependent on what is being inspected. Averaged unsatisfactory rating is 30%.

¹⁰⁶ See Table C. Indicative savings calculated by deducting inspection cost, rectification cost at time of build and reinspection cost from rectification cost at 5+ years.

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	Status quo		Improvement to current system	
	Cost	Benefit	Cost	Benefit
			equates to \$828,000 per annum for the industry. ¹⁰⁵	
Government – Department of Mines, Industry Regulation and Safety				
CPD system			New cost - \$1,600,000 pa. ¹⁰⁷	
Building surveyor audits			Additional cost - \$451,200. ¹⁰⁸	
Government – Local government				
		Regulated roles and income.	Possible increase in expertise with enhanced role (i.e. inspections). Facilitate training and upskilling of building surveyors.	Improved building compliance reduces need for enforcement.
Government – Insurance Commission				
			Extra cost as insurer of last resort where PI insurance not available.	
Government – Reputation				
	Some volume home builder complaints. Local Government concerns that building approval income is inadequate to cover costs of obligations.	Local Government has community trust.	Volume home building sector loss of confidence if the private system is not introduced.	Improved build quality. Local government sector support and goodwill.

¹⁰⁵ Based on 13,800 building commencements in 2018. Source: John Fiocco, October 2018, Final Report to the Minister for Commerce – Security of Payment Reform in the WA Building Industry.

¹⁰⁷ Based on Consumer Protection mandatory CPD for real estate and settlement agents of \$8 million over 5 years.

¹⁰⁸ Based on an additional 2.5 FTE building surveyors including on costs.

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Table B: Building permit application fees for residential construction – Assuming \$300,000 value of building work

Location	Fee
Western Australia	\$960 - uncertified application
Victoria	
Murrindi Shire	\$1,689
Private certifier	Up to \$2,000
Alpine Shire Council	\$1,172
New South Wales	
City of Botany Bay	\$1,067
Penrith City Council	\$1,545
City of Sydney	\$1,199
Queensland	
Redland City	'typical house' \$1,293
Private Certifier Redland City	'typical house' \$2,100
Lockyer Valley Regional Council	\$1,859
Australian Capital Territory	
ACT Government	\$2,257
AVERAGE FEE (rounded)	\$1,620

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Table C: Indicative costs to rectify/remediate most likely damages at critical stages of construction – single dwellings

Proposed inspection stage	Scenario	Frequency (B&E audits – unsatisfactory elements)	Indicative cost to rectify or remediate			Savings (\$)*
			No. of single dwellings	At construction (\$)	At completion (5+ yrs) (\$)	
Footing Inspection	<i>Assumption: affected area 10m²</i> Incorrect/insufficient sand pad and poor compaction of soil (10m ²)	34%	1	1,360	5,875	4,115
			13,800**	8,257,920	27,565,500	19,307,580
Fire rated walls	No assessment of costs due to high rate of compliance.	10%	N/A	N/A	N/A	
Roof framing inspection	Omission of the tie-down straps on a timber framed roof that has a sheet metal roof, located in a wind zone that requires a roof tie – down system. (Assumption: 50% of total floor area of 228m ² for the purpose of estimating costs).	Timber roof framing 35% Roof tie down 35%	1	250	6,250	5,600
			13,800	3,139,500	30,187,500	27,048,000
Completion/ final	Constructed in a BAL-12.5 and not meet all bushfire construction requirements rectification work to one bed room (9.6m ²)	46%#	1	1,100	1,500	0
	The plasterboard lined ceilings have been installed with an inadequate amount and size of adhesive daubs (9.6m ²)	35%	1	315	3,700	2,985
			13,800	3,453,450	17,871,000	14,417,550
Waterproofing	One bathroom (6m ²)	42%	1	10,400	15,000	4,000
			13,800	62,625,780	86,940,000	24,314,220

*Cost at 5+ years – (cost at construction + \$400 – [inspection and reinspection fees]). Costs GST not included.

**Single dwelling commencements in WA in 2018 (approximately). Source: ABS, BIS Oxford Economics.

#Based upon General Inspection 3 - bushfire building compliance site inspection AS 3959. Construction compliance rate over all BALS.

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APPENDIX 3 – Indicative cost assessment inspection stages

Estimated costs to rectify/remediate problems at critical stages of construction – Single dwellings

Key assumptions:

1. All other factors or elements in regards to the scenario are fixed (e.g. accessibility to the site, particular area is only affected by the scenario for the purpose of estimating costs, etc.)
2. Double brick house of approximately floor area of 228m². Construction materials and methods:
 - (I) Soil – sand;
 - (II) Timber framed roof that has a sheet metal roof, located in a wind zone;
 - (III) Bushfire construction requirements BAL 12.5; and
 - (IV) Plasterboard lined ceilings.
3. Intangible costs have not been included in the estimates, such as relocating occupants, loss of service for the occupants, physical and mental stress and health matters, rent, mortgage payments and legal and other expenses.
4. All costs exclude GST. The floor plan is referred to in the costings to indicate the extent of damage or remediation required.
5. The remediation costs for the lack of adhesive daubs to the plasterboard lined ceilings are based upon this defect being identified prior to the completion of the internal painting.



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Foundation footing and slab mandatory inspection stage costings**Scenario 1: Incorrect/insufficient sand pad and poor compaction of soil****Minor damages****At construction – Footing stage prior to concrete being poured**

Localised damage to foundation material (does not achieve suitable compaction) to perimeter footing(s) area. Likely resulting in slight movement to substructure

Rectification/remedial repair method

- Remove reinforcement, plastic, services to slab and footing areas
- Determine/remedy cause of compaction failure
- Stabilise foundation material by compaction
- Test compaction of soil under footing and slab
- Excavate/repair footing trenches, re-introduce services
- Reinstate pest control barrier, relay plastic and reinforcement mesh

Minor damages**At completion – Five years**

Localised damage to perimeter foundations/footing(s) resulting in slight movement to substructure, walls, floor and roof, in terms of cracking

Rectification/remedial repair method

- Stabilise soil below and adjacent footing via ground injection to cavity wall perimeter
- Stabilise slab via injection to 1 metre in from cavity wall perimeter
- Repair cracking – in walls both internal and external
- Realign roof cladding/ridging (tiles, cement fibre or steel)
- Remove and replace existing floor covering to allow for slab injection
- Minor ceiling repairs at cornice to wall interface to repair any cracking

Assumption 1: Damage to bedroom 3 (10m²)

Method	Quantity	Unit	Rate	Cost
Labour - Concreter				
Remove reo and plastic	1	Hrs	64.25	64.25
Investigate cause of compaction failure	2	Hrs	64.25	128.50
Spread and compact new sand (includes pick up)	3	Hrs	64.25	192.75
Reinstate plastic and reo	1	Hrs	64.25	64.25

Method	Quantity	Unit	Rate	Cost
Remove paving and landscaping (allow for 1 metre each side) store on site	5	Hrs	56.19	280.95
Stabilisation of footing (includes materials)	6.2	L/m	150	930.00
Slab injection 1 metre from slab edge to fill void (includes materials)	5.2	M²	175	910.00
Internal walls - Stitch crack repair (includes materials)	1	Item	500	500.00
Internal walls - Repaint wall to match (includes materials)	26	M²	20.77	540.02

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Material - sand/tape/tie wire	1	Item	40	40.00	Internal ceiling repair/paint (includes materials)	10	M²	13.5	135.00
Machinery - compactor	1	Item	90.91	90.91	External walls - Crack repair/pointing (includes materials)	1	Item	500	500.00
Miscellaneous - Pest control	1	Item	280	280.00	Miscellaneous - Roof cladding and ridging	1	Item	350	350.00
Consultants - test compaction	1	Item	500	500.00	Consultants - Soil stabilisation scope of repair (report)	1	Item	750	750.00
					Miscellaneous - Pest control	1	Item	280	280.00
					Costs to repair other damages due to damaged footing - Remove and replace carpet	1	Item	400	400.00
					Costs to repair other damages due to damaged footing - Paving	1	Item	300	300.00
Subtotal net			\$1,360.66		Subtotal net			\$5,875.97	

Assumption 2: Damage to bedroom 2, 3, 4 and kitchen (92m²)

Method	Quantity	Unit	Rate	Cost	Method	Quantity	Unit	Rate	Cost
Labour - Concreter					Remove paving and landscaping store on site	8	Hrs	56.19	449.52
Remove reo and plastic	3	Hrs	64.25	192.75	Stabilisation of footing (includes materials)	30	L/m	150	4500.00
Investigate cause of compaction failure	2	Hrs	64.25	128.50	Slab injection 1 metre from slab edge to fill void (includes materials)	28	M²	175	4900.00
Spread and compact new sand (includes pick up)	6	Hrs	64.25	385.50	Internal walls - Stitch crack repair (includes materials)	5	Item	500	2500.00

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Reinstate plastic and reo	3	Hrs	64.25	192.75	Internal walls - Repaint wall to match (includes materials)	221	M²	20.77	4590.17
Material - sand/tape/tie wire	1	Item	50	50.00	Internal ceiling repair/paint (includes materials)	130	M²	13.5	1755.00
Machinery - compactor	1	Item	225.45	225.45	External walls - Crack repair/pointing (includes materials)	3	Item	500	1500.00
Miscellaneous - Pest control	92	M²	15	1380.00	Miscellaneous - Roof cladding and ridging	3	Item	350	1050.00
Consultants - test compaction	1	Item	500	500.00	Consultants – Underpinning scope of repair	1	Item	1000	1000.00
					Miscellaneous - Pest control	30	M	15	450.00
					Costs to repair other damages due to damaged footing - Remove and replace carpet to bedroom only	1	Item	750	750.00
					Possible cost of remove/replace floor tiling to Kit/Dine/Fam/Ent (approx 74m²)	1	PS	12000	12000.00
					Costs to repair other damages due to damaged footing - Paving	1	Item	500	500.00
Subtotal net			\$3,054.95		Subtotal net			\$35,944.69	

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Scenario 1: Incorrect/insufficient sand pad and poor compaction of soil**Major damages****At construction – Footing stage prior to concrete being poured**

Substantial damage to foundation material (does not achieve suitable compaction) to perimeter footing(s) area. Likely resulting in slight movement to substructure

Rectification/remedial repair method

- Remove reinforcement, plastic, services to slab and footing areas
- Determine/remedy cause of compaction failure
- Stabilise foundation material by compaction
- Test compaction of soil under footing and slab
- Excavate/repair footing trenches, re-introduce services
- Reinstate pest control barrier, relay plastic and reinforcement mesh

Major damages**At completion – Five years**

Substantial damage to footings and substructure (partly or wholly) resulting in movement of footings(s) which in turn would affect the walls and roof, in terms of cracking alignment, to a greater degree, etc.

Rectification/remedial repair method

- Underpin footings
- Stabilise soil below and adjacent footing via ground injection to cavity wall perimeter
- Stabilise slab via injection to 1 metre in from cavity wall perimeter
- Repair cracking – in walls both internal and external
- Realign roof cladding/ridging (tiles, cement fibre or steel)
- Remove and replace existing floor covering to allow for slab injection
- Minor ceiling repairs at cornice to wall interface to repair any cracking

Assumption 1: Damage to bedroom 3 (10m²)

Method	Quantity	Unit	Rate	Cost
Labour - Concreter	1	Hrs	64.25	64.25
Remove reo and plastic	2	Hrs	64.25	128.50
Investigate cause of compaction failure	6	Hrs	64.25	385.50
Remove/relocate deleterious material or services causing compaction failure	4	Hrs	64.25	257.00
Form up and stabilise edges of footing	4	Hrs	64.25	257.00

Method	Quantity	Unit	Rate	Cost
Remove paving and landscaping (allow for 1 metre each side) store on site	5	Hrs	56.19	280.95
Underpinning of footing (includes materials)	7	L/m	1500	10500.00
Slab injection to fill void (includes materials)	6	M ²	155	930.00
Internal walls - Stitch crack repair (includes materials)	1	Item	500	500.00
Internal walls - Repaint wall to match (includes materials)	26	M ²	20.77	540.02

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Spread and compact new sand	1	Hrs	64.25	64.25	Internal ceiling repair/paint (includes materials)	10	M²	13.5	135.00
Reinstate plastic and reo	1	Item	40	40.00	External walls - Crack repair/pointing (includes materials)	1	Item	500	500.00
Material - sand	1	Item	90.91	90.91	Miscellaneous - Roof cladding and ridging	1	Item	350	350.00
Machinery - compactor	1	Item	50	50.00	Miscellaneous - Pest control	1	Item	280	280.00
Plant - Formwork	1	Item	280	280.00	Consultants - Underpinning scope	1	Item	750	750.00
Miscellaneous - Pest control	1	Item	500	500.00	Remove and replace existing carpet	1	Item	350	350.00
Consultants - test compaction					Costs to repair other damages due to damaged footing - Paving	1	Item	300	300.00
Subtotal net			\$2,117.41		Subtotal net			\$15,415.97	

Assumption 2: Damage to bedroom 2, 3, 4 and kitchen (92m²)

Method	Quantity	Unit	Rate	Cost	Method	Quantity	Unit	Rate	Cost
Labour - Concreter					Remove paving and landscaping store on site	8	Hrs	56.19	449.52
Remove reo and plastic	3	Hrs	64.25	192.75	Underpinning of footing (includes materials)	20.5	L/m	1500	30750.00
Investigate cause of compaction failure	3	Hrs	64.25	192.75	Slab injection to fill void (includes materials)	20.5	M²	155	3177.50
Remove/relocate deleterious material or services causing compaction failure	12	Hrs	64.25	771.00	Internal walls - Stitch crack repair (includes materials)	5	Item	500	2500.00

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Spread and compact new sand	6	Hrs	64.25	385.50	Internal walls - Repaint wall to match (includes materials)	221	M²	20.77	4590.17
Form up and stabilise edges of footing	8	Hrs	64.25	514.00	Internal ceiling repair/paint (includes materials)	130	M²	13.5	1755.00
Reinstate plastic and reo	4	Hrs	64.25	257.00	External walls - Crack repair/pointing (includes materials)	5	Item	500	2500.00
Material - sand/tape/tie wire pvc pipe/fittings (service/s relocation)	1	Item	100	100.00	Miscellaneous - Roof cladding and ridging	3	Item	350	1050.00
Plumber/Electrician reinstate pre-lay	1	Item	750	750.00	Miscellaneous - Pest control perimeter	30	M	15	450.00
Machinery - excavator/mini loader	4	Hrs	98	392.00	Consultants - Underpinning scope	1.5	Item	1000	1500.00
Machinery - compactor	1	Item	225.45	225.45	Remove and replace existing carpet	1	Item	1150	1150.00
Plant - Formwork	4	Item	50	200.00	Costs to repair other damages due to damaged footing - Paving	1	Item	500	500.00
Miscellaneous - Pest control	92	M²	15	1380.00					
Consultants - test compaction	1	Item	500	500.00					
Subtotal net			\$5,860.45		Subtotal net			\$50,372.19	

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Scenario 2: Footing incorrect size and not able to support the structure**Damages at construction – Footing stage prior to concrete being poured**

Footings construction not in accordance with design (size or reinforcement incorrect) and will likely not adequately support the external walls and other elements of the dwelling, resulting in minor cracking to the substructure.

Rectification/remedial repair method

- Remove reinforcement, plastic, services to slab and footing areas
- Adjust footing width/depth, reinstate services
- Correct deficiencies with reinforcement mesh
- Reinstate pest control barrier, relay plastic and reinforcement mesh

Damages at completion – Five years

Footings not performing adequately due to incorrect construction (not in accordance with design) and not supporting the external walls and other elements of the dwelling resulting in movement and cracking of the footings and other elements affecting linings, cladding, coverings, drainage - even the opening/securing of doors and windows.

Rectification/remedial repair method

- Increase size of footing
- Stabilise soil below and adjacent footing via ground injection to cavity wall perimeter
- Repair cracking – in walls both internal and external
- Realign roof cladding/ridging (tiles, cement fibre or steel)
- Remove and replace existing floor covering to allow for slab injection
- Minor ceiling repairs at cornice to wall interface to repair any cracking

Assumption 1: Damage to bedroom 3 (10m²)

Method	Quantity	Unit	Rate	Cost
Labour - Concreter				
Remove reo and plastic	1	Hrs	64.25	64.25
Adjust width/depth of footing excavation	2	Hrs	64.25	128.50
Replace plastic and install new reinforcement	1	Hrs	64.25	64.25
Material - Reinforcement (TME)	8	L/m	6.72	53.76

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Method	Quantity	Unit	Rate	Cost
Remove paving and landscaping (allow for 1 metre each side) store on site	5	Hrs	56.19	280.95
Excavate alongside existing footing and install new footing	6.2	L/m	175	1085.00
Slab injection 1 metre from slab edge to fill void (includes materials)	5.2	L/m	150	780.00
Internal walls - Stitch crack repair (includes materials)	1	Item	500	500.00
Internal walls - Repaint wall to match (includes materials)	26	M ²	20.77	540.02

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Machinery - compactor	1	Item	90.91	90.91	Internal ceiling repair/paint (includes materials)	10	M²	13.5	135.00
Miscellaneous - Pest control	1	Item	280	280.00	External walls - Crack repair/pointing (includes materials)	1	Item	500	500.00
Consultants - test compaction	1	Item	500	500.00	Miscellaneous - Roof cladding and ridging	1	Item	350	350.00
Plumber - reinstate LDY prelay	4	Hrs	78.72	314.88	Consultants - Footing scope of repair (report)	1	Item	750	750.00
					Miscellaneous - Pest control	1	Item	280	280.00
					Costs to repair other damages due to damaged footing - Paving	1	Item	300	300.00
Subtotal net			\$1,496.55		Subtotal net			\$5,500.97	

Assumption 2: Damage to bedroom 2, 3, 4 and kitchen (92m²)

Method	Quantity	Unit	Rate	Cost	Method	Quantity	Unit	Rate	Cost
Labour - Concreter					Remove paving and landscaping (allow for 1 metre each side) store on site	8	Hrs	56.19	449.52
Remove reo and plastic	3	Hrs	64.25	192.75	Excavate alongside existing footing and install new footing	30	L/m	175	5250.00
Adjust width/depth of footing excavation	8	Hrs	64.25	514.00	Slab injection 1 metre from slab edge to fill void (includes materials)	30	L/m	150	4500.00
Replace plastic and install new reinforcement	3	Hrs	64.25	192.75	Internal walls - Stitch crack repair (includes materials)	5	Item	500	2500.00
Material - Reinforcement	18	L/m	6.72	120.96	Internal walls - Repaint wall to match (includes materials)	156	M²	20.77	3240.12

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Machinery - compactor	1	Item	225.45	225.45	Internal ceiling repair/paint (includes materials)	63	M ²	13.5	850.50
Plumber - reinstate laundry prelay	4	Hrs	78.72	314.88	External walls - Crack repair/pointing (includes materials)	5	Item	500	2500.00
Miscellaneous - Pest control	92	M ²	15	1380.00	Miscellaneous - Roof cladding and ridging	3	Item	350	1050.00
Consultants - test compaction	1	Item	500	500.00	Consultants - Footing scope of repair (report)	1.5	Item	750	1125.00
					Miscellaneous - Pest control	1	Item	280	280.00
					Remove and replace existing floor covering to allow for slab injection	43	M ²	100	4300.00
					Costs to repair other damages due to damaged footing - Paving	1	Item	500	500.00
Subtotal net			\$3,440.79		Subtotal net			\$26,545.14	

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Scenario 3: Site is low lying with insufficient build-up of foundation**Damages at construction – Footing stage prior to concrete being poured**

Includes discolouration of the surface of building materials. Saturation of materials leading to weakening of the materials and bonding of masonry.

Rectification/remedial repair method

- Remove formwork, reinforcement, plastic, services to slab and footing areas
- Supply and install compacting sand and build up incrementally to appropriate levels to entire building pad - as per engineers advice
- Stabilise foundation material by compaction
- Test compaction of soil under footing and slab
- Resurvey site and establish correct datum's
- Excavate footing trenches, re-introduce services
- Reinstate pest control barrier, relay plastic and reinforcement mesh and formwork

Damages at completion – Five years

Includes discolouration of the surface of building materials. Saturation of materials: damage to masonry, to framing materials and cladding, to door and window joinery, internal cladding and floor coverings. Adverse health effects to occupants.

Rectification/remedial repair method

- Engage hydraulic consultant to provide advice on drainage system to prevent water damage to building elements
- Provide soil stabilisation to foundation material under footing so the footing is not disturbed when sub soil drainage is installed alongside the home in the footing embankment slope ratio zone
- Installation of drainage system
- Remove and replace/repair all damaged building elements both internal and external
- Internal treatment of mould to affected areas prior to painting

Assumption 1: Damage to bedroom 3 (10m²) but need to raise entire pad

Method	Quantity	Unit	Rate	Cost
Remove reo and plastic	8	Hrs	64.25	514.00
Set correct height datum	2	Hrs	280.82	561.64
Machine fill and compact	80	M ³	99.01	7920.80
Footings - excavate and form up sides as appropriate	67	L/m	25.28	1693.76

Method	Quantity	Unit	Rate	Cost
Remove paving and landscaping (allow for 1 metre each side) store on site	32	Hrs	56.19	1798.08
Stabilisation of footing (includes materials)	70	L/m	150	10500.00
Install new sub soil drainage system	70	L/m	250	17500.00
Clean salt affected external masonry (minimum cost)	1	Item	500	500.00

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Replace plastic and install reinforcement	210	M²	3.5	735.00	Install damp proofing (silicon injection) to first two courses of external masonry to prevent wicking	70	L/m	75	5250.00
Miscellaneous - Pest control	1	Item	600	600.00	Allow to repoint failed mortar joints to first two courses	1	Item	2100	2100.00
					Remove and replace damaged plaster to internal walls (say 10 m²)	1	Item	500	500.00
					Remove and replace carpet (PC new \$85/m² includes underlay)	10	M²	95	950.00
					Damp proofing to first course of internal brickwork	70	L/m	75	5250.00
					Repaint internal walls	26	M²	20.77	540.02
					Repaint ceiling	10	M²	13.5	135.00
					Consultants - Drainage report/scope of works	1	Item	1500	1500.00
					Miscellaneous - Pest control (new perimeter spray)	1	Item	600	600.00
					Miscellaneous - Treatment of mould	1	Item	1000	1000.00
					Replace paving and landscaping (includes sundry materials)	7	M²	38	266.00
Subtotal net			\$11,511.20		Subtotal net			\$48,389.10	

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Scenario 4: Incorrect sitting and setbacks

Damages at construction – Footing stage prior to concrete being poured Non-compliant with planning/building approval/authority. Encroachments could cause damage to neighbouring land or properties.	Damages at completion – Five years Non-compliant with planning/building approval/authority. Encroachments could cause damage to neighbouring land or properties.
Rectification/remedial repair method <ul style="list-style-type: none"> Remove formwork, reinforcement, plastic, services to slab and footing areas Resurvey site and establish correct boundaries Fill in all trenches and footings as necessary Stabilise foundation material by compaction Test compaction of soil to building envelope Excavate new footing trenches, re-introduce services Reinstate pest control barrier, relay plastic and reinforcement mesh 	Rectification/remedial repair method <ul style="list-style-type: none"> Resurvey site and establish incorrect siting and setbacks Seek planning/building approval for any setbacks contained within boundaries Modify existing building to comply with any retrospective approvals

Assumption 1: Rear set back encroachment

Method	Quantity	Unit	Rate	Cost	Method	Quantity	Unit	Rate	Cost
Labour - Concreter					Survey of boundaries and provide detailed report. Establish all breaches, detail encroachments	1	Item	3000	3000.00
Remove formwork, reo and plastic	6	Hrs	64.25	385.50	Drafting to detail existing siting for planning and building consideration	1	Item	1250	1250.00
Fill trenches as necessary and compact affected areas	4	Hrs	64.25	257.00	Retrospective approval to planning/building	1	Item	500	500.00
Adjust width/depth of footing excavation	9	Hrs	64.25	578.25	Modify Alfresco, bed 4, laundry and bed 3 roof to finish at external wall				

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Replace plastic and install new reinforcement	6	Hrs	64.25	385.50	Remove roof sheeting and framing to external wall line, including eaves and guttering	12.5	M	250	3125.00
Install drainage (plumbing, etc.)	6	Hrs	76.81	460.86	Build up separating masonry wall	8	M²	232	1856.00
Machinery - compactor	1	Item	90.91	90.91	Construct fire separating wall to alfresco	1	Item	1250	1250.00
Miscellaneous - Pest control	254	M²	15	3810.00	Modify roof framing to include box gutter	12.5	M²	125	1562.50
Miscellaneous - Plumbing and concreter sundries	1	Item	150	150.00	Reinstate roof sheeting	40	M²	13	520.00
Consultants - test compaction	1	Item	500	500.00	Modify and reinstate stormwater system	1	item	1000	1000.00
Resurvey site and establish correct boundaries/set out points	4	Hrs	280	1120.00	Masonry cleaning (minimum charge)	1	Item	150	150.00
					Paint alfresco fire wall external lining & touch-up adjacent surfaces	1	item	300	300.00
					Miscellaneous - Bin/scaffold/cleaning	1	Item	1500	1500.00
Subtotal net			\$7,738.02		Subtotal net			\$16,013.50	

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Roof construction for resistance to wind uplift

Scenario: Omission of the tie-down straps on a timber framed roof that has a sheet metal roof, located in a wind zone that requires a roof tie-down system.

The following scenario explains some of the problems and additional costs arising when the roof tie-down system has been omitted, contrary to the approved documentation. (Installation of the tie-down system during construction versus retro-fitting after completion).

Unless an alternative has been approved, roof straps (tie-downs) are imbedded in the horizontal mortar joints between 900 - 2400mm from the top course of masonry, dependent on engineering design. The roof straps are strip metal sheets approximately 30mm wide x.06mm thick, fixed to the roof frame at nominated spacing's, around the perimeter walls.

Once the perimeter walls have progressed past the nominated height of the roof straps and the nominal 50mm wide cavity has reached wall plate height, attaching a tie down strap is not without difficulties. The attachment of a roof strap will require the roof sheets and possibly flashings to be removed; possibly causing a point for a leak in the future.

Additionally problems are increased when the roof has been fitted with anti-con, cavity insulation and mortar droppings that breach the cavity with masonry wire ties, and electrical or other services.

Fitting tie-downs straps when the house has been plastered & painted, requires the internal walls to be drilled at designated spaces around the perimeter of the dwelling to create a point of attachment. The holes will then need to be patched and painted on completion.

The inspector is not aware of concealing a retro-fitted tie down-strap to internal face brickwork.

Stage: Roof framing**No damage at time of construction.**

It is unlikely that any part of the roof frame will be dislodged due to wind uplift until roof sheets are installed.

Tie-down straps are left hanging out of the top course of masonry ready for connection to the roof frame.

Tie-down straps are fixed in place prior to the roof frame prior to the installation of the roof sheets.

Rectification/remedial repair method

- Estimated allowance to fit off each tie-down strap at the time of construction \$10.00

Stage: Roof framing**Damages after five+ years**

A part of the roof blows off due to the omission of the roof tie-down straps.

A large part of the roof blows off (50% of total roof area) when subjected to a wind speed in excess of roof structure.

Rectification/remedial repair method

- Remove occupiers possessions and store
- Remove damaged roof frame

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	<ul style="list-style-type: none"> • Reconstruct the roof frame • Install new roof sheeting gutters & flashings • Install new ceilings • Remove and replace damaged ceilings and cornices • Dry building out • Repair water damage to interior of dwelling painting and patching • Electrician to reinstate wiring and light fittings • Retro fit a suitable roof tie down system • Clean dwelling • Move owners possession back into dwelling <p>Retro fitting tie-down straps after completion.</p> <ol style="list-style-type: none"> 1. Remove roof sheet. 2. Feed tie-down strap or rod down into the cavity. (The strap or rod is assessed by an engineer as suitable for the particular location). 3. The tie-down strap or rod is hooked ready to engage with the holding rod (cavity pin). 4. A suitably gauged metal rod is drilled through the internal perimeter wall and into the external masonry leaf. The cavity pin is not drilled through the external masonry leaf and is held in position with a suitable adhesive. 5. The tie-down strap or rod is fed down the cavity and hooked on to the pin that is anchored and crosses the cavity.
<p>Assessment</p> <p>Labour days of work: Allow 5 minutes for bricklayer to install each tie-down strap.</p> <p>Allow 5 minutes per tie-down strap for carpenter to attach to roof frame, prior to roof cladding being installed. Trade – Bricklayer. (Builder to supply tie-down straps ready for the bricklayer to install and the carpenter to fit off straps to roof frame).</p> <p>10 X 25 =\$250.00</p>	<p>Assessment</p> <p>25 tie-down straps x \$250.00 = \$6,250.00</p> <p>Note: A costing to carry out remedial work if a portion of the roof was lost due to the omission of the roof tie-down system cannot be given. The variables associated with the damage will need to be taken on a case by case basis if a firm quotation is to be provided.</p>

Bushfire construction compliance

The building has been constructed in a bushfire prone area and had a determined bushfire attack level of BAL-12.5. The documentation reflected the requirements for BAL12.5 but these requirements have not been followed.

Scenario 1: (bed 3 only)

Is based upon the findings from the General Inspection Report 3 into bushfire compliance. It is therefore a real world a reflection of items that would most likely fail to comply with the requirements of BAL-12.5.

BAL-12.5 is the lowest bushfire risk where specific construction requirements are triggered. The construction requirements for BAL-12.5 found in AS 3859-2009 are primarily designed to resist ember attack. This is achieved through sealing gaps and using screening to prevent the embers entering the building envelope.

Without a mandatory inspection to identify and require rectification works to be undertaken the non-compliance with the construction requirements of BAL-12.5 would not necessarily be identified or cause any noticeable loss of performance of building until that building is subject to attack from a bushfire. When the building is subject to the ember attack from a bushfire the risk of loss of the whole building would be increased.

The appropriate time to assess a building for bushfire construction compliance is at completion just prior to handover.

Scenario 1 is based upon the building being constructed by a professional builder who could typically request trades to return to site and carry out rectification work at their own expense where they have been provided with the requirements to build to BAL-12.5 and not meet those requirements.

A comparison in costings have been made for the non-compliance with the BAL-12.5 Bushfire requirements prior to completion and at 5 years after practical completion (PC).

Scenario 2: (remainder of the building)

This scenario uses the same methodologies as Scenario 1 but applies them to the whole building 228 m2

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Bushfire construction compliance mandatory inspection stage costings

The costs for all scenarios have been based upon the Cordell Building cost guide Western Australia February 2019 and unless noted otherwise GST is not included

Scenario 1: Constructed in a BAL-12.5 and not meet all bushfire construction requirements rectification work to bed 3 (9.6sqm) only

BAL-12.5 construction deficiencies located via building inspection Just prior to handover Bed 3 only holes greater than 3mm in the exterior walls, gaps at roof wall and ridge connection greater than 3mm.
Rectification/remedial repair method based upon the builder being in control of the site and the documentation showed that the building was required to be constructed to BAL-12.5 as the builders trades did not construct to the required details they returned to carry out this work at their own cost. <ul style="list-style-type: none"> Time to remove roof sheeting and ridge capping above bed 3 install fire blanket Relay roof sheeting Fill 4 holes at the window frame connection

Method	Quantity	Unit	Rate	Cost
Labour - Roofer				
Remove/lift roof sheeting and capping	3	Hrs	72.90	218.70
Install blanket to seal gaps at hip and perimeter	2	Hrs	72.90	145.80
Reinstall roof sheeting and hip capping	3	Hrs	72.90	218.70
Material-Blanket to seal gaps	11m	roll	265.38	265.38

BAL-12.5 construction deficiencies located and rectified Damage five years in future Bed 3 only holes greater than 3mm in the exterior walls, gaps at roof wall and ridge connection greater than 3mm.
Rectification/remedial repair method based upon the same rectification works being carried out 5 years after practical completion. In this scenario it is not likely to be able to have the trades rectify this work at their cost. <ul style="list-style-type: none"> Time to remove roof sheeting and ridge capping above bed 3 install fire blanket Relay roof sheeting Fill 4 holes at the window frame connection

Method	Quantity	Unit	Rate	Cost
Labour - Roofer				
Remove/lift roof sheeting and capping	3	Hrs	72.90	218.70
Install blanket to seal gaps at hip and perimeter	2	Hrs	72.90	145.80
Reinstall roof sheeting and hip capping	3	Hrs	72.90	218.70
Material-Blanket to seal gaps	11m	roll	265.38	265.38

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Labour - Bricklayer					Labour - Bricklayer				
Labour to attend and rectify	1	item	243.75	243.75	Labour to attend and rectify. Minimum charge 1 hour on site	1	item	243.75	243.75
Material - sand/cement	allow	item	18.00	18.00	Material - sand/cement (bag sang bag cement)	allow	Item	18.00	18.00
					Labour-builder supervision and organisation (foreperson)	4	Hrs	97.67	390.68
Subtotal net of GST			\$1,110.33		Subtotal net of GST			\$1,501.01	

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Scenario 2: Constructed in a BAL-12.5 and not meet all bushfire construction requirements rectification work to whole dwelling (228sqm)

Rectified prior to handover**Rectification/remedial repair method**

- Time to remove roof sheeting and ridge capping to all dwelling install suitable blanket to seal gaps and reinstall roof sheets and capping
- Remove flumes that are not screened and replace with screened flumes
- Install minor framing to enable the end of the boxed eave to be sealed
- Install approximately 5.4 meters of appropriate seal across the head of the garage door
- Fill 10 holes at the window frame connection

Rectified 5 years post practical completion**Rectification/remedial repair method based upon the same rectification works being carried out 5 years after practical completion**

- Time to remove roof sheeting and ridge capping to all dwelling install suitable blanket to seal gaps and reinstall roof sheets and capping
- Remove flumes that are not screened and replace with screened flumes
- Install minor framing to enable the end of the boxed eave to be sealed
- Install approximately 5.4 meters of appropriate seal across the head of the garage door
- Fill 10 holes at the window frame connection

Method	Quantity	Unit	Rate	Cost
Labour - Roofer				
Remove/lift roof sheeting and capping	9	Hrs	72.90	656.10
Install blanket to seal gaps at hip and perimeter	6	Hrs	72.90	437.40
Reinstall roof sheeting and hip capping	9	Hrs	72.90	656.10
Time to remove 4 roof flumes and reinstall 4 flumes with appropriate screens	4	Hrs	72.90	291.60
Material-Blanket to seal gaps	5	roll	265.38	1,326.90
Material-4 BAL-12.5 roof flumes	4	Item	110.00	440.00
Labour - Carpenter				

Method	Quantity	Unit	Rate	Cost
Labour - Roofer				
Remove/lift roof sheeting and capping	9	Hrs	72.90	656.10
Install blanket to seal gaps at hip and perimeter	6	Hrs	72.90	437.40
Reinstall roof sheeting and hip capping	9	Hrs	72.90	656.10
Time to remove 4 roof flumes and reinstall 4 flumes with appropriate screens	4	Hrs	72.90	291.60
Material-Blanket to seal gaps	5	roll	265.38	1,326.90
Material-4 BAL-12.5 roof flumes	4	Item	110.00	440.00
Labour - Carpenter				

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Minor framing to end of eave where finishes above lower roof to enable gaps to be sealed	min charge	Item	237.84	237.84	Minor framing to end of eave where finishes above lower roof to enable gaps to be sealed	min charge	Item	237.84	237.84
Materials-timber framing/sundries		item	30.00	30.00	Materials-timber framing/sundries		item	30.00	30.00
Labour – Garage door installer					Labour – Garage door installer				
Install seal across the head of the garage door	1	Hrs	79.28	79.28	Install seal across the head of the garage door opening carpenter can do when onsite to complete minor framing	1	Hrs	79.28	79.28
Material to seal the gaps across the head of the garage door	2	3 lm length	77.91	155.82		2	3 lm length	77.91	155.82
Labour - Bricklayer					Labour - Bricklayer				
Labour to attend and rectify	1	Item	243.75	243.75	Labour to attend and rectify. Minimum charge 1 hour on site	1	Item	243.75	243.75
Material - sand/cement	allow	item	18.00	18.00	Material - sand/cement	allow	Item	18.00	18.00
					Labour-builder supervision and organisation (foreperson)	8	Hrs	97.67	781.63
Subtotal net of GST			\$4,572.79		Subtotal net of GST			\$5,354.15	

Plasterboard ceiling compliance**Scenario 1:**

The plasterboard lined ceilings have been installed with an inadequate amount of adhesive daubs.

This scenario compares the cost of the deficiency in fixing being found prior to the handover of the dwelling as compared to the ceiling to bed 3 collapsing 5 years after practical completion

Scenario 2:

The plasterboard lined ceilings have been installed with an inadequate amount of adhesive daubs.

This scenario compares the cost of the deficiency in fixing being found prior to the handover of the dwelling as compared to the bedroom 2, 3, 4 and kitchen (43m2) ceiling to collapsing 5 years after practical completion.

Defects

The construction did not meet the requirements of BAL12.5 evidenced by the holes greater than 3mm in the exterior walls and the amount of light seen from within the roof space that indicates the gaps have not been sealed at the roof perimeter or hip capping.

Areas that require rectification work to meet the requirements for AS 3959 BAL-12.5.

1. The sheet roof is not sarked and the gaps greater than 3 mm (such as under the corrugations or ribs of sheet roofing and between roof components) sealed at the fascia or wall line at valleys, hips and ridges.
2. The 4 roof flumes that serve the bathrooms and toilets have not been fitted with ember guards made from a mesh or perforated sheet with a maximum aperture of 2 mm.
3. Where a higher boxed eave level finishes over a lower roof the end of the eave has not been sealed to a maximum gaps of 3 mm
4. The metal Vehicle access door has been installed with no seal across the door head (50 mm wide x 5400 mm)
5. Gaps 3 mm or greater were found in the exterior building envelope in 10 places.

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Scenario 1: (bed 3 only) (9.6sqm) Perimeter walls 3.2m +3.4 plus hip 4.0m

<p>Assessment and cost to rectify the incomplete work prior to builder handing over the site. Incomplete work has been identified via a pre-handover inspection</p> <p>Assessment and cost to rectify the incomplete work.</p> <p>Item 1.</p> <p>Labour days of work: Time to remove roof sheeting and ridge capping above bed 3 install fire blanket to perimeter and hip to seal gaps to less than 3 mm relay roof sheeting Trade: Roof plumber Material: 11 meters of BAL12.5-40 blanket Machinery: Ladders/edge protection Miscellaneous Consultants: Builders supervisor no cost as job still in progress</p> <p>Item 2: Not applicable to Bed 3.</p> <p>Item 3: Not applicable to Bed 3.</p> <p>Item 4: Not applicable to Bed 3.</p> <p>Item 5.</p> <p>Labour days of work: to fill 4 holes at the widow frame wall connection that are greater than 3 mm. Trade: Bricklayer Material: Small amount of mortar Machinery: Small hand tools Miscellaneous Consultants: Builders supervisor no cost as job still in progress</p>	<p>Assessment and cost to rectify the incomplete work 5 years after the site has been handed over. Building has not been subject to a bushfire event</p> <p>Assessment and cost to rectify the incomplete work 5 years after PC.</p> <p>Item 1.</p> <p>Labour days of work: Time to remove roof sheeting and ridge capping above bed 3 install fire blanket to perimeter and hip to seal gaps to less than 3 mm relay roof sheeting Trade: Roof plumber Material: 11 meters of BAL12.5-40 blanket Machinery: Ladders/edge protection Miscellaneous: mobilisation/ overheads as new project Consultants: Builders supervisor</p> <p>Item 2: Not applicable to Bed 3.</p> <p>Item 3: Not applicable to Bed 3.</p> <p>Item 4: Not applicable to Bed 3.</p> <p>Item 5.</p> <p>Labour days of work: to fill 4 holes at the widow frame wall connection that are greater than 3 mm. Trade: Bricklayer Material: Small amount of mortar Machinery: Small hand tools Miscellaneous Consultants: Builders supervisor</p>
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Scenario 1: Plasterboard lined ceiling inspection

The Gypsum plasterboard lined ceilings have been installed with an inadequate amount of adhesive daubs.

<p>At construction</p> <p>Damages</p> <p>Localised sagging and popping of screw heads of the plasterboard lining.</p> <p>Rectification/remedial repair</p> <ul style="list-style-type: none"> • Obtain access to the roof space above the area which may require removing roof sheets • Remove insulation on top of the sheets • Prop ceiling to push ceiling lining hard up against the supporting framework • Install scrim to the rear of the ceiling lining at correct centres to make up for a lack of adhesive 	<p>At completion (5+ years)</p> <p>Damages</p> <p>Sagging and screw popping has progressed to collapse</p> <p>Rectification/remedial repair</p> <ul style="list-style-type: none"> • Remove collapsed ceiling and debris • Remove furniture and occupants possessions • Protect floor surfaces • Clean and prepare ceiling joists of old adhesive and screws • Install new ceiling • Replace insulation • Prepare and repaint ceiling • Clean remove protective coverings • Reinstall furniture to room
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Assumption 1: damage to bedroom 3 (9.6sqm)

<p>Assessment and cost to rectify the damage</p> <p>Labour days of work: Carry out rectification on the basis that all the daubs of adhesive cannot be relied upon.</p> <p>Trade: Ceiling Fixer Material: Scrim and plaster Machinery: Hand tools, scaffolding Miscellaneous Consultants</p>	<p>Assessment and cost to rectify the damage</p> <p>Ceiling area 9.6 m2 plus 12.4 meters of 90 mm cove cornice.</p> <p>Labour days of work: Make the building safe by isolating electrical to damaged areas. After installation of new ceiling install new light fittings.</p> <p>Trade: Electrician Material: Replacement light fittings and cabling Machinery: Hand tools, Miscellaneous</p>
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	<p>Consultants</p> <p>Labour days of work: Remove collapsed ceiling and insulation. Remove occupant's possessions. Lay protection matts covering the floor. After ceiling and painting reinstall occupants possessions</p> <p>Trade: Labourer</p> <p>Material: Bins for rubbish removal</p> <p>Machinery: Hand tools,</p> <p>Miscellaneous storage off site occupants possessions</p> <p>Consultants</p> <p>Labour days of work</p> <p>Trade: Ceiling Fixer</p> <p>Material; New plasterboard sheets cornices and adhesives</p> <p>Machinery: Hand tools</p> <p>Miscellaneous</p> <p>Consultants</p> <p>Labour days of work: carry out patching and repainting to ceiling. Will require the whole ceiling to be repainted.</p> <p>Trade: Painter</p> <p>Material: Patching and paint</p> <p>Machinery: Hand tools,</p> <p>Miscellaneous, Consultants</p>
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Assumption 2: damage to bedrooms 2, 3, 4 & kitchen (43sqm)

<p>Assessment and cost to rectify the damage</p> <p>Labour days of work: Carry out rectification on the basis that all the daubs of adhesive cannot be relied upon.</p> <p>Trade: Ceiling Fixer Material: Scrim and plaster Machinery: Hand tools, scaffolding Miscellaneous Consultants</p>	<p>Assessment and cost to rectify the damage</p> <p>Ceiling area 43 m2 plus 60 lm meters of 90 mm cove cornice.</p> <p>Due to the large area of the dwelling affected by the collapse it is appropriate for the occupants to be housed in temporary accommodation.</p> <p>Allow for some additional damage to fixture fittings for example taps kitchen Labour days of work: Make the building safe by isolating electrical to damaged areas. After installation of new ceiling install new light fittings.</p> <p>Trade: Electrician Material: Replacement light fittings and cabling Machinery: Hand tools, Miscellaneous Consultants</p> <p>Labour days of work: Remove collapsed ceiling and insulation. Remove occupant's possessions. Lay protection matts covering the floor. After ceiling and painting reinstall occupant's possessions.</p> <p>Trade: Labourer Material: Bins for rubbish removal Machinery: Hand tools, Miscellaneous storage off site occupants possessions Consultants</p> <p>Remove collapsed ceiling and insulation. Remove occupants possessions affected by ceiling collapse for cleaning, repair or replacement</p> <p>Trade: Ceiling Fixer Material:</p>
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	<p>Machinery: Hand tools, scaffolding Miscellaneous Consultants</p> <p>Labour days of work: carry out patching and repainting to ceiling. Will require the whole ceiling to be repainted.</p> <p>Trade: Painter Material: Patching and paint Machinery: Hand tools, Miscellaneous Consultants</p>
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Scenario 1: The plasterboard lined ceilings have been installed with an inadequate amount of adhesive daubs. Damage to bed 3 (9.6sqm)

At time of inspection prior to completion of the building localised sagging between fixing locations and popping of screw heads of the plasterboard lining was observed

Rectification/remedial repair method. As the ceiling fixed has not carried the works to the required standard

- Obtain access to the roof space above the area which may require removing roof sheets
- Remove insulation on top of the sheets
- Prop ceiling to push ceiling lining hard up against the supporting framework
- Install additional fixings through the face of the sheet and or scrim to the rear of the ceiling lining at correct centres to meet the applicable standards

Inadequate fixing has not been identified at the time of the buildings completion. The sheets have continued sag and progressed to collapse.

Rectification/remedial repair method

- Make the building safe by isolating electrical to damaged areas. After installation of new ceiling install new light fittings.
- Remove collapsed ceiling and insulation. Remove occupant's possessions. Lay protection mats covering the floor.
- New plasterboard sheets cornices and adhesives
- Carry out patching and repainting to ceiling. Will require the whole ceiling to be repainted.
- Professional clean at the end of the project

Method	Quantity	Unit	Rate	Cost
Labour – ceiling fixer				
All works necessary to bring ceiling into compliance	3	Hrs	73.54	220.62
Material	1	Item	95.00	95.00

Method	Quantity	Unit	Rate	Cost
Labour - Electrician				
Isolate area of building collapse safety, return at completion install light reconnect power to room	2	Min charge	250.44	500.88
Labour - Labourer				
Remove collapsed ceiling to bin; sort, clean and store owners possessions, Install & later remove protective coverings.	14	Hr	69.17	968.38
Materials-Rubbish Bin Hire	1	Item	300.00	300
Labour - Plasterer				

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					Install new ceiling sheets and cornices, flushing etc 2 men 1 day	16	Hrs	73.54	1,176.64
					Materials Glues, screws and flushing compounds		Allow	98.00	98.00
					Materials-Plaster sheet 10 mm	9.6	M2	9.20	88.32
					Materials-Cornice 100 mm	12.4	Lm	8.95	110.98
					Labour - Painter				
					Repaint ceilings and walls and other minor damage as a result of the rectification works	6	Hr	69.69	418.14
					Material- Paint patching	9.6	M2	2.79	26.78
					Replace insulation (glass wool R2.5)	9.6	M2	14.33	137.57
					Professional clean of dwelling	1	item	250.00	250.00
Subtotal net of GST				\$315.62	Subtotal net of GST				\$3,688.12

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Scenario 2: (remainder of the building) assessed approximately 228m²

Rectified prior to handover	Rectified five years after PC
<p>Item 1.</p> <p>Labour days of work:</p> <p>Time to remove roof sheeting and ridge capping to whole of building. Estimate the building perimeter and hip and ridge capping to be 100 lm. Install fire blanket to perimeter and hip and ridge capping to seal gaps to less than 3 mm relay roof sheeting and capping.</p> <p>Trade :Roof plumber Material:100 lm meters of BAL12.5-40 blanket Machinery: Ladders/edge protection Miscellaneous Consultants: Builders supervisor no cost as job still in progress</p> <p>Item 2.</p> <p>Labour days of work:</p> <p>Time to remove 4 roof flumes and reinstall 4 flumes with appropriate screens Trade: roof plumber Material: 4 purpose made 150 mm roof flumes fitted with ember guards with a maximum aperture of 2 mm. Machinery: Ladder scaffold for edge protection Miscellaneous Consultants: Builders supervisor no cost as job still in progress</p> <p>Item 3.</p> <p>Labour days of work: Remove roof sheets and carry out works to construct minor framing and cement sheet lining. Install BAL12.5-40 blanket to seal all gaps between the framing</p>	<p>Item 1.</p> <p>Labour days of work:</p> <p>Time to remove roof sheeting and ridge capping to whole of building. Estimate the building perimeter and hip and ridge capping to be 100 lm. Install fire blanket to perimeter and hip and ridge capping to seal gaps to less than 3 mm relay roof sheeting and capping.</p> <p>Trade :Roof plumber Material:100 lm meters of BAL12.5-40 blanket Machinery: Ladders/edge protection Miscellaneous Consultants: Builders supervisor</p> <p>Item 2.</p> <p>Labour days of work:</p> <p>Time to remove 4 roof flumes and reinstall 4 flumes with appropriate screens Trade: roof plumber Material: 4 purpose made 150 mm roof flumes fitted with ember guards with a maximum aperture of 2 mm. Machinery: Ladder scaffold for edge protection Miscellaneous Consultants: Builders supervisor</p> <p>Item 3.</p> <p>Labour days of work: Remove roof sheets and carry out works to construct minor framing and cement sheet lining. Install BAL12.5-40 blanket to seal all gaps between the framing</p>

CRIS Reforms to the building approval process

<p>and underside of the roof sheeting and fill any other parts to ensure no gaps 3 mm or greater remain Trade: Carpenter Material: BAL 12.5-40 blanket and sundry minor framing and lining Machinery: Ladder scaffold for edge protection Miscellaneous Consultants: Builders supervisor no cost as job still in progress</p> <p>Item 4.</p> <p>Labour days of work: To install approximately 5.4 meters of draft seal across the head of the garage opening</p> <p>Trade: Garage door installer or carpenter Material: 5.4 meters of draft seals. Machinery: Ladder Miscellaneous Consultants: Builders supervisor no cost as job still in progress</p> <p>Item 5.</p> <p>Labour days of work: To fill 10 holes greater than 3 mm in the building exterior at the widow frame wall connection.</p> <p>Trade: Bricklayer Material: Small amount of mortar Machinery: Small hand tools Miscellaneous Consultants Builders supervisor no cost as job still in progress.</p>	<p>and underside of the roof sheeting and fill any other parts to ensure no gaps 3 mm or greater remain Trade: Carpenter Material: BAL 12.5-40 blanket and sundry minor framing and lining Machinery: Ladder scaffold for edge protection Miscellaneous Consultants: Builders supervisor</p> <p>Item 4.</p> <p>Labour days of work: To install approximately 5.4 meters of draft seal across the head of the garage opening</p> <p>Trade: Garage door installer or carpenter Material: 5.4 meters of draft seals. Machinery: Ladder Miscellaneous Consultants: Builders supervisor</p> <p>Item 5.</p> <p>Labour days of work: To fill 10 holes greater than 3 mm in the building exterior at the widow frame wall connection.</p> <p>Trade: Bricklayer Material: Small amount of mortar Machinery: Small hand tools Miscellaneous Consultants: Builders supervisor</p>
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CRIS Reforms to the building approval process

Scenario 2: The plasterboard lined ceilings have been installed with an inadequate amount of adhesive daubs. Damage to bedrooms 2, 3, 4 and Kitchen (43sqm)

Damage to bedrooms 2, 3, 4 & Kitchen (43sqm)

Method	Quantity	Unit	Rate	Cost
Labour – ceiling fixer				
All works necessary to bring ceiling into compliance	8	Hrs	73.54	588.32
Material-Screws, scrim, sundry	1	Item	280.00	280.00

BUILDING AND ENERGY

Ceiling collapse to bedrooms 2, 3, 4 & kitchen (43sqm)

Method	Quantity	Unit	Rate	Cost
Labour - Electrician				
Isolate area of building collapse safety, return at completion install light reconnect power to room	2	Min charge	250.44	500.88
Labour - Labourer				
Remove collapsed ceiling to bin; sort, clean and store owners possessions, Install & later remove protective coverings	18	Hr	69.17	1,245.06
Materials-Bin Hire plasterboard, insulation etc	2	Item	300.00	600.00
Labour - Plasterer				
Install new sheet and cornice, flush and sand including allowance for return trip and drying time	24	Hrs	73.54	1,764.96
Materials Glues, screws and flushing compounds	0	Allow	156.00	156.00
Materials-Plaster sheet 10mm	43	M2	9.20	395.60
Materials-Cornice 100mm	60	Lm	8.95	537.00

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CRIS Reforms to the building approval process

					Labour - Painter				
					Repaint ceilings and walls and other minor damage as a result of the rectification works	6	Hr	69.69	418.14
					Material- Paint patching	43	M2	2.79	119.97
					Replace insulation (glass wool R2.5)	43	M2	14.33	616.19
					Professional clean of dwelling	1	item	350.00	350.00
Subtotal net of GST				\$868.32	Subtotal net of GST			\$6,202.92	

CRIS Reforms to the building approval process

Costing for most likely damages**Scenario:** Incorrect/insufficient installation of a water-proof membrane to wet areas

The failure of the water-proofing system once the dwelling has reached completion can compromise the amenity of a building and cause significant lost time to both the builder and the owner. (Negotiating with the owner to find tiles that match existing or at best suitable, cause disputes that are costly for all concerned).

Stripping back wall and floor tiles in isolated sections to find a leak, is not sufficient because the removal of a few tiles will cause the water-proof membrane to tear.

Attempting to overlap water-proofing, rather than re-coat the entire shower recess to ensure a continuous membrane directs moisture to the floor waste creates a risk that may give into another leak.

It is in the interest of all parties to ensure a water-proof membrane has been installed in accordance with the relevant codes and standards and manufacturers recommendations.

Water-proofing should be inspected, documented and photographed should evidence of the installation be required in the future.

At construction	At completion (5+ years)
<p>Minor damages</p> <p>No damage evident at time of construction. Water-proofing to be installed at time of construction.</p> <p>Cordell Commercial & Housing Building Cost Guide – Feb 2019. Labour tiler – internal fibre glass / polyurethane, applied to floors and walls, for general wet areas). Floors and walls – internal fibreglass / polyurethane; general wet areas. M2 floors and walls / hob / internal angles – internal fibreglass / polyurethane; 2 x walls to 2m high – shower 1x1m each Labour - \$295.00 Material \$124.75</p> <p>Total - \$420.43</p> <p>Water-proofing is concealed by floor and wall tiles.</p>	<p>Damages</p> <p>Moisture egress from shower recess, resulting in the premature deterioration of adjoining walls, skirtings, floor coverings and robe recesses. Health risk due to damp and mouldy conditions.</p>

CRIS Reforms to the building approval process

<p>Rectification/remedial repair</p> <ul style="list-style-type: none"> • Remove wall and floor tiles. • Patch wall (render or sheet). • Patch floor screed. • Provide bond breakers and bandage to junctions where applicable. • Ensure tap fittings are sealed. • Provide puddle flange where applicable. • Recoat wall & floors with waterproofing compound. • Re-install floor and wall tiles. • Re-grout wall and floor tiles to match existing. • Clean site – waste control on site. <p>Cordell Commercial & Housing Building Cost Guide – Feb 2019.</p> <p>Renovate bathroom complete – medium.</p> <p>(Medium = 6m2. Includes labour, materials and fixings to renovate bathroom to nominated size and specification level.</p> <p>Bathrooms include demolition and disposal of old bathroom, protection of adjacent areas, make good wall surface, waterproofing, bath, shower + shower screen, toilet suite, vanity+ basin, tapware, mirror, accessories, power-points, exhaust fan, tiling to floor and walls (average = skirting, quality = to 1.2m, prestige = to 2.4m), painting of walls and ceiling, installation of fixtures and final clean. Assumes same position for plumbing.</p> <p>Services and fit-out average each – Labour \$4392.46, Materials - \$5178.06, Plant - \$213.17, other \$621.66.</p> <p>Total \$10,405.35</p>	<p>Rectification/remedial repair</p> <ul style="list-style-type: none"> • Arrange suitable times for access with occupant. • Attempt to locate the source of the moisture. • Find tiles that match existing. • Provide cover to protect existing furniture, walls and floors. • Remove wall and floor tiles. • Patch wall (render or sheet). • Patch floor screed. • Provide bond breakers and bandage to junctions where applicable. • Ensure tap fittings are sealed. • Provide puddle flange where applicable. • Recoat wall & floors with waterproofing compound. (Manufacturers recommendations). • Re-install floor and wall tiles. • Re-grout wall and floor tiles to match existing. • Carry out remedial work to walls, skirtings, floorcoverings (carpet or timber). • Re-imbursement for damage to belongings caused by the effects of moisture. • Re-paint as required to match existing. • Provide waste disposal and clean site. • Reimburse owner for costs associated with leak detection. <p>The cost to remedy a leaking shower recess in a medium size bathroom after five years occupancy, can possibly be priced similarly to a renovation \$10,000.00 with a margin for any damage to adjoining walls and flooring. Estimate \$5000.00</p> <p>Total \$15,000.00</p> <p>No allowance for damage to furniture and effects.</p>
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**Department of Mines, Industry Regulation and Safety
Building and Energy**

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request to assist people with special needs.

ENQUIRIES TO: Adam Freeman (9273 6054)
Coordinator Building Services
OUR REF: SC1882 (D19/179763)



CITY OF VINCENT

11 December 2019

Building Approval Review Team
Policy and Legislation Branch
Building and Energy
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

Dear Sir/Madam

**CITY OF VINCENT SUBMISSION – REFORMS TO THE BUILDING APPROVAL PROCESS FOR
SINGLE RESIDENTIAL BUILDINGS IN WA: CONSULTATION REGULATORY IMPACT
STATEMENT (CRIS)**

Thank you for providing the City with the opportunity to make a submission on the Building Reforms CRIS which applies to single residential buildings. This matter was considered at the City's Ordinary Meeting of Council on 10 December 2019.

The City supports 'Option 3 – Improvements to the current building approvals process' and does not support 'Option 1 – Business as usual' or 'Option 2 – Introduce full private certification'. Option 3 is supported because it improves accountability of the building industry and provides assurances to home owners during and after the building process, while retaining the City's existing statutory responsibilities.

The City can provide the following comments to support this position:

1. Product quality would be improved through implementation of staged mandatory inspections which should occur at the time of foundations and footings; slab/reinforcement of bearers/joints; roof; and occupancy or final completion;
2. To ensure optimal accountability, the approvals function should be retained by Local Governments who act independently of builders, ensuring a more seamless compliance and enforcement process; which would not be achieved if this was shared with private building surveyors;
3. The proposal within Option 2 to obtain evidence of planning compliance during the building approval stage should be included as part of Option 3; and
4. Full cost recovery should be enabled for Local Governments to ensure the cost of services are recouped.

Should you have any queries please contact Coordinator Building Services Adam Freeman on 9273 6054 or via email: mail@vincent.wa.gov.au.

Yours sincerely,

David MacLennan
CHIEF EXECUTIVE OFFICER

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9.6 PARKLET PROPOSAL - NO. 711 NEWCASTLE STREET, LEEDERVILLE

TRIM Ref: D19/174994
Author: Tim Elliott, A/Coordinator Policy and Place
Authoriser: Stephanie Smith, A/Executive Director Strategy and Development
Ward: South
Attachments: Nil

RECOMMENDATION:

That Council AUTHORISES the Chief Executive Officer to issue a Section 40 Certificate for Fibber McGee's located at NO. 711 Newcastle Street, Leederville, for the purposes of licensing the adjacent Parklet, until such time that a report is presented to Council on the results of community consultation on draft Policy No. 2.2.13 – Parklets.

PURPOSE OF REPORT:

To consider an application to license a parklet in the two car parking bays adjacent to No. 711 Newcastle Street, Leederville in front of Fibber McGee's.

BACKGROUND:

On the 30 October 2019, the City received an application for a parklet at No. 711 Newcastle Street, Leederville, adjacent to Fibber McGee's. The application included a request for the parklet to be considered for liquor licensing.

Council endorsed Policy No. 2.2.13 – Parklets (Parklets Policy) at its Meeting on 22 September 2015. The application was assessed, advertised in accordance with the Parklets Policy and approved under delegation 2.2.13 private works, on, over or under public places on 21 November 2019.

The Parklets Policy includes a provision on page 12 stating that smoking and the consumption of alcohol in parklets is not permitted.

At the Ordinary Meeting of Council held on 5 March 2019, Council initiated an amendment to the Parklets Policy to enable consideration of liquor licence application within the parklet by an adjoining business. At the same meeting, Council authorised the issuing of a section 40 for the two parklets adjacent to Pinchos Bar De Tapas and Jus Burgers in Leederville. The section 40 allowed licensing of these two parklets which is intended to be run as a trial to help inform public consultation on the proposed Parklets Policy amendment, to occur early in 2020.

As above, Administration has delegation to determine the application for a parklet however cannot determine the liquor licensing component as this is not in accordance with Council's Parklet Policy. Administration is seeking Council's Authorisation to issue a section 40 certificate so that this space may be licensed and included as part of the trial.

DETAILS:

The parklet has been approved subject to the applicant entering into a formal agreement for the supply, installation and management of the parklet.

The parklet replaces two car parking bays located in front of No. 711 Newcastle Street, on the shared space Leederville Village Square. The parklet is 15.5 square metres and can seat approximately 24 people on four tables. The parklet is proposed in a safe location with a border of planter boxes which will provide a safe barrier between the public space and the adjoining shared space.

Aligned with the priority of Thriving Places in the City's Strategic Community Plan, parklets help local businesses by encouraging people to linger longer, and are a point of interest in the community for residents and visitors to experience. The space is currently used as short term parking for two vehicles, the proposed parklet will provide a place for the public to rest, eat, drink and gather which will provide activity and atmosphere in the town centre.

The community would be given an opportunity to experience the licensed parklets during the peak summer period before providing comment on their success and suitability. It is appropriate to include the proposed parklet in the trial and advertise the Parklets Policy in early 2020.

CONSULTATION/ADVERTISING:

The formal advertising period for amendment to the Parklets Policy is pursuant to Part 2 of the City's Policy No. 4.1.1 – Adoption and Review of Policies which requires a 21 day advertising period by means of written notification to affected properties as determined by the City and a newspaper advert. To satisfy the requirements of the City's policy the advertising period would be 21 days and include:

- Written notification to landowner/occupiers within the City's town centres;
- Notice in the Perth Voice and Guardian Express once per week for four weeks;
- Notice on the City's website and social media; and
- Discussion with the City's Business Advisory Group and town teams.

LEGAL/POLICY:

- Policy No. 2.2.13 – Parklets; and
- Policy No. 4.1.1 – Adoption and Review of Policies.

Delegation to Determine Applications:

The CEO currently has delegation to approve most parklets in the City where they are in accordance with the Parklets Policy. This matter is being referred to Council as the application proposes a parklet with the intention of licensing the space. This does not align with the current Parklets Policy. For proposals of this nature, a Council decision is required to authorise the licensing of the space.

RISK MANAGEMENT IMPLICATIONS:

It is low risk for Council to allow the City to issue a section 40 certificate that will enable the parklet to be licensed as part of the trial.

STRATEGIC IMPLICATIONS:

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

Thriving Places

Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.

Connected Community

We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

It is proposed that the Parklets Policy be advertised in early 2020 following the trial of licensed parklets. Administration will report back on the results of the consultation. Council's decision on the results of the consultation will determine the long term licensing of parklets.

9.7	LATE REPORT: AMENDMENT NO. 5 TO LOCAL PLANNING SCHEME NO. 2 - OUTCOMES OF ADVERTISING
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REPORT TO BE ISSUED PRIOR TO THE ORDINARY MEETING OF COUNCIL 10 DECEMBER 2019.

10 INFRASTRUCTURE & ENVIRONMENT**10.1 RESPONSE TO PETITION REQUESTING THE RELOCATION OF PARKING ON TURNER STREET, HIGHGATE ADJACENT JACK MARKS RESERVE****TRIM Ref:** D19/179993**Author:** Paul Morrice, A/Manager Ranger Services**Authoriser:** Andrew Murphy, Executive Director Infrastructure and Environment

Attachments:

1. Petition - Confidential
2. Location Map of Petitioners - Confidential
3. Existing Parking Arrangements on Turner Street (Plan No. 3462-PP-01) [!\[\]\(10f8862fc183b400327470ea85afe9ae_img.jpg\)](#)

RECOMMENDATION:**That Council:**

1. **APPROVES** consultation with Turner Street, Highgate residents in relation to the proposed minor parking amendments communicating the following;
 - 1.1 The proposed reallocation of all street parking on Turner Street, Highgate from the north side to the south side of the street; and
 - 1.2 The proposed reallocation of the 'No Stopping' zone on Turner Street, Highgate from the south side to the north side of the street; and
2. **NOTES** that any submissions received as a result of the consultation as set out in clause 1 above will be presented to Council by March 2020 for consideration.

PURPOSE OF REPORT:

To consider improvements and amendments to parking arrangements in Turner Street, Highgate as detailed in the report.

BACKGROUND:

The City regularly receives requests for the introduction of, or changes to, parking restrictions in both residential and commercial areas. Administration generally undertakes a range of investigations including parking demand and traffic volume surveys to assess traffic and on street parking conditions. That data is then used to determine whether new or amended restrictions are warranted to improve parking availability and amenity.

DETAILS:

At the City's Ordinary Meeting of Council on 12 November 2019 a petition was received from Ms Lauren Ireland of Turner Street, Highgate, comprising of 109 signatures, requesting Council to consider changing the parking restrictions on Turner Street, Highgate. This would involve moving all on street parking from the north side of Turner Street to the south side of Turner Street. This would also involve moving the 'No Stopping' zone from the south side to the north side due to the narrowness of Turner Street.

It should be noted a Parking Management Plan (PMP) was submitted and approved by Administration for No. 5 Turner Street on 18 March 2019 in accordance with the conditions of the development approval granted by Council on 27 March 2018 for a Change of Use to Single House and Eating House. This was subsequently updated to reflect the development approval granted by Administration on 17 July 2019 for a Change of Use to Short Term Accommodation. The PMP identifies that there is sufficient onsite parking to cater for the needs of the guests of the short term accommodation and residents of the dwelling, noting that the staff of the eating house would also reside on the property. The PMP also included a parking survey of the surrounding streets which identified that there was sufficient capacity within the 60 on street bays within the immediate area. During the operating hours of the Eating House the peak number of bays recorded

through the parking survey was four. The proposed parking changes would likely not impact on the operation of the approved PMP.

Out of the 109 signatures of the petition 22 signatures were from residents surrounding Jack Mark's Reserve and as a result of this Administration proposes to consult with the residents of Turner Street, Highgate before considering any on-street changes to parking, which directly impact them.

The map as attached shows the current parking availability around Jack Mark's Reserve including Turner Street, Highgate.

Administration has conducted an investigation which identified that whilst there is ample parking on both Wright Street and Broome Street, Highgate, it would not be opposed to the changes as proposed by the petition for a 12 month trial pending the results of the consultation.

Administration considers that there are a number of advantages and disadvantages to the changes proposed in the petition, as follows:

Advantages

- Improved access to users of the reserve who choose to drive.
- Improved line of sight for residents whilst reversing out of driveways/garages.
- Increased number of parking bays (approximately 3) overall as the park side does not have crossovers.

Disadvantages

- Lack of parking directly outside of residences.
- Decreased turning circle whilst exiting driveways/garages.
- Additional parking may encourage people to drive to the park instead of walking.

Administration seeks approval to consult with Turner Street residents regarding the minor parking restriction amendments and report the findings back to Council by March 2020.

CONSULTATION/ADVERTISING:

All affected property owners and occupiers in Turner Street will be notified of the proposal. There is minimal impact upon the wider community.

LEGAL/POLICY:

The *City of Vincent Parking and Parking Facilities Local Law 2007* regulates the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the City and provides for the management and operation of parking facilities.

RISK MANAGEMENT IMPLICATIONS:

Low: There is a low risk in ensuring full and open consultation with residents on any proposal which could impact them.

STRATEGIC IMPLICATIONS:

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

Accessible City

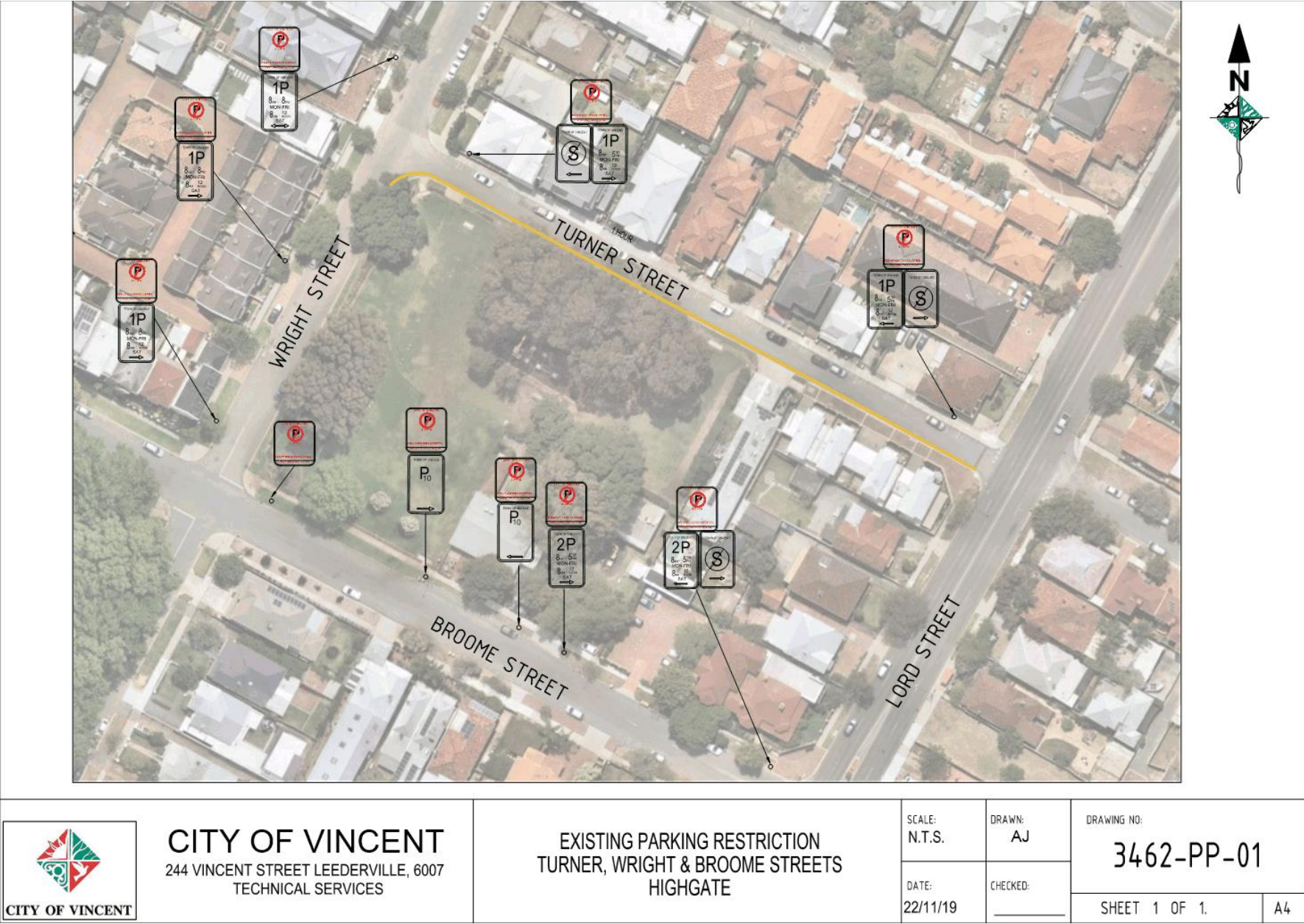
We have better integrated all modes of transport and increased services through the City.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Yes, there would be a cost to the proposed parking infrastructure changes. The estimated cost can be provided at the March meeting following consultation with Turner Street residents.



**10.2 MAKING THE PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW 2019
[ABSOLUTE MAJORITY DECISION REQUIRED]**

TRIM Ref: D19/174341

Authors: Chris Dixon, A/Projects and Strategy Officer
Paul Morrice, A/Manager Ranger Services

Authoriser: Andrew Murphy, Executive Director Infrastructure and Environment

Attachments: 1. Parking and Parking Facilities Amendment Local Law 2019 draft  
2. Parking and Parking Facilities Local Law 2007 - marked up draft  

RECOMMENDATION:

That Council:

1. NOTES that public notice of the City of Vincent Parking and Parking Facilities Amendment Local Law 2019 was provided for the period 10 August 2019 to 27 September 2019 and no submissions were received;
2. APPROVES BY AN ABSOLUTE MAJORITY, in accordance with section 3.12(4) of the *Local Government Act 1995*, making the City of Vincent Parking and Parking Facilities Amendment Local Law 2019, at Attachment 1, SUBJECT TO the Chief Executive Officer:
 - 2.1 making minor administrative amendments to the version to be officially gazetted, such as the removal of text boxes and page numbers in the index;
 - 2.2 publishing the City of Vincent Parking and Parking Facilities Amendment Local Law 2019 in the *Government Gazette* in accordance with s3.12(5) of the *Local Government Act 1995* and providing a copy to the Minister for Local Government;
 - 2.2 following Gazettal, providing local public notice that the City of Vincent Parking and Parking Facilities Amendment Local Law 2019 has been published in the *Government Gazette*, in accordance with s3.12(6) of the *Local Government Act 1995*; and including the following details in the public notice:
 - a. stating the title of the local law;
 - b. summarising the purpose and effect of the local law;
 - c. stating the day the local law comes into operation; and
 - d. advising that copies of the local law may be inspected and obtained from the City's office; and
 - 2.3 following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12 November 2010, providing a copy of City of Vincent Parking and Parking Facilities Amendment Local Law 2019 and duly completed explanatory memorandum signed by the Mayor and Chief Executive Officer to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

PURPOSE OF REPORT:

To adopt the proposed Parking and Parking Facilities Amendment Local Law 2019.

BACKGROUND:

At its Ordinary Meeting held on 25 June 2019, Council resolved to provide public notice of the City of Vincent Parking and Parking Facilities Amendment Local Law 2019, at **Attachment 1**.

The purpose of the Parking and Parking Facilities Amendment Local Law 2019 is to amend the Parking and Parking Facilities Local Law 2007 in order to introduce alternative methods of payments for parking, create new definitions and offences, make administrative modifications so that the local law aligns with the City's

current objectives and processes, and introduce a method for an authorised person to determine whether a vehicle presents a hazard or restricts lawful use of a public place.

DETAILS:

The Parking and Parking Facilities Amendment Local Law 2019 amends the principal local law which is the Parking and Parking Facilities Local Law 2007. A marked up version of the consolidated Parking and Parking Facilities Local Law 2007 is at **Attachment 2**. The following is a summary of the effects of the changes that will result by means of adoption of the proposed Parking and Parking Facilities Amendment Local Law 2019:

Alternative Methods of Payment

Alternative methods of payment for parking has been introduced as a result of changes in technology which will allow customers to purchase parking by other methods than just cash, coin or card, with a move towards payments via mobile devices. The intent of this amendment is to allow the City to cover the different payment methods without requiring further amendments to the local law.

New Definitions

Administration is proposing that an existing definition be amended and a new definition be created to cover all forms of tickets. The proposed amended definition is for parking ticket and the new definition is electronic parking ticket.

Minor Amendments

In addition, at the Council Meeting on 25 June 2019 it was resolved to adopt a proposed subclause "8.8(2)(c) in the opinion of an authorised person the presence of the vehicle presents a hazard to public safety or restricts the lawful use of any place".

CONSULTATION/ADVERTISING:

Public notice of the proposed City of Vincent Parking and Parking Facilities Amendment Local Law 2019 was given in accordance with sections 3.12(3)(a) and (3a) of the *Local Government Act 1995*. Accordingly, advertisements were placed on the City's website, in *The West Australian* on 10 August 2019, *The Eastern Reporter* on 15 August 2019 and *The Perth Voice* on 10 August 2019 as well as posted on the City's notice boards and publicised on social media. In addition it was also sent to the Department of Local Government, Sport and Cultural Industries (Department) requesting feedback.

The submission period closed on 27 September 2019 with no submissions being received.

LEGAL/POLICY:

Section 3.12 of the *Local Government Act 1995* sets out the procedural requirements for the making of a local law:

"3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
 - 1.*
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner."*
- (3) The local government is to —*
 - (a) give Statewide public notice stating that —*
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*

- (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
 - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) *A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*
** Absolute majority required.*
- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice*
- (a) *stating the title of the local law; and*
 - (b) *summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (c) *advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law."*

RISK MANAGEMENT IMPLICATIONS:

Low: It is not considered that the proposed amendments to the Parking and Parking Facilities Amendment Local Law 2019 will have a significant effect on the City's risk profile.

STRATEGIC IMPLICATIONS:

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

Accessible City

We have embraced emerging transport technologies.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

There are nominal costs associated with making the local law, including advertising and Gazettal which can be expended from the City's operating budget.

COMMENTS:

Administration is proposing to introduce the following amendments to allow different methods of payment.

Alternative Methods of Parking

The addition of a mobile device as a method of payment will allow customers to be able to purchase a ticket, whether paper or electronic, and through an electronic device.

Minor Amendments

The wording of proposed clause 8.8(2)(c) will enable Rangers to conduct an objective investigation into a complaint received and at the conclusion of that investigation a reasoned decision can be made as to whether the vehicle presents a hazard and/or restricts the lawful use of any public place or thoroughfare. This will enable genuine issues to be dealt with through mediation, issuing of cautions or infringements, and/or impounding of the vehicle. Importantly, an objective investigation will enable any frivolous, vexatious or unsubstantiated complaints to be disregarded.

LOCAL GOVERNMENT ACT 1995
PARKING AND PARKING FACILITIES LOCAL LAW 2007

City of Vincent

Parking and Parking Facilities Amendment Local Law 2019

Under the powers conferred by the *Parking and Parking Facilities Local Law 2007* and by all other powers enabling it, the Council of the City of Vincent resolved on to make the following local law:

1. Citation

This local law may be cited as the *City of Vincent Parking and Parking Facilities Local Law 2007*

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal local law

In this local law the *City of Vincent Parking and Parking Facilities Local Law* published in the *Government Gazette* on is referred to as the principal local law. The principal local law is amended.

4. Table of Contents

The table of contents is deleted and replaced with:

“PART 1 – PRELIMINARY

- 1.1 *Citation*
- 1.2 *Objective*
- 1.3 *Commencement*
- 1.4 *Repeal*
- 1.5 *Application*
- 1.6 *Interpretation*
- 1.7 *Classes of vehicles*
- 1.8 *Powers of the local government*
- 1.9 *Determination of fees, charges and costs*
- 1.10 *Alternative methods payment for parking*

PART 2 – SIGNS

- 2.1 *Erection of signs*
- 2.2 *Compliance with signs*
- 2.3 *Unauthorised signs and defacing of signs*
- 2.4 *General provisions about signs*
- 2.5 *Application of this local law to pre-existing signs and private properties*
- 2.6 *Part of a thoroughfare to which sign applies*

Parking and Parking Facilities Local Law 2019

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PART 3 – PARKING STALLS AND PARKING STATIONS

- 3.1 *Determination of parking stalls and parking stations*
- 3.2 *Vehicles to be within parking stalls on thoroughfares*
- 3.3 *Parking prohibitions and restrictions*

PART 4 – PARKING GENERALLY

- 4.1 *Restrictions on parking in particular areas*
- 4.2 *Parking vehicle on a carriageway*
- 4.3 *When parallel and right-angled parking apply*
- 4.4 *When angle parking applies*
- 4.5 *General prohibitions on parking*
- 4.6 *Authorised person may order vehicle on thoroughfare to be moved*
- 4.7 *No movement of vehicles to avoid time limitation*
- 4.8 *No parking of vehicles exposed for sale in other circumstances*
- 4.9 *Parking on private land*
- 4.10 *Parking on reserves*
- 4.11 *Parking on verges*
- 4.12 *Suspension of parking limitations for urgent, essential or official duties*
- 4.13 *Parking in a parking station*
- 4.14 *Special event parking*

PART 5 – PARKING AND STOPPING**Division 1 – Parking and stopping generally**

- 5.1 *"No stopping" and "no parking" signs, and yellow edge lines*

Division 2 – Stopping in zones for particular vehicles

- 5.2 *Stopping in a loading zone*
- 5.3 *Stopping in a taxi or bus zone*
- 5.4 *Stopping in a mail zone*
- 5.5 *Other limitations in zones*

Division 3 – Other places where stopping is restricted

- 5.6 *Stopping in a shared zone*
- 5.7 *Double parking*
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- 5.9 *Stopping on a bridge or in a tunnel etc*
- 5.10 *Stopping on crests, curves etc*
- 5.11 *Stopping near a fire hydrant etc*

- 5.12 *Stopping at or near a bus stop*
- 5.13 *Stopping on a path, median strip, or traffic island*
- 5.14 *Stopping on verge*
- 5.15 *Obstructing access to and from a path, driveway etc*
- 5.16 *Stopping near a public letter box*
- 5.17 *Stopping on a carriageway - heavy and long vehicles*
- 5.18 *Stopping on a carriageway with a bicycle parking sign*
- 5.19 *Stopping on a carriageway with motor cycle parking sign*
- 5.20 *Eating areas in parking stalls*
- 5.21 *Permits in parking facilities*
- 5.22 *Motor cycle stalls*

PART 6 – TICKET ISSUING MACHINES AND ZONES

- 6.1 *Establishment of Metered Zones, Metered Stalls and Ticket Zones*
- 6.2 *Ticket issuing machines*
- 6.3 *Fees in ticket machine zones*
- 6.4 *Display of tickets*
- 6.5 *Parking limits*
- 6.6 *Parking position in ticket machine zone*
- 6.7 *No parking when hood on ticket machine*

PART 7 – PARKING PERMITS

- 7.1 *Definitions*
- 7.2 *Exemption of permit holders*
- 7.3 *Issue of permits*
- 7.4 *Discretionary authority*
- 7.5 *Validity of permit*
- 7.6 *Revocation of a permit*
- 7.7 *Removal of permit from vehicle*
- 7.8 *Replacement of permit*
- 7.9 *Display of Parking Permit*

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- 8.1 *Authorised persons*
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- 8.3 *Authorised person to be obeyed*
- 8.4 *Persons may be directed to leave local government property*

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- 8.5 *Marking of tyres*
- 8.6 *Removal of notices on vehicle*
- 8.7 *Special purpose and emergency vehicles*
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- 8.10 *Local government may lock parking stations*

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- Schedule 1 *Parking Region*
- Schedule 2 *Prescribed offences*
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- Schedule 4 *Infringement Notice*
- Schedule 5 *Withdrawal of Infringement Notice*
- Schedule 6 *Notice of Intent to Revoke Permit*

5. Clause 1.6(1) Interpretation Amended

- (1) Insert “*electronic parking detection device*” means an electronic device placed in a position to detect and record the parking time of a vehicle on any road, parking facility, or other public place and includes any instrument, display panel or transmitting apparatus associated with the device;
- (2) Insert “*electronic parking ticket*” means a ticket which is issued from a ticket issuing machine or ticket issuing device, and which authorises the parking of a vehicle in a parking stall or a parking station or part of a parking station and includes the date and time of which the authorisation expires, whether or not the payment of a fee is required;
- (3) Insert “*mobile device*” means a portable computing device such as a smartphone or tablet computer;
- (4) Insert “*money*” means any legal tender under the Currency Act 1965 (Cth);
- (5) Insert “*parking app*” means a mobile app or mobile application designed to operate on a mobile device for the purpose of purchasing or obtaining an electronic parking ticket
- (6) Insert “*parking permit*” means a permit issued by the local government or an authorised person and includes a written or electronic permit;”
- (7) Amend “parking ticket” definition; insert “*or ticket issuing device*”, after the word issuing machine and insert “*and includes the date and time of which the authorisation expires, whether or not the payment of a fee is required*” after the word parking station;
- (8) Amend “ticket issuing machine” definition; insert “*mobile*” after word machine or, and delete “*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*” and replace with “*which, as a result of a payment by*

coins, money or any permitted means, issues a parking ticket, whether paper or electronic, showing the period during which it is lawful to remain parked in the area to which the machine or mobile device relates";

6. Clause 1.10 added

(1) Insert "1.10 Alternative methods of payment for parking

(1) The local government may authorise a person to park, or to pay for parking, in advance or in arrears by issuing (electronically or otherwise) a permit, invoice, ticket or pass (referred to in this clause as an Alternative Method of Payment).

(2) A person who has been authorised by the local government to make an Alternative Method of Payment for parking is exempt from paying fees at the relevant parking facility providing that he or she complies with the terms of the Alternative Method of Payment.

(3) An Alternative Method of Payment may not be used by any person other than the person who received authorisation by the local government.

(4) The local government may introduce and apply methods of payment for parking fees which may include but not limited to payment by –

- a. Australian currency including coins and or bank notes;
- b. Credit card or debit card;
- c. Payment by telephone; or
- d. Any other approved method of payment

(5) The local government may introduce various paid parking processes which may include but not limited to the following –

- a. Ticket parking
- b. Pay by vehicle registration number
- c. Pay by parking bay; or
- d. Pay on foot

7. Clause 4.13 amended

(1) Replace clause 4.13(1) with "This clause does not apply to a person who parks a vehicle, or who permits a vehicle to remain parked, in a parking station in accordance with the terms of an Alternative Method of Payment under clause 1.10.

(2) Renumber clause 4.13(1), 4.13(2), 4.13(3), 4.13(4), 4.13(5) and 4.13(6) as 4.13(2), 4.13(3), 4.13(4), 4.13(5), 4.13(6) and 4.13(7) respectively

(3) In clause 4.13(2)(a) replace *subject to subclause (2)* with *subject to subclause (3)*;

(4) Renumber clause 4.13(2)(a)(i) and 4.13(2)(a)(ii) as 4.13(2)(a)(ii) and 4.13(2)(a)(iii) respectively

(5) Insert clause 4.13(2)(a)(i) "This clause does not apply to a person who parks a vehicle, or who permits a vehicle to remain parked, in a parking station in accordance with the terms of an Alternative Method of Payment under clause 1.10";

(6) Insert clause 4.13(2)(a)(iv) "in the case of an electronic parking ticket, 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 is able to be read on a mobile device 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

(7) In clause 4.13(2)(b) replace *for the purpose of subclause (1)* with *for the purpose of subclause (2)*;

(8) In clause 4.13(3)(b) insert “expired”, after the word “obliterated”;

8. Clause 6.3 amended

(1) In clause 6.3(2) insert “or is otherwise paid under clause 1.10” after the word issuing machine;

9. Clause 6.4 amended

(1) Replace 6.4(1) with “*This clause does not apply to a person who parks a vehicle in a ticket machine zone in accordance with the terms of an Alternative Method of Payment under clause 1.10*”

(2) Renumber clause 6.4(1), 6.4(2) and 6.4(3) as 6.4(2), 6.4(3) and 6.4(4) respectively.

(3) In clause 6.4(2) insert “(c) *In the case of an electronic parking ticket, 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 is able to be read on a mobile device by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in that part of the ticket machine zone*”;

10. Clause 6 amended

(1) In clause 6 insert “6.7 *No parking when cover on ticket machine*” “*Despite any other provision of this local law and despite any other sign or notice, a person must not park a vehicle in a ticket machine zone, if the ticket issuing machine referable to the ticket machine zone has a cover marked ‘No Parking’, ‘Reserved Parking’ or ‘Temporary Bus Stand’ or an equivalent symbol depicting one or more of these purposes, except with the permission of the local government or an authorised person*”;

11. Clause 7.9 amended

(1) In clause 7.9(1) insert “either” after the word “permit is” and insert “or available to be viewed on a mobile device” after the word “inside the vehicle”;

(2) In clause 7.9(2) insert “either” after the word “person from” and insert “or from a mobile device” after the word “the vehicle”;

(3) Delete clause 7.9(3);

12. Clause 8.8 amended

(1) In clause 8.8(2) insert “(c) *In the opinion of an authorised person, the presence of the vehicle presents a hazard to public safety or restricts the lawful use of any place*”;

13. Schedule 2 Prescribed offences

(1) In item 90 rename 6.4(1)(a) to 6.4(2)(a)

(2) In item 91 rename 6.4(1)(b) to 6.4(2)(b) and insert “clearly” after the word “failure to”

(3) Renumber item 92, 93, 94, 95 and 96 as 93, 94, 95, 96 and 97 respectively

(4) Insert item 92 6.4(2)(c) “Failure to obtain a valid parking ticket” penalty \$70

- (5) Renumber item 97, 98, 99, 100, 101, 102, 103 as 99, 100, 101, 102, 103, 104 and 105 respectively
- (6) Insert item 98 6.7 "Parking contrary to a covered ticket issuing machine" penalty \$95
- 14.** Schedule 6 delete "*Nick Catania, JP*" and replace with "*Emma Cole*" and delete "*John Giorgio, JP*" and insert "*David MacLennan*"



CITY OF VINCENT

LOCAL GOVERNMENT ACT 1995

PARKING AND PARKING FACILITIES LOCAL LAW 2007

CITY OF VINCENT LOCAL PARKING AND PARKING FACILITIES LOCAL LAW

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CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

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

- (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;

“electronic parking detection device” means an electronic device placed in a position to detect and record the parking time of a vehicle on any road, parking facility, or other public place and includes any instrument, display panel or transmitting apparatus associated with the device;

“electronic parking ticket” means a ticket which is issued from a ticket issuing machine or ticket issuing device, and which authorises the parking of a vehicle in a parking stall or a parking station or part of a parking station and includes the date and time of which the authorisation expires, whether or not the payment of a fee is required;

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

“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;

“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;

“mobile device” means a portable computing device such as a smartphone or tablet computer;

“money” means any legal tender under the Currency Act 1965 (Cth);

“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”

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

- (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 –

- (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 app" means a mobile app or mobile application designed to operate on a mobile device for the purpose of purchasing or obtaining an electronic parking ticket;

"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 permit" means a permit issued by the local government or an authorised person and includes a written or electronic permit;

"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 or ticket issuing device, and which authorises the parking of a vehicle in a parking stall or a parking station or part of a parking station and includes the date and time of which the authorisation expires, whether or not the payment of a fee is required;

"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

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(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
- (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 **mobile** device which is installed in a parking facility and which upon insertion of coins or a token, pass, card, key or device issues a parking ticket. **as a result of a payment by coins, money or any permitted means, issues a parking ticket, whether paper or electronic, showing the period during which it is lawful to remain parked in the area to which the machine or mobile device relates;**

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"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;

"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

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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.

1.10 Alternative methods of payment for parking

- (1) The local government may authorise a person to park, or to pay for parking, in advance or in arrears by issuing (electronically or otherwise) a permit, invoice, ticket or pass (referred to in this clause as an Alternative Method of Payment).
- (2) A person who has been authorised by the local government to make an Alternative Method of Payment for parking is exempt from paying fees at the relevant parking facility providing that he or she complies with the terms of the Alternative Method of Payment.
- (3) An Alternative Method of Payment may not be used by any person other than the person who received authorisation by the local government.
- (4) The local government may introduce and apply methods of payment for parking fees which may include but not limited to payment by –
 - a. Australian currency including coins and or bank notes;
 - b. Credit card or debit card; or
 - c. Payment by telephone or other mobile device with parking app;
- (5) The local government may introduce various paid parking processes which may include but not limited to the following –
 - a. Ticket parking
 - b. Pay by vehicle registration number
 - c. Pay by parking bay; or
 - d. Pay by mobile device

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,

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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.
- (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.

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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.
- (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).

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- (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.
- (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".

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- (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

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- (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;
 - (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

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- (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

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

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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

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

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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) This clause does not apply to a person who parks a vehicle, or who permits a vehicle to remain parked, in a parking station in accordance with the terms of an Alternative Method of Payment under clause 1.10.

(1)(2) Display of Tickets

- (a) Subject to subclause (2) (3) 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) The appropriate fee has been accepted by a ticket issuing machine or the required payment is made in such other form as may be permitted;
 - (ii) a valid parking ticket or valid parking tickets applicable to that part of the parking station and issued on that day; and
 - (iii) 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 be 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; or
 - (iv) in the case of an electronic parking ticket, 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 is able to be read on a mobile device 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.
- (b) For the purposes of subclause (1) (2), 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) “**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.

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(2)(3) Use of Parking Tickets

A person shall not –

- (d) deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket or any information, printing or imprint thereon;
- (e) 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, **expired** or otherwise interfered with; or
- (f) 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)(4) Fees for Motor Cycles in Parking Stations

- (g) 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.
- (h) The local government shall not be obliged to accept payment of any fee referred to in this clause.

(4)(5) 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 –

- (i) wholly within a parking stall marked with the symbol “M/C” or otherwise designated as being set aside for the parking of motor cycles;
- (j) that person has paid to the local government the fee; and
- (k) during the period for which the fee is applicable.

(5)(6) 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)(7) Parking Restrictions for Vehicles with Multiple Occupants

- (l) 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.
- (m) 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.
- (n) 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.

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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 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 –

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- (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

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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.

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(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.

(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

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- (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

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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
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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.

(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 **or is otherwise paid under clause 1.10.**

(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) **This clause does not apply to a person who parks a vehicle in a ticket machine zone in accordance with the terms of an Alternative Method of Payment under clause 1.10**

(1)(2) 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.

(c) In the case of an electronic parking ticket, the date and time of issue or expiry

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of the ticket, as the case may be, and the number of the ticket, if any, printed thereon is able to be read on a mobile device by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in that part of the ticket machine zone.

(2)(3) A reference in this clause to:

- (d) **"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;
- (e) **"valid 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.

(3)(4) 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.

6.7 No parking when cover on ticket machine

Despite any other provision of this local law and despite any other sign or notice, a person must not park a vehicle in a ticket machine zone, if the ticket issuing machine referable to the ticket machine zone has a cover marked 'No Parking', 'Reserved Parking' or 'Temporary Bus Stand' or an equivalent symbol depicting one or more of these purposes, except with the permission of

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the local government or an authorised person.

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;

“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;

“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.

7.2 Exemption for permit holders

(1) (a) Where on any part of a thoroughfare the stopping or parking of vehicles is prohibited

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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.
- (2) The local government may upon a written application of an eligible person issue a commercial parking permit.
- (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 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

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.

7.5 Validity of permit

Every residential 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;

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- (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 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 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.
- (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 **either** displayed

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inside the vehicle ~~or available to be viewed on a mobile device.~~

- (2) The permit must be clearly visible to and able to be read by an authorised person from ~~either~~ outside the vehicle, ~~or from a mobile device~~ 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

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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 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.
 - (c) In the opinion of an authorised person, the presence of the vehicle presents a hazard to public safety or restricts the lawful use of any place.

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 –

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

- (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.

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

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
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
38	4.5(2)(h)	Parking on intersection	160

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

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
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

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

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)(2)(a)	Failure to display an unexpired parking ticket	70
91	6.4(1)(2)(b)	Failure to clearly display a valid parking ticket	70
92	6.4(2)(c)	Failure to obtain a valid parking ticket	70
(92)(93)	6.5(1)	Stopping or parking for longer than the maximum period	70
(93)(94)	6.6(1)(a)	Failure to stop or park parallel to the kerb in a ticket machine zone	70
(94)(95)	6.6(1)(b)	Failure to stop or park as close to the kerb as practicable in a ticket machine zone	70
(95)(96)	6.6(1)(c)	Failure to stop or park wholly within a parking stall in a ticket machine zone	70
(96)(97)	6.6(1)(d)	Failure to stop or park in direction of movement of traffic in a ticket machine zone	60
98	6.7	Parking contrary to a covered ticket issuing machine	95
(97)(99)	7.9	Failure to display a valid permit	95
(98)(100)	8.3	Failure to comply with a lawful direction of an authorised person	160
(99)(101)	8.4	Failure to leave local government property when lawfully directed to do so by an authorised person	160
(100)(102)	8.5(2)	Removing or interfering with a lawful mark on a tyre	160
(101)(103)	8.6	Removing a notice on a vehicle	135
(102)(104)	8.8(1)	Leaving a vehicle in a public place or thoroughfare so as to cause an obstruction	135
(103)(105)	8.9	Attempting to or removing, damaging, defacing, misusing or interfering with any part of a parking station or parking facility	160

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

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

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

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

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 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/ 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, JPEMMA COLE, Mayor~~
~~MAYOR~~

~~JOHN GIORGI, JPD~~~~DAVID MACLENNAN, Chief Executive Officer~~
~~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
12.12.17	9.1.18	Added new prescribed offences 4.1(3)(d), 4.1(6) and 5.3(3). Changed references to "valid" from "unexpired" parking tickets and updated clause 7.9 to clarify the display of parking permits. Deleted schedule 6.
25.06.19		Various amendments – see amendment sheet July 2019

10.3 CITY HOMELESSNESS FRAMEWORK COMMITTEE ACTION PLAN UPDATE

TRIM Ref: D19/175318

Authors: Cara Finch, Safer Vincent Advisor
Paul Morrice, A/Manager Ranger Services

Authoriser: Andrew Murphy, Executive Director Infrastructure and Environment

Attachments: 1. City Homeless Framework Committee Action Plan [↓](#) 

RECOMMENDATION:

That Council:

1. **NOTES** the update on the implementation of the City Homeless Framework Committee Action Plan (Attachment 1) and the broader Western Australian 10-Year Strategy on Homelessness; and
2. **NOTES** that Administration will provide a further update to Council on the progress of the City Homeless Framework Committee Action Plan and Western Australian 10-Year Strategy on Homelessness within the next six months.

PURPOSE OF REPORT:

To provide Council with an update on the implementation of the City Homeless Framework Committee Action Plan and the broader Western Australian 10-Year Strategy on Homelessness.

BACKGROUND:

At the Ordinary Council Meeting on 25 June 2019, it was resolved that Council:

1. *NOTE the City Homeless Framework Committee Action Plan;*
2. *ENDORSE the trial of the accreditation process for service providers working in the homelessness sector in the City of Vincent commencing August 2019; and*
3. *REQUEST that Administration provide an update on the implementation of the City Homeless Framework Committee Action Plan and the broader Western Australian 10-Year Strategy on Homelessness by December 2019.*

An update on the status of these actions is provided in this report.

DETAILS:**City Homeless Framework Committee Action Plan**

In July 2019, the City of Perth endorsed the City Homeless Framework Committee Action Plan, which will see the City of Perth continue to take the lead on homelessness within the inner City. Further to the draft Plan provided to Council at the Ordinary Council Meeting on 25 June 2019, a final version of the Plan is now provided at Attachment 1.

The Action Plan outlines 34 actions and are a combination of four key themes:

- The Accreditation Process
- The 'No Wrong Door' Concept
- Aligning the Homelessness Sector; and
- Research

The Action Plan notes that the City of Vincent will work with the City of Perth (lead agency) in the implementation of five actions over the proposed timeline of six to twelve months. These are:

- 1.1 Creating and implementing a Goodwill Accreditation Process;
- 1.2 Establishing a goodwill stakeholder group;
- 1.3 Educating community and goodwill groups about homelessness (with Volunteering WA and the WA Alliance to End Homelessness (WAAEH));
- 1.4 Communicating options for community to get involved with existing services instead of looking to create new services (with Volunteering WA and the WA Alliance to End Homelessness (WAAEH)); and
- 1.10 Ensuring that the Goodwill Accreditation Process includes the site conditions, expectations and responsibility of rubbish being left behind after service delivery.

The City of Perth have advised that a further meeting of the City Homeless Framework Committee will likely be scheduled early in 2020 to progress the Action Plan with key stakeholders.

Goodwill Accreditation Process

The implementation of an accreditation process is a key action of the City Homeless Framework Committee and seeks to assist goodwill groups to coordinate their service delivery and best support their volunteers and people experiencing homelessness, better aligning them with the strategic direction of the sector and better coordinating resources, reducing duplication and identifying gaps in service provision.

At the Ordinary Council Meeting on 25 June 2019, Council endorsed the trial of the accreditation process for service providers working in the homeless sector in the City of Vincent, commencing August 2019, to coincide with the City of Perth's launch.

The City of Perth launch has been delayed as they continue to consider locations for the implementation of support service hubs for the accreditation trial. These matters are likely to be resolved in December 2019. Recent discussions between Administration and the City of Perth identified that it would be beneficial for the City of Vincent to wait for the City of Perth to roll out the initial Goodwill Accreditation Process before the process is implemented in the City of Vincent and potentially other local governments, to ensure that any teething issues are resolved before the trial is rolled out further. Maintaining consistency between local governments in the accreditation application, assessment and approval processes will ensure that goodwill providers who may be operating in more than one local government area will have consistent processes to follow, regardless of which local government they are liaising with.

Such a delay will not adversely impact on the City of Vincent accreditation trial at Weld Square, as Council approved the continued use of Weld Square by Manna Inc. for their free lunch service at the Ordinary Council Meeting on 5 November 2019. This approval was subject to a number of ongoing conditions, including that Administration will not consider any further applications for additional goods and services for people who are experiencing homelessness or at risk of homelessness at Weld Square during the approval period, so that the impact on Weld Square from Tranby Centre's recently extended service hours, and the proposed transition of Manna Inc.'s food service to Tranby Centre during the approval period, can be assessed.

Western Australian 10-Year Strategy on Homelessness

In April 2018, the WA Alliance to End Homelessness launched the Western Australian Strategy to End Homelessness, which is a 10-year action plan to end homelessness. The Alliance's strategy is a community-led initiative informed by a community campaign and an extensive consultation process with the sector.

The State's 10-year Strategy on Homelessness in Western Australia 2019-2029 intends to expand and build on the Alliance's work, and establish strong and ongoing linkages between the two strategies.

A Directions Paper for the 10 Year Strategy on Homelessness Western Australia 2019-2029 was released by the Department of Communities earlier in 2019, to share the work that has been done so far and to invite submissions from stakeholders on the proposed directions for the Strategy.

In May 2019, the City Homeless Framework Committee, of which the City of Vincent is a part, sent a submission and action plan to Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services, Simone McGurk, to be considered for incorporation into the State Government's 10 year Strategy on Homelessness in Western Australia 2019-2029.

It is proposed that the Strategy will focus on three key focus areas:

1. Sustainable pathways out of homelessness
2. Prevention and early intervention; and
3. System transformation

2. It is expected that the final Strategy will also articulate clear roles and responsibilities for all parties involved in a whole-of-community response, including local government.

It is anticipated that the final Strategy will be launched later in 2019 by the Department of Communities.

CONSULTATION/ADVERTISING:

A broad range of stakeholders informed the development of the City Homeless Framework Committee Action Plan and pending Western Australian 10-Year Strategy on Homelessness, including State and Local Government, non-government organisations, service providers, not-for-profit organisations and goodwill groups.

LEGAL/POLICY:

It is intended that the City of Vincent will manage and deliver the accreditation process through the City's *Local Government Property Local Law 2008* which provides for the regulation, control and management of activities on local government property, thoroughfares and public places within the City of Vincent through permits.

RISK MANAGEMENT IMPLICATIONS:

Medium: Homelessness remains a significant issue in the inner City area. The implementation of the Goodwill Accreditation Process could impact on the operation of some goodwill groups and could result in negative community sentiment and media attention, depending on how some providers respond to the accreditation process.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Management of City Homeless Framework Committee actions will be undertaken using existing resources.

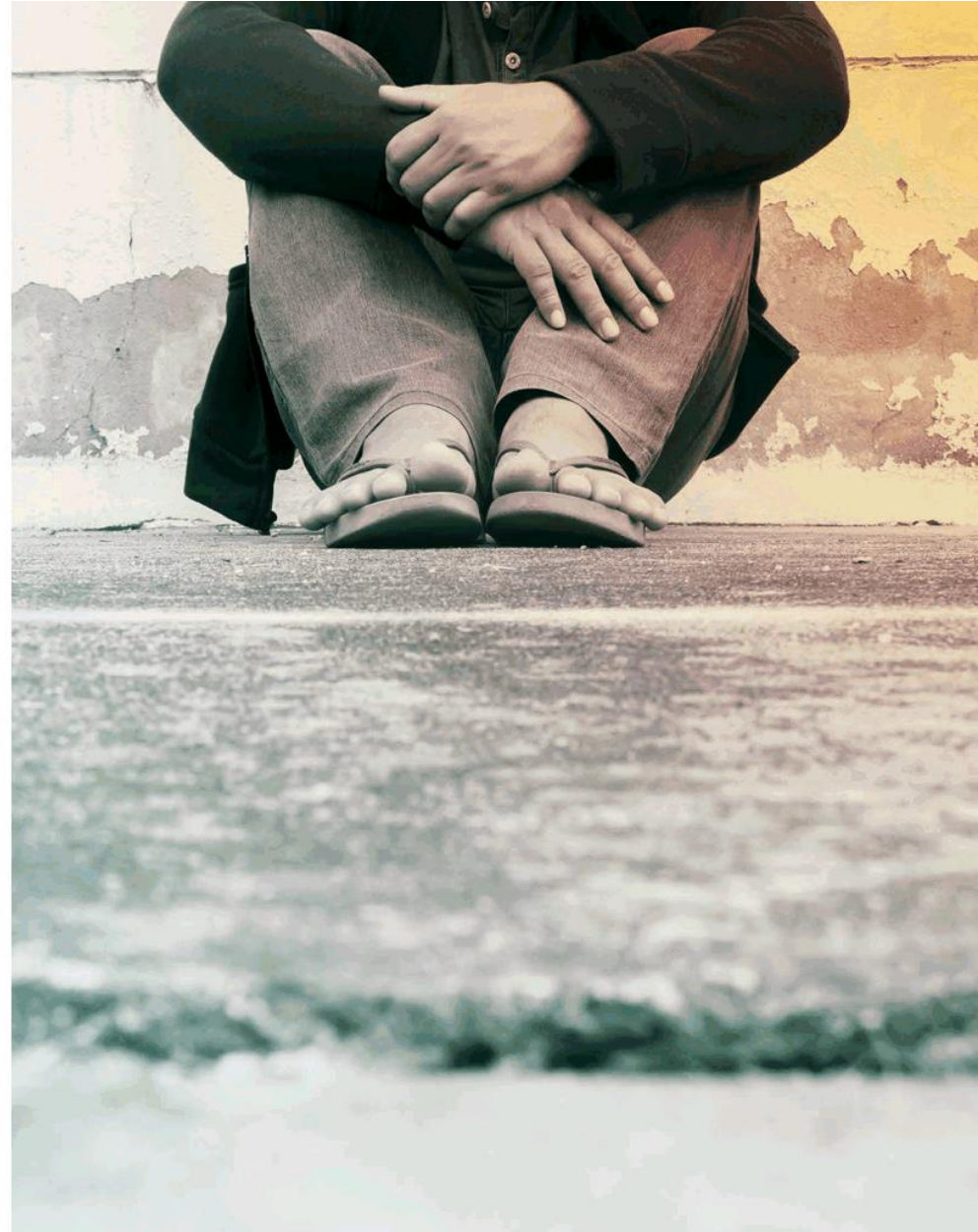
COMMENTS:

Administration will remain actively involved on the City Homeless Framework Committee to ensure a collaborative and coordinated approach to ending homelessness in Perth.



City of Perth

City Homeless Framework Committee Action Plan



2

ACKNOWLEDGMENT OF COUNTRY

We acknowledge the Whadjuk Nyoongar people, Traditional Owners of the lands and waters where the City of Perth is today and pay our respects to Elders past and present.



ALTERNATIVE FORMATS

An electronic version of the City Homeless Framework Committee Action Plan is available from www.perth.wa.gov.au. This document can be provided in alternate formats and languages upon request.

City of Perth
27 St Georges Terrace, Perth
GPO Box C120, Perth WA 6839

Telephone: (08) 9461 3333
Email: info.city@cityofperth.wa.gov.au

Message from Deputy Commissioner



Gaye McMath
*Deputy Commissioner,
City of Perth*

I am pleased to join with my co-chair of the City Homeless Framework Committee, Mr John Carey MLA State Member for Perth, to present the City Homeless Framework Committee Action Plan.

Internationally, nationally and locally, homelessness is identified as a highly complex issue and consequently it requires an integrated approach by all levels of Government. As such the City of Perth acknowledges it has a shared responsibility with the State Government of Western Australia to end inner city homelessness.

Through the development of the City Homeless Framework Committee Action Plan, I have been personally involved meeting with the Perth homelessness sector to identify key actions to be taken by all levels government, service providers and industry bodies.

The City Homeless Framework Committee Action Plan includes 34 actions, short, medium and long term, across 4 key themes:

- The Accreditation Process
- The No Wrong Door Concept
- Aligning the Homelessness Sector
- Research

I am delighted to see early progress being made by extending the operating hours of a homelessness day centre, the establishment of a safe night space, the implementation of a co-ordinated assertive outreach service and the longer term development of a "Common Ground" type model of highly supported accommodation.

The action plan provides a further opportunity to align with and support the strategic direction of the WA Alliance to End Homelessness' 10-year strategy, to end homelessness in Western Australia by 2029.

I acknowledge and thank my co-chair Mr John Carey for the dedication and passion he brought to the Committee. I would also like to personally thank all the individuals involved who represented some 50 groups working on homelessness, including the City of Perth staff, for the outstanding level of collaboration, insight and leadership brought to developing the shared action plan.

The City of Perth commits to continue working collaboratively with others to ending homelessness in Perth.

Message from John Carey MLA



John Carey
MLA

Over the last sixteen months I have been deeply honoured to work with so many dedicated homeless service providers, City staff, and Commissioner McMath to develop the City Homeless Framework Committee Action Plan.

With around 50 groups working on homelessness in the city, it is critical that we better harness this incredible effort in the most effective way.

That is why this action plan has been created: to drive a more coordinated approach to addressing homelessness in the city, by focusing on practical changes and concrete outcomes.

As part of the action plan, the City of Perth is rolling out a new accreditation system for homelessness service groups around dedicated precincts in the city to better consolidate efforts. The State Government is also responding to the recommendations of the plan, by providing funding to expand the current Tranby Hub, to seven days a week, from 7am to 7pm, as a referral point for outreach workers and WA Police.

For the first time in our State's history the State Government and the capital City will have coordinated action plans and targeted resourcing to tackle homelessness.

There's plenty more to do, but the goal is very clear: shifting the focus from managing homelessness, to ending it in our city.



Background

MISSION STATEMENT:

To develop a coherent framework for the delivery of homelessness services in the inner city; to identify and resolve coordination and duplication problems; to identify gaps between service providers, government agencies, and the diverse communities they aim to serve; and, to optimise current resource and funding.

The 2017 Perth City Summit, coordinated by John Carey MLA, identified a need to bring key services and not-for-profit leaders, representatives from local and state government agencies, together to provide a coherent strategy for homelessness services in the inner city. This is key to avoid duplication, ensure better integration, to target finite resources, and to identify gaps in current service delivery.

The City Homeless Framework Committee was formed out of the Perth City Summit to address the critical issue of homelessness within the inner city. The Committee is co-chaired by Commissioner McMath and John Carey MLA and consists of the homeless sector's key stakeholders including not-for-profits, government and non-government organisations.

Co-Chairs

Gaye McMath

City of Perth Deputy Commissioner

John Carey

MLA Perth

Committee Members



Objectives

1

Develop a Homelessness Framework / Strategy / Plan for the City:

- » Conduct an audit of the current services provided to people experiencing homelessness within the City of Perth and City of Vincent.
- » Identify duplication and gaps in current services provided to people experiencing homelessness.
- » Identify key areas for action and 'quick wins' with an emphasis on the housing first approach.
- » Identify how the plan can sit within the broader WA Alliance to End Homelessness Strategy to end rough sleeping in Western Australia, and a State Government Homelessness Strategy.

2

Establish a framework for the investment in homelessness services within the City of Perth:

- » Identify priority areas for investment to address fragmentation of services provided to people experiencing homelessness.
- » Develop guiding principles for investment in services for people experiencing homelessness, including a requirement for service investment to link to pathways out of homelessness.
- » Establish a process or regulatory system to ensure future investment is aligned with the priority areas and guiding principles.

3

Bring together service providers, local government, state government, and private organisations to work together to end homelessness:

- » Identify opportunities to work with existing groups such as the WA Alliance to End Homelessness, Shelter WA and Homelessness Australia.
- » Establish strong relationships with new partners, including private organisations, as a foundation for future action.

The Committee initiated three working groups consisting of the homelessness sector's key stakeholders to identify current problems and potential solutions to current inner city homelessness trends and issues. These working groups were divided into:

- Coordination of services into a housing plus model;
- Coordination of services within the inner city; and
- Unsolicited distribution of goods and services in the inner city.

The three working groups met on a fortnightly basis from July 2018 – September 2018. The findings of the working groups clarified systemic breakdowns from a front-line perspective.

Consistent themes and opportunities were identified with the most urgent being the need for sector collaboration and the development and strengthening of structures to support collaboration.

City Homeless Framework Committee Timeline

2017 OCTOBER

Initial meeting with City of Perth and John Carey MLA to discuss homelessness within the City of Perth. Discussions centred around forming a joint City of Perth / State Government mechanism, to develop an appropriate strategy and policy.

2018 FEBRUARY

Lord Mayor, Lisa Scaffidi and John Carey MLA co-Chair first committee meeting on 20 February 2018 at Parliament House. Members from the following organisations were in attendance: Anglicare WA, City of Perth, City of Vincent, Foundation Housing, Royal Perth Hospital, RUAH, Salvation Army, St Bartholomew's House, St Vincent de Paul, UnitingCare West and Wungening Aboriginal Corporation.

2018 MAY

Commissioner Gaye McMath and John Carey MLA co-Chair second committee meeting, whereby three working groups were created from within the committee, based on priority areas for coordination of homeless services:

1. Coordination of services into a housing plus model;
2. Coordination of services within the inner city; and
3. Unsolicited distribution of goods and services in the inner city.

2018 JULY – SEPTEMBER

Fortnightly meetings were held for the three established working groups. Each working group identified key themes and opportunities to address current and future issues.

2018 OCTOBER

City Homeless Framework Committee meeting held at Council House and reviewed progress of working groups and the developing collective action plan.

2018 DECEMBER

City Homeless Framework Committee meeting held at Council House to finalise action plan and assign responsibilities to lead organisation.

2019 FEBRUARY

City Homeless Framework Committee Action Plan presented to the City Homeless Framework Committee for endorsement. The action plan was unanimously endorsed.

2019 MAY

City Homeless Framework Committee sent letter and action plan to Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services, Simone McGurk, to be considered for incorporation in to the State Government's 10 year Strategy on Homelessness in Western Australia 2019-2029.

12

Action Plan

The below Action Plan has merged the key themes for all three working groups to identify the current issue, action required for success, estimated timelines and the proposed responsibility, where these total 34 actions and are a combination of four key themes:

- The Accreditation Process
- The No Wrong Door Concept
- Aligning the Homelessness Sector
- Research



1. Coordination of Services

1.1. Goodwill Accreditation Process

Issue	Action	Responsibility	Timeline
An accreditation process is required to assist goodwill groups to coordinate their service delivery and to best support their volunteers and people experiencing homelessness.	To create and implement an inner city accreditation process for goodwill groups to coordinate resources, reduce duplication, identify gaps, assist with best practice and provide a process to support goodwill groups. Further assisting in aligning them with the strategic direction of the homelessness sector.	<ul style="list-style-type: none"> • City of Perth (lead) • City of Vincent 	<div>12</div> MONTHS

1.2. Establish goodwill stakeholder group

Issue	Action	Responsibility	Timeline
A goodwill stakeholder group is required for consultation for the goodwill accreditation process and to assist in the delivery of the accreditation process.	A stakeholder group to include goodwill groups, churches and volunteers to capture their knowledge, experience and feedback to assist in aligning their volunteerism with the sectors needs and to assist in coordinating their service delivery.	<ul style="list-style-type: none"> • City of Perth (lead) • City of Vincent 	<div>6</div> MONTHS


1.3. Educate community and goodwill groups about homelessness

Issue	Action	Responsibility	Timeline
Current community perception of 'feeding the homeless' is not aligned with 'ending homelessness' and supporting people out of their homelessness journey.	An education piece is required to shift the current mindset of 'managing homelessness' to 'ending homelessness'. Current perceptions can indirectly enable homelessness by providing people only crisis supports without offering them a structured pathway out of their current set of circumstances.	<ul style="list-style-type: none"> • City of Perth • City of Vincent • Volunteering WA • WA Alliance to End Homelessness (WAAEH) 	<div>12</div> MONTHS


1.4. Options for community to get involved with existing services instead of looking to create new services

Issue	Action	Responsibility	Timeline
Community members are wanting to offer their goodwill to assist people experiencing homelessness and are creating their own groups or services instead of looking to work with established support and service providers.	The education piece from Action 1.3 needs to be coupled with an online platform to have clear pathways for community members who wish to volunteer. Potential to support smaller goodwill groups, merge or have Partnership Understanding Agreements with not-for-profits (NFP).	<ul style="list-style-type: none"> • City of Perth • City of Vincent • Volunteering WA • WAAEH 	<div>12</div> MONTHS


1.5. Coordinate inner city service delivery with goodwill groups and non-governmental organisation

Issue	Action	Responsibility	Timeline
Goodwill groups and NGOs/NFPs are currently over-servicing during business hours, with afterhours and weekends having a gap in service delivery which is not being addressed.	Coordination is required with goodwill groups and more established NGOs and NFPs to reduce duplication, identify and fill gaps in service delivery. Weekend options are being explored with UnitingCare West's Tranby and Ruah where a 7 day 'day centre' needs to be explored.	<ul style="list-style-type: none"> • City of Perth • UnitingCare West • Ruah • Volunteering WA • Supported by WAAEH 	 12 MONTHS

1.6. Correct insurance, duty of care, standards and best practice

Issue	Action	Responsibility	Timeline
There is currently foreseeable risk regarding the likeliness of an incident involving a volunteer with a person experiencing homelessness. These volunteers are often not trained and are ill-equipped for conflict situations.	Accreditation process to cover what the correct insurances are required by goodwill groups and what standards are required to be complied with. These standards to include recommended volunteer basic training that include; duty of care, confidentiality, vicarious trauma, de-escalation, alcohol and other drugs, mental health and first aid.	<ul style="list-style-type: none"> • City of Perth • Volunteering WA 	 12 MONTHS

1.7. Implement a non-punitive incident reporting system

Issue	Action	Responsibility	Timeline
Incidents involving volunteers and people experiencing homelessness are not being reported due to unclear reporting processes and a fear of punitive action.	Accreditation process to ensure goodwill groups have an incident reporting system that allows them to report incidents that can be investigated without fear of it leading to punitive actions that hinder their sustainability and service delivery.	<ul style="list-style-type: none"> • City of Perth • Volunteering WA 	 12 MONTHS



1.8. Clear referral process for pathways from crisis to sustainable supports

Issue	Action	Responsibility	Timeline
Goodwill groups are doing a great service of providing crisis support but are not referring people to more sustainable support options to assist them out of needing crisis support.	A clear and user-friendly referral process is required for goodwill groups to refer people into NFP or NGO services. The standardised sector referral process in Action 2.7 will assist this. Action 1.3 mentions the education piece that will support the 'why' with Action 2.7 supporting the 'how'.	<ul style="list-style-type: none"> Department of Communities 	<div>12</div> MONTHS

1.9. Data collection and sharing processes


Issue	Action	Responsibility	Timeline
Often goodwill groups are not required to capture statistics. Previous statistics quoted in the media appear to fluctuate based on opinion instead of captured data.	Accreditation to include a data capture system or processes to assist goodwill groups record data. This is to assist their own resourcing, help identify trends to also feed into the collective data of the homelessness sector. The 'By-Name List' concept by Community Solutions 'Built for Zero' may assist via their data capture systems when clarified through the WAAEH.	<ul style="list-style-type: none"> Department of Communities WAAEH Volunteering WA With the City of Perth 	<div>18</div> MONTHS

1.10. Responsibilities regarding sites and rubbish


Issue	Action	Responsibility	Timeline
Rubbish is being left on sites utilised by goodwill groups with feedback including, 'that the City of Perth could clean it up as their part', as goodwill groups are providing their service for free.	Accreditation to include the site conditions, expectations and responsibility of rubbish being left behind after service delivery. Goodwill groups and all service providers to leave sites clean of rubbish and as they found it.	<ul style="list-style-type: none"> City of Perth City of Vincent 	<div>12</div> MONTHS

2. No Wrong Door

2.1. No Wrong Door concept

Issue	Action	Responsibility	Timeline
The Homelessness Sector is difficult to navigate. Neither service workers or people needing support can identify available services; which programs have capacity or the admission criteria. This currently relies on services having individual relationships instead of having a transparent pathway for all available support options.	The No Wrong Door concept being led by the Department of Communities is looking to be implemented from a person-centred approach. The Department of Communities to 'roll out' the No Wrong Door concept and campaign throughout the state of Western Australia, where there is potential to have an inner city No Wrong Door pilot. The No Wrong Door concept needs to be supported by LGAs, NFPs and NGOs, and the WAAEH, and to be detailed and mandated in Department of Communities contracts and funding.	<ul style="list-style-type: none"> Department of Communities With the City of Perth 	 12 MONTHS

2.2. Physical Location

Issue	Action	Responsibility	Timeline
There is no physical location for a face-to-face No Wrong Door point for people experiencing homelessness to attend, to link them to the most appropriate service or support.	A specific inner city facility either to be identified or to utilise the existing day centre 'Tranby' to be the physical location to support the No Wrong Door face-to-face point of contact. Here, staff would be trained in the No Wrong Door concept and would use the created triage model to best refer people to the most appropriate service.	<ul style="list-style-type: none"> Department of Communities With UnitingCare West/Tranby 	 12 MONTHS

2.3. 24/7 Phone Support

Issue	Action	Responsibility	Timeline
There is no 24/7 phone contact triage point or centralised 'first point of call' phone support option that supports a No Wrong Door concept.	A No Wrong Door type of central phone support option is required. This could be a new initiative or to add to the existing Entrypoint model. The model needs a 24 hour, 7 day per week phone contact support with No Wrong Door trained telephone support.	<ul style="list-style-type: none"> Department of Communities With Entrypoint 	<div>12</div> MONTHS

2.4. Community Directory

Issue	Action	Responsibility	Timeline
Accommodation options and criteria are not clear, nor are the referral pathways required for entry. This is difficult to navigate for both support workers and people who require access to support.	One community directory platform, either new or working with the Infoxchange 'AskIzzy' platform to both have clear tailored options of support, and the ability to capture the data of what the users are searching on the directory to best direct future resourcing.	<ul style="list-style-type: none"> Department of Communities With Infoxchange 	<div>12</div> MONTHS

2.5. Data Management System

Issue	Action	Responsibility	Timeline
A person currently needs to repeat their situation at every step in their support journey, potentially retraumatising people, where services also lose vital information about the person and rely on their disclosure at that time of interaction only.	A centralised information online data sharing system is required for all services and programs funded by Department of Communities. This system could be built new or on top of an existing system similar to the 'My Health Record' system. This would be a locked system, where only services approved / with consent will have the person's information visible to provide support.	<ul style="list-style-type: none"> Department of Communities With Australian Digital Health Agency 	<div>18</div> MONTHS

2.6. Sector Training

Issue	Action	Responsibility	Timeline
Staff are not trained or informed of all the available services and options for a person who needs to access support. Staff are trained specifically in the programs offered by their specific organisation.	No Wrong Door training will be required by the entire homelessness sector, where support workers and organisations will need to be informed about how a person-centred approach to the No Wrong Door concept and supported by funding, will supersede the past models of a more service-centred approach.	<ul style="list-style-type: none"> • Department of Communities • With City of Perth 	<div>24</div> MONTHS

2.7. Standardised referral forms and process

Issue	Action	Responsibility	Timeline
Each service has their own referral form which is often outdated or updated, are not user friendly and often require more information than is needed or capture unnecessary information.	A standardised sector referral form is required to support the No Wrong Door concept. One sector supported referral form that was structured with similarities to assist referrals to and from periphery sectors of homelessness would assist internal and external sector referrals.	<ul style="list-style-type: none"> • Department of Communities • Shelter WA • WA Council of Social Service • Western Australia Association for Mental Health • Western Australian Network of Alcohol & other Drug Agencies • Supported by WAAEH 	<div>24</div> MONTHS

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2.8. Standardised 'service ban' process

Issue	Action	Responsibility	Timeline
Services are issuing 'life bans' to complex and comorbid clients without offering pathways of how to re-engage with support.	A standardised sector process is required for 'service bans' where 'pathways to return to support' is required and is more appropriate to support complex and comorbid people. This process to be built into current contracts and future tenders.	<ul style="list-style-type: none"> • Department of Communities • Shelter WA • WA Council of Social Service • Western Australia Association for Mental Health • Western Australian Network of Alcohol & other Drug Agencies • Supported by WAAEH 	<div>24</div> <div>MONTHS</div>

2.9. Sector accepted definitions

Issue	Action	Responsibility	Timeline
There are no clear definitions of terminology used in the homelessness sector with different services having a different understanding of the same terminology.	Clear definitions for terms including; 'housing-first', 'housing-plus', 'wrap-around support', 'crisis accommodation', 'transitional accommodation', 'service bans', etc. need to be documented and accepted definitions across the sector.	<ul style="list-style-type: none"> • Shelter WA • With WAAEH 	<div>12</div> <div>MONTHS</div>

2.10. 50 Homes / 50 Lives PUA / MOU for 'Wrap-around support'

Issue	Action	Responsibility	Timeline
Support services are unclear on how to resource the 50 Homes/50 Lives Housing First Model and 'wrap-around support' without a clear agreement.	A Partnership Understanding Agreement/Memorandum of Understanding is required to define what 'Housing First' and 'wrap-around support' is required by service providers to have consistent and effective resources available to support the wrap-around support component of the 50 Homes/50 Lives model.	· Ruah	6 MONTHS

3. Aligning the Sector**3.1. Work of the WA Alliance to End Homelessness**

Issue	Action	Responsibility	Timeline
The work of the WA Alliance to End Homelessness is not reaching all parts of the sector.	The WAAEH to have their website regularly updated and link their website to supporting organisations and visa versa. A sector newsletter or email required to keep the sector up to date, avoid duplication of work and maintain the strategic sector focus.	· WAAEH	6 MONTHS

3.2. Local government forum to educate local government authorities

Issue	Action	Responsibility	Timeline
Local governments need to deliver a consistent message so there is a structured process across local government authorities.	A local government forum to be held to educate local government authorities on the inner city goodwill accreditation process and to have an aligned local government approach to support ending homelessness in WA.	· City of Perth	18 MONTHS

3.3. Inner City Assertive Outreach Role

Issue	Action	Responsibility	Timeline
Assertive Outreach role needs to be defined as it is now missing from the inner city due to bottlenecks occurring from ineffective case management models and unclear referral pathways.	The Assertive Outreach role needs to be defined to provide outreach to the rough sleepers and street present people in the inner city. A review of the Street to Home program is required to identify the bottlenecks, with either this model updated or a new model required to have consistent assertive outreach in the inner city.	<ul style="list-style-type: none"> Department of Communities With Street to Home Program 	<div>24</div> MONTHS


3.4. Sector Review to align to strategic direction

Issue	Action	Responsibility	Timeline
Sector services have an operational and crisis focus without aligning their service to the strategic direction of ending homelessness.	A review of existing services and positions are required where current funded programs and service models do not align to the direction of the sector. Service managers and strategic positions are also providing case management support to clients where positional KPIs that separate strategic from operational roles are required to maintain services' strategic focus.	<ul style="list-style-type: none"> Funding Bodies Department of Communities WA Primary Health Alliance 	<div>48</div> MONTHS


3.5. Audit of data capturing, requirements and use of funding

Issue	Action	Responsibility	Timeline
Service data is often not accurate due to not having clear and standardised processes. Current data capture methods both miss capturing data they require and capture data they do not.	An audit of services' data capture systems is required. Services need to demonstrate how their captured data and current process aligns to the required progress report and the service contractual obligations. Action 15 regarding a centralised data system that supports the No Wrong Door concept supports this action.	<ul style="list-style-type: none"> Funding Bodies Department of Communities WA Primary Health Alliance 	<div>24</div> MONTHS


3.6. Contracts and future tenders to support collaboration

Issue	Action	Responsibility	Timeline
There is an expectation that services will work in collaboration when the current funding model creates a competitive market that pins collaboration directly against service funding and organisational sustainability.	Funding bodies need to create a collaborative procurement process that incentivises collaboration and collectives. If over-servicing arises from the efficiency caused by collaboration, a strategy to transition crisis workers and programs to ongoing support workers and programs is required.	<ul style="list-style-type: none"> • Funding Bodies • Department of Communities • WA Primary Health Alliance 	 24 MONTHS

3.7. Contracts to measure outcomes as well as outputs


Issue	Action	Responsibility	Timeline
Tenders and existing contracts are 'output' focused instead of 'outcome' focused, where these statistics are not reflective of a person's homelessness journey.	Updated measurement tools to better capture the longer-term outcomes from a person-centred approach out of homelessness are required as well as the current output data. A measurement tool that aligns with the outcome focus of 'ending homelessness' is required.	<ul style="list-style-type: none"> • Funding Bodies • Department of Communities • WA Primary Health Alliance 	 24 MONTHS

3.8. Map housing stock in the inner city


Issue	Action	Responsibility	Timeline
It is not known how much accommodation; housing options or land is required in the Perth area without what we currently have being mapped.	Data is required to specifically identify how much more housing is needed, what type and where. Research is required to map the entire number of housing options in the Perth area against the projected amount of people needing housing, this piece needs to focus on crisis and rough sleeping and not to be combined with social and affordable housing.	<ul style="list-style-type: none"> • City of Perth • With the Department of Communities 	 24 MONTHS

4. Research


4.1. Open space night shelter

Issue	Action	Responsibility	Timeline
There is no night shelter or open space area for rough sleepers in the inner city area.	<p>Option to build a purpose-built area to support rough sleepers that also supports the Rangers and WA Police. This could incorporate an artistic and culturally appropriate design. There is an option to include a toilets, showers and shade incorporated with a safety and security design.</p> <p>Further, research is required to ascertain what the most appropriate model for 'overflow' accommodation and support options would be.</p>	<ul style="list-style-type: none"> City of Perth 	 <p>24 MONTHS</p>

4.2. Common Ground model or another low barrier model

Issue	Action	Responsibility	Timeline
A low barrier / low threshold model is required to assist people at the complex and entrenched end of the housing continuum.	The Common Ground model would work in WA and fits a part of the housing continuum of housing options. If the Common Ground model is decided to not fit Perth, another low barrier housing model is still required for the complex and entrenched people who are rough sleeping.	<ul style="list-style-type: none"> Department of Communities Shelter WA City of Perth 	 <p>24 MONTHS</p>

4.3. Low barrier housing option for youth accommodation

Issue	Action	Responsibility	Timeline
There is a gap in the housing continuum for low barrier / low threshold accommodation for young people.	A low barrier housing option for youth in the inner city, a 'Tom Fisher for Youth' is required where organisations with the risk appetite for low barrier models needs to be supported by funding bodies.	<ul style="list-style-type: none"> Department of Communities With consultation from St Vincent de Paul 	 <p>24 MONTHS</p>

4.4. Private rental market initiatives / landlord guarantees

Issue	Action	Responsibility	Timeline
There are not enough accommodation options, where the private market needs to be engaged to assist supply.	There is a need to create incentives and landlord guarantees to entice the private rental market. Private accommodation, including hotels could be more involved and form part of the solution.	<ul style="list-style-type: none"> Department of Communities 	<div>36</div> MONTHS

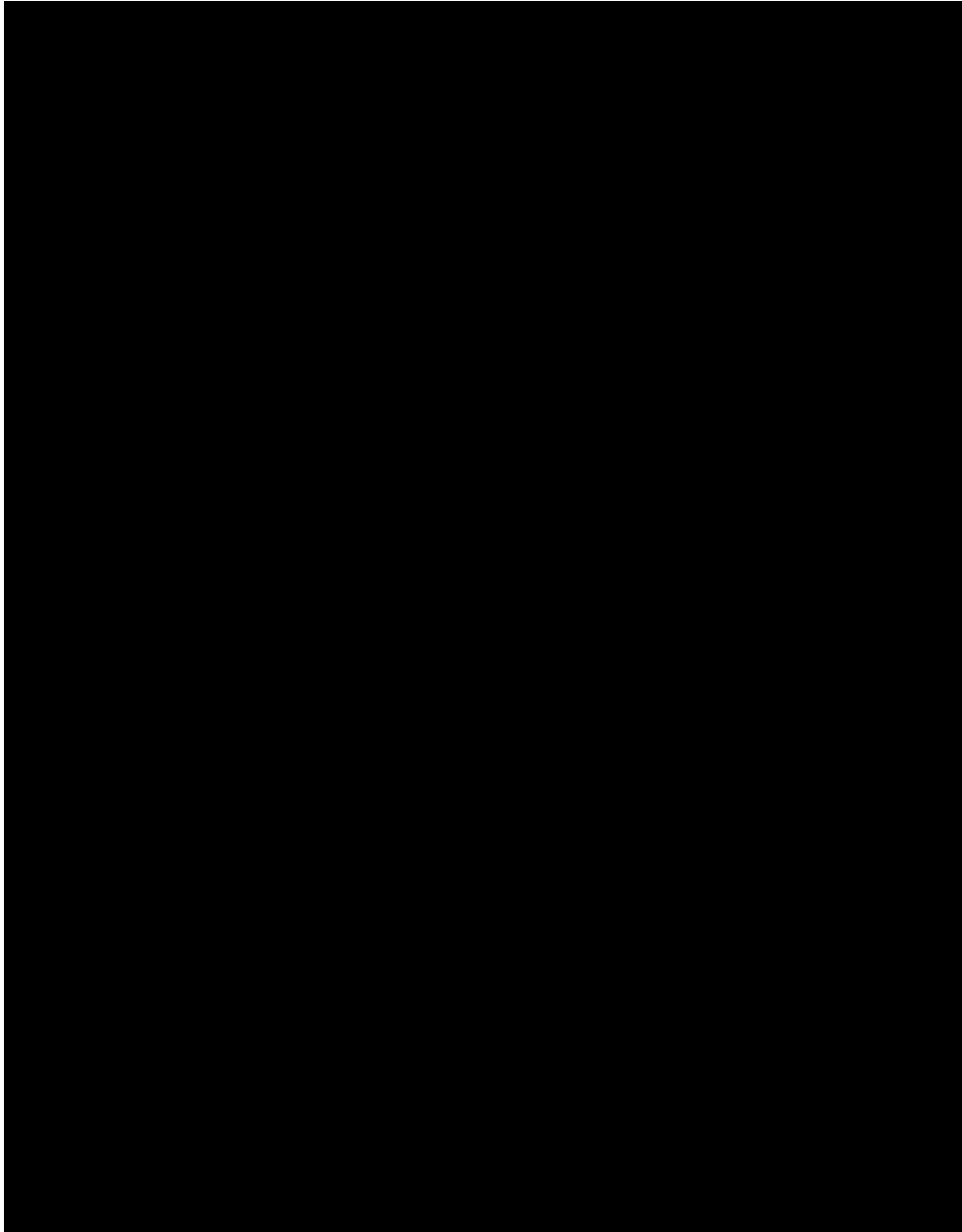
4.5. Align and coordinate corporate and developer's goodwill

Issue	Action	Responsibility	Timeline
There is no clear strategy on what housing development is required in the inner city and what the next development is, so developers can assist.	A clear plan to identify opportunities for property developers and capture their goodwill contribution is required and needed to be added into the strategic alignment of the sector.	<ul style="list-style-type: none"> Department of Communities With the City of Perth 	<div>36</div> MONTHS

4.6. Concept to 'roll over' transition housing to permanent

Issue	Action	Responsibility	Timeline
People that thrive in transitional accommodation are not able to remain in that accommodation even if it is a good community fit.	Some housing could be identified to be adaptable with the option to 'roll over' from transitional to permanent housing, dependent on the tenancy. This would support a person-centred approach and assist the sustainability of the tenancy.	<ul style="list-style-type: none"> Housing Authority With the Department of Communities 	<div>24</div> MONTHS





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10.4 STREET TREE REMOVAL REQUESTS

TRIM Ref: D19/179444

Author: Jeremy van den Bok, Manager Parks & Urban Green

Authoriser: Andrew Murphy, Executive Director Infrastructure and Environment

Attachments: Nil

RECOMMENDATION:

That Council;

1. **APPROVES** Administration from February 2020 including on a quarterly basis in the Information Bulletin presented to Council a summary of all requests received and decisions made regarding removal of verge trees in the City of Vincent.

PURPOSE OF REPORT:

To amend the current Council decision in relation to reporting on street tree removal requests as of February 2020.

BACKGROUND:

At the Ordinary Meeting of Council held on the 12 December 2017, a Notice of Motion was presented requesting Administration to provide a monthly Information Bulletin to Council summarising all requests for street tree removal within the City of Vincent.

DETAILS:

Below is the previous Council decision for reference:

1. *REQUESTS* Administration, from February 2018, to include in the monthly Information Bulletin presented to Council a summary of all requests received and decisions made regarding removal of verge trees in the City of Vincent; and
- 1.
2. *NOTES* that Policy No. 2.1.2 – Street Trees is overdue for review and will be reviewed in 2018; and”
2.

It is current practise based on the previous Council decision that street tree removal requests are reported to Council on a monthly basis. Administration recommends these requests are reported on a quarterly basis, with this new arrangement beginning in 2020.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Not applicable.

RISK MANAGEMENT IMPLICATIONS:

Not applicable.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

Resources and assets are planned and managed in an efficient and sustainable manner.

SUSTAINABILITY IMPLICATIONS:

Low: Street trees are generally only removed when they are over 75% in decline, dead or there is no other option than removal due to a development approved by Council or works being undertaken by an underground service authority that will render the tree structurally unsound.

In the majority of cases a replacement street tree(s) are planted adjacent to or near to the removal site.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Administration proposes that street tree removal requests are reported to Council on a quarterly basis given the volume of requests and administration in preparing monthly reports.

11 COMMUNITY & BUSINESS SERVICES**11.1 LEASE OF BEATTY PARK LEISURE CENTRE CAFE TO HOSPITALITY SERVICE PROVIDERS PTY LTD**

TRIM Ref: D19/160400

Authors: Dale Morrissy, Manager Beatty Park Leisure Centre
Meluka Bancroft, Executive Manager Corporate Strategy and Governance

Authoriser: John Corbellini, A/Executive Director Community and Business Services

Attachments: 1. Submission from HISP Pty Ltd for the operation of the cafe at the Beatty Park Leisure Centre - Confidential

RECOMMENDATION:

That Council:

1. **APPROVES** providing local public notice pursuant to section 3.58 of the *Local Government Act 1995* of the proposed lease of the café at the Beatty Park Leisure Centre, 220 Vincent Street, Leederville, to Hospitality Industry Service Providers Pty Ltd on the following key terms:
 - 1.1 **Term:** Three years, commencing on 1 March 2020;
 - 1.2 **Option Terms:** Two five year option terms, each subject to a market rent review;
 - 1.3 **Rent:** \$22,984 plus GST per annum, with no rent payable between 1 March 2020 and 30 June 2020 (inclusive) to allow for the café set up period;
 - 1.4 **Rent review** 3% per annum, other than at the commencement of the option terms (market rent review);
 - 1.5 **Outgoings:** \$14,000 plus GST per annum with fixed increase of 3% per annum from 1 July 2021;
 - 1.6 **Land Tax:** Payable by the lessee (if applicable);
 - 1.7 **Permitted Use:** Café to service the Beatty Park Leisure Centre, open for the core business hours of 7am to 7pm daily, and for use for associated catering services;
 - 1.8 **Repairs/maintenance:** The City to undertake any repairs or maintenance to the premises. If damage is caused by the lessee, the lessee is responsible for the cost. The City is responsible for the cost of repairs due to fair wear and tear and for any structural damage;
 - 1.9 **Café equipment:** The City will provide the cafe equipment to the lessee in good working order. The lessee is responsible for the servicing, maintenance and repair of the equipment, at its cost. The City will replace any equipment at end of life with a comparable piece of equipment;
 - 1.10 **Cleaning:** Lessee to keep the premises clean and tidy at all times;
 - 1.11 **Redevelopment:** The City may undertake alterations, redevelopment, repair or major works to the Beatty Park Leisure Centre at any time, subject to providing the lessee with 3 months' notice. No compensation will be payable to the lessee for any loss of business as a result of such works. If the lessee suffers loss as a result of a downturn in foot traffic / customers which is a direct

- result of the works, the City will provide the lessee with a rent abatement in line with the reduction in customers;
- 2.12 Emergency works:** The City may be required to undertake emergency works from time to time. No compensation will be payable to the lessee for any associated loss of business. If the lessee suffers loss as a result of a downturn in foot traffic / customers which is a direct result of the works, the City will provide the lessee with a rent abatement in line with the reduction in customers;
2. If no submissions are received as a result of the public notice period in recommendation 1. above, **DELEGATES BY ABSOLUTE MAJORITY** to the Chief Executive Officer the power to enter into the lease in recommendation 1. above, and **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the lease;
 3. **NOTES** that if any submissions are received as a result of the public noticed period in recommendation 1. above, the Chief Executive Officer will provide the submissions to Council for consideration, and Council will determine whether to proceed with the proposed lease to Hospitality Industry Service Providers Pty Ltd; and
 4. **REQUESTS** that the Chief Executive Officer enter into a Memorandum of Understanding with Hospitality Industry Service Providers Pty Ltd to outline the healthy food options to be provided and sustainable waste management initiatives to be used.

PURPOSE OF REPORT:

To consider providing local public notice of the proposed lease of the café at the Beatty Park Leisure Centre (café) to Hospitality Service Providers Pty Ltd (HISP).

BACKGROUND:

The café is currently operated by the City as part of the Beatty Park Leisure Centre operations.

The 2018 Beatty Park Facility Management and Business Review conducted by consultants Sport and Leisure Solutions Pty Ltd found that:

“The most successful cafés in terms of service, food quality, stock control, waste management and financial performance, are those that are outsourced. Outsourcing has the benefit of guaranteed financial performance through the lease arrangement and in most cases, delivers professional operators that are incentivised through increased returns to perform at a high level in terms of customer satisfaction and the provision of quality food. Issues such as opening hours and minimum menu requirements, which can often present a challenge, can be addressed through lease documents.”

In accordance with the above advice, Administration has investigated the outsourcing of the café operations, which aligns with the operating model used by a number of other local government operated recreation / gym facilities.

DETAILS:

The City invited expressions of interest for the lease of the café from 13 April to 20 May 2019, with the close of submissions extended from the original deadline of 10 May 2019. Advertisements were placed in the West Australian newspaper, Tenderlink and posted on the City's website. One compliant submission, from HISP, was received, as well as one non-compliant submission. Administration also contacted two other operators of cafes at recreation centres to advise of the expression of interest but no additional submissions were received.

HISP's submission, at **Attachment 1**, demonstrates a sound understanding of operating this type of café, extensive relevant experience and includes a sound business case.

Administration met with representatives of HISP and has reached agreement on the proposed lease terms. The outgoings fee has been negotiated to include utilities, building insurance, emergency services levy and rates for this portion of the Beatty Park Leisure Centre. The annual rent of \$22,984 proposed by HISP is contingent on a four month rent free period, which will allow HISP to set up and market the café.

CONSULTATION/ADVERTISING:

In accordance with section 3.58 of the *Local Government Act* local public notice of the proposed lease would be provided for a period in excess of two weeks, commencing in mid December and closing in late January. To take into account the end of year holiday period, advertisements would be placed in the local papers in December and also mid January. Local public notice would be provided in the following ways:

- Advertisements in the City's local newspapers and the West Australian in December and January;
- Public notice on the City, Library and Local History Centre and Beatty Park Leisure Centre notice boards; and
- Notices on the City's website, social media platforms and in the e-newsletter.

LEGAL/POLICY:

Section 3.58 of the *Local Government Act 1995 (Act)* provides that:

- “(2) *Except as stated in this section, a local government can only dispose of property to -*
- (a) the highest bidder at public auction; or*
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property -*
- (a) it gives local public notice of the proposed disposition -*
 - (i) describing the property concerned; and*
 - (ii) giving details of the proposed disposition; and*
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) the names of all other parties concerned; and*
 - (b) the consideration to be received by the local government for the disposition; and*
 - (c) the market value of the disposition —*
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

RISK MANAGEMENT IMPLICATIONS:

Low: Providing public notice of the proposed lease with HISP is low risk as Council would need to consider any submissions prior to entering into the lease. Notice would be provided in the West Australian as well as local newspapers to ensure that the advertisement is well publicised and the most advantageous lease is secured for the City. The City would also obtain a market valuation for the café and this would be provided to Council.

STRATEGIC IMPLICATIONS:

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

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The City currently operates the café at a net annual loss of \$73,000 on average.

The proposed lease fee is \$22,980 plus GST, subject to a four month rent free period, and the proposed outgoings fee is \$14,000.

The rent is proposed to be increased by 3 per cent per annum, with market rent reviews at the commencement of each of the two option terms. This would ensure that the lease fee aligns with market conditions.

The outgoings fee is proposed to cover the building insurance, emergency services levy, rates and utility costs associated with this portion of the Beatty Park Leisure Centre. If land tax is payable this would be payable directly by the lessee.

COMMENTS:

Outsourcing the operation of the café would allow the City to focus on its core business of running the leisure centre. It is anticipated that the private operation of the café would result in the more effective and efficient operation of the café, which should result in a better customer experience and enable the City to generate additional income from the café.

Public notice of the proposed lease would allow any other expression of interest to be lodged with the City and if provided these would be reported back to Council for consideration before approval of this lease. It is recommended that the CEO be delegated the authority to enter into the lease if no submissions or comments are received during the public notice period.

11.2 DRAFT ANNUAL REPORT 2018/19

TRIM Ref: D19/163127

Authors: Joanne Fitzpatrick, Marketing and Communications Officer
Gemma Carter, A/Manager Marketing and Communications
Rossling Ellis, Manager Marketing and Partnerships

Authoriser: John Corbellini, A/Executive Director Community and Business Services

Attachments: 1. Draft Annual Report 2018/19  

RECOMMENDATION:**That Council:**

1. Pursuant to Section 5.54(1) of the *Local Government Act 1995*, **ACCEPTS BY AN ABSOLUTE MAJORITY** the City of Vincent Annual Report for the 2018/2019 Financial Year, included as Attachment 1;
2. Pursuant to Section 5.27 of the *Local Government Act 1995*, **CONVENES** a General Meeting of Electors of the City of Vincent to be held on Tuesday 28 January 2019 at 6.00pm in the City's Council Chambers, to present the City of Vincent Annual Report for the 2018/2019 Financial Year; and
3. **NOTES** that:
 - 3.1 the report will be subject to further formatting and styling to be determined by the Chief Executive Officer, prior to publication;
 - 3.2 pursuant to Sections 5.29 and 5.55 of the *Local Government Act 1995*, the Chief Executive Officer will give local public notice of the General Meeting of Electors to be held on Tuesday 28 January and of the availability of the City of Vincent Annual Report for the 2018/2019 Financial Year, as soon as practicable after the report has been accepted by Council; and
 - 3.3 pursuant to Regulation 51 of the Local Government (Financial Management) Regulations 1996, the Director General of the Department of Local Government, Sports and Cultural Industries will be provided with a copy of the City of Vincent Annual Report for the 2018/2019 Financial Year, inclusive of the Annual Financial Report for the same period and the Auditor's Report on that Financial Report.

PURPOSE OF REPORT:

To accept the 2018/2019 Annual Report and set a date for the Annual General Meeting of Electors.

BACKGROUND:

The Annual Report is an important document through which the City communicates with its stakeholders, provides a summary of the City's activities throughout 2018/2019, and outlines progress made towards strategic objectives set out in the City's guiding strategic documents. The *Local Government Act 1995* (the Act) requires every Local Government to prepare an Annual Report and hold an Annual General Meeting (AGM) of electors

DETAILS:

The Annual Report must, in addition to other requirements, incorporate the financial report and the auditor's report. The Annual Report for 2018/2019 is included as **Attachment 1**. Section 5.27 of the Act requires the AGM be held on a day selected by the local government, not more than 56 days after the Annual Report is accepted by the local government.

The attached version of the Annual Report may be subject to formatting and styling changes to be determined by the Chief Executive Officer prior to publication.

The process and timetable for drafting the Annual Report and arranging the AGM is largely influenced by the receipt of the auditor's report. The proposed date for the AGM of **28 January 2019** ensures that there is sufficient time following approval to design and publish the Annual Report prior to the AGM

CONSULTATION/ADVERTISING:

The AGM will be advertised via local public notice as required by section 5.29 of the *Local Government Act 1995*

LEGAL/POLICY:

The *Local Government Act 1995*, Section 5.53 requires every Local Government to prepare an Annual Report. Section 5.54 states that the Annual Report is to be accepted by the Local Government no later than 31 December after that financial year.

Section 5.53 of the *Local Government Act 1995* states:

"5.53 Annual Reports

- (1) *The Local Government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain:*
 - a) *a report from the mayor or president;*
 - b) *a report from the CEO;*
 - e) *an overview of the plan for the future of the district made in accordance with Section 5.56 including major activities that are proposed to commence or to continue in the next financial year;*
 - f) *the financial report for the financial year;*
 - g) *such information as may be prescribed in relation to the payments made to employees;*
 - ha) *the auditor's report for the financial year;*
 - hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) *the number of complaints recorded in the register of complaints; and*
 - (ii) *how the recorded complaints were dealt with; and*
 - (iii) *any other details that the regulations may require;*
 - (i) *such other information as may be prescribed."*

Section 5.54 of the *Local Government Act* states:

"5.54 Acceptance of Annual Reports

- (1) *Subject to subsection (2) the annual report for a financial year is to be accepted* by the Local Government no later than 31 December after that financial year.*
- * Absolute majority required*
- (2) *If the Auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the Local Government no later than 2 months after the Auditor's report becomes available.*

Section 5.55 of the *Local Government Act 1995* states:

"5.55 Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the Local Government.

5.55A Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government."

Section 5.27 states:

"5.27 Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the Local Government but not more than 56 days after the Local Government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors' meetings are to be those prescribed."*

Regulation 51(2) of the *Local Government (Financial Management) Regulations 1996* requires every local government to provide a copy of its Annual Financial Report to the Director General of the Department of Local Government within 30 days of the local government's CEO receiving the Auditor's Report on that Financial Report.

Given that the Annual Financial Report and Auditor's Report form part of the City's Annual Report for the 2017/2018 Financial Year, it is appropriate to submit a copy of the complete Annual Report to the Department following Council's adoption.

RISK MANAGEMENT IMPLICATIONS:

Low: The adoption of the 2018/2019 Annual Report ensures the compliance with the requirements of the Local Government Act 1995.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

SUSTAINABILITY IMPLICATIONS:

Not applicable

FINANCIAL/BUDGET IMPLICATIONS:

Not applicable



CITY OF VINCENT

ANNUAL REPORT

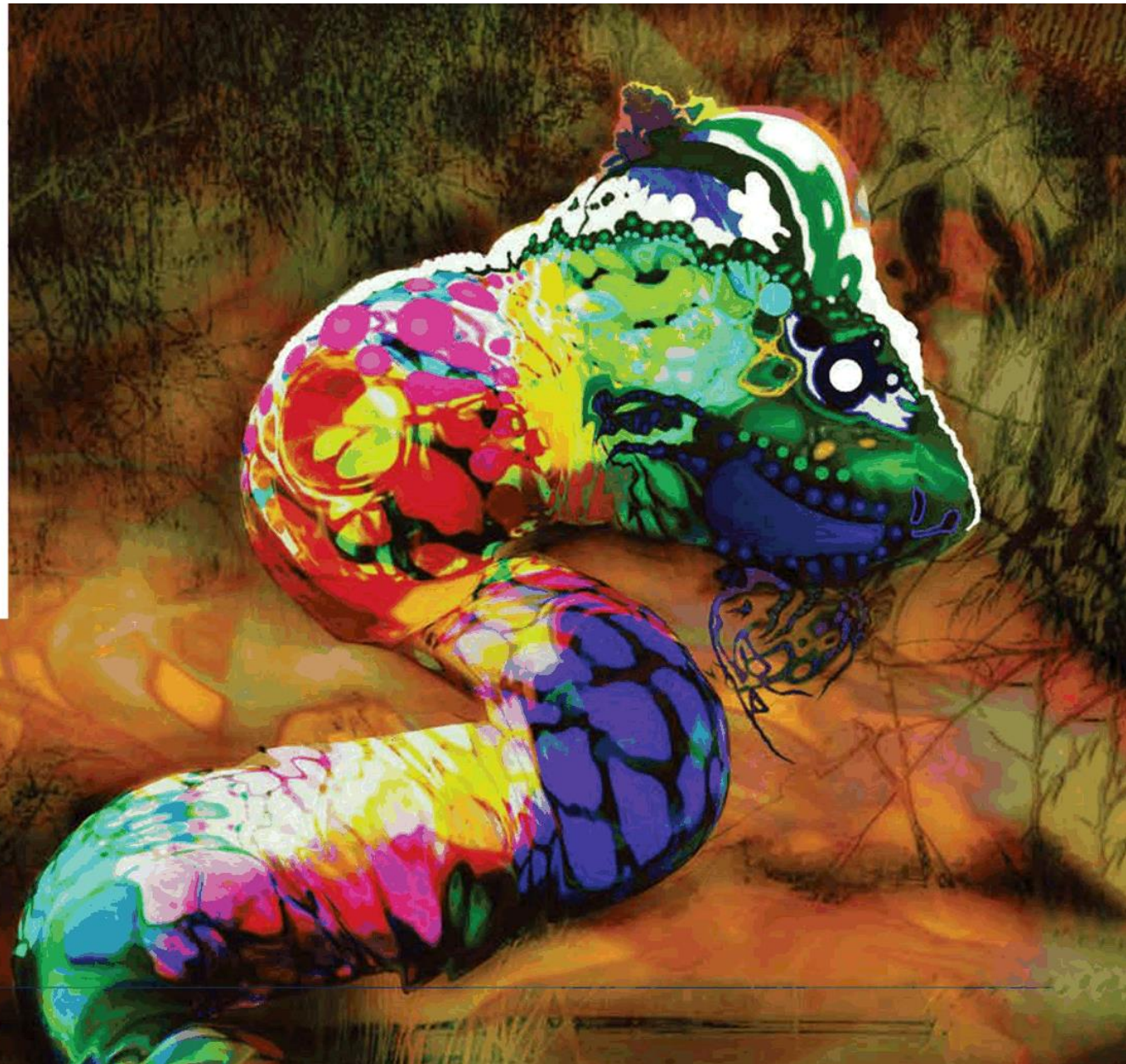
2018/19

Acknowledgement Of Country

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

We recognise the unique and incomparable contribution the Whadjuk people have made and continue to make to our culture and in our community. We will continue to seek the input of the Traditional Owners.

The land on which we live, meet and thrive as a community always was and always will be Noongar land.



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Mayor's message

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MAYOR'S MESSAGE

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Emma Cole
MAYOR





CEO'S MESSAGE

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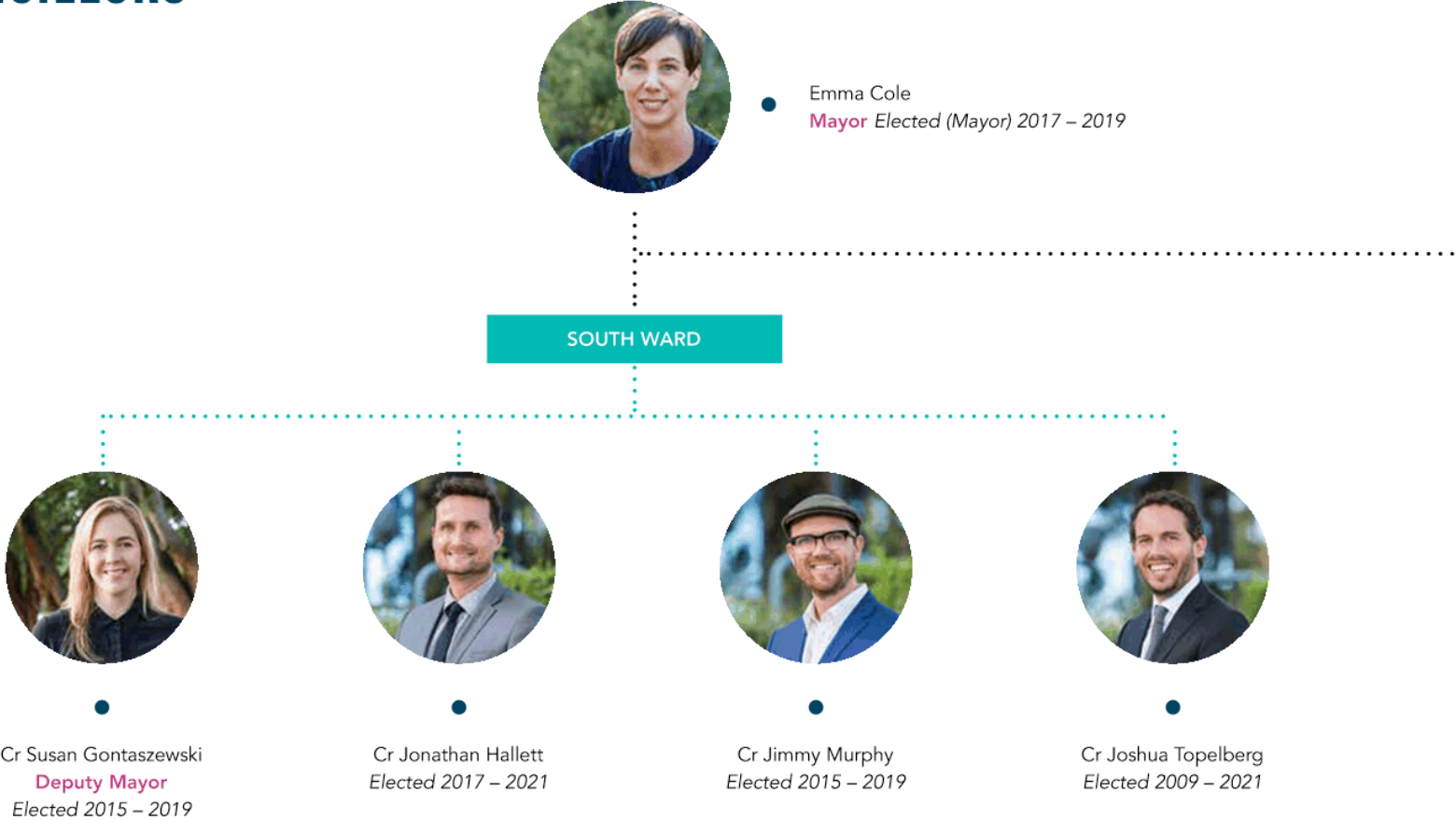
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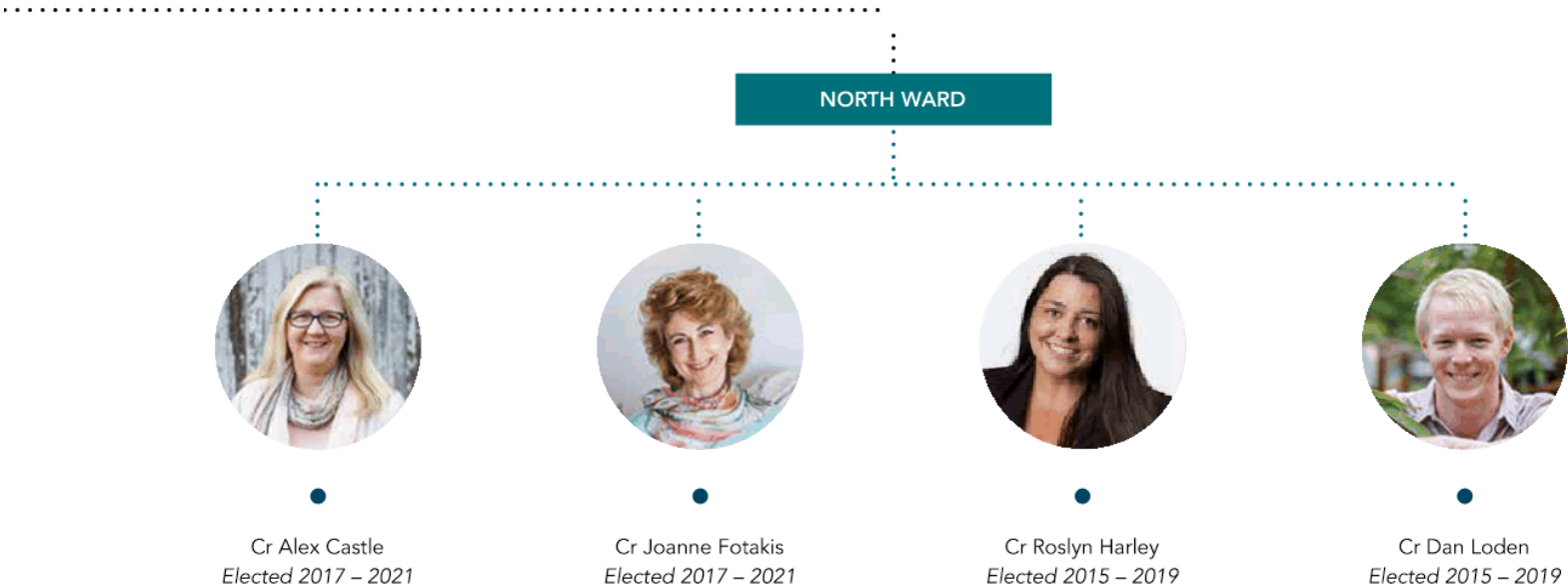


David MacLennan
CEO



COUNCILLORS





EXECUTIVE MANAGEMENT TEAM



David MacLennan
CEO 18 October 2018 onwards



Len Kosova
CEO 4 August 2014 – 28 September 2018



Kerry Batten
Director Corporate Services
5 February 2018 – 6 May 2019



Michael Quirk
Director Community Engagement
2 May 2016 – 12 July 2019



John Corbellini
Director Development Services
19 September 2016 ongoing



Andrew Murphy
Director Infrastructure and Environment
22 January 2018 ongoing



Luke Gibson
Acting Director Development Services
22 May 2018 – 20 January 2019

STRATEGIC COMMUNITY PLAN MISSION AND CORPORATE VALUES

Our newly adopted Strategic Community Plan (SCP) 2018–2028 sets out a mission for the City.

“In 2028, the City of Vincent is a leafy and vibrant 24 hour city which is synonymous with quality design and sustainability. Its diverse population is supported in their innovative endeavours by a Council that says YES!”

OUR VALUES

Engaging

Listening, understanding and communicating is the key to our success.

Accountable

We work openly and transparently to earn our community's trust.

Making a Difference

Our work improves our community and the lives of our residents.

OUR PRIORITIES

Our priority areas, as set out in the Strategic Community Plan, are defined below. They have been created from the feedback received from our community and reflect our past, present and future. No one priority is more substantial than another; each works in concert with the others to deliver on our community's overall vision.

Enhanced Environment

The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.

Accessible City

We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.

Connected Community

We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.

Thriving Places

Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.

Sensitive Design

Design that ‘fits in’ to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identify and respond to specific local circumstances.

Innovative and Accountable

The City of Vincent has a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.

CITY OF VINCENT PROFILE



POPULATION OF 36,088 (Source: ABS 2018)



TOTAL AREA OF 11.3km²

MEDIAN AGE OF 34 years (Source: ABS 2016 Census Report)



9 ELECTED MEMBERS



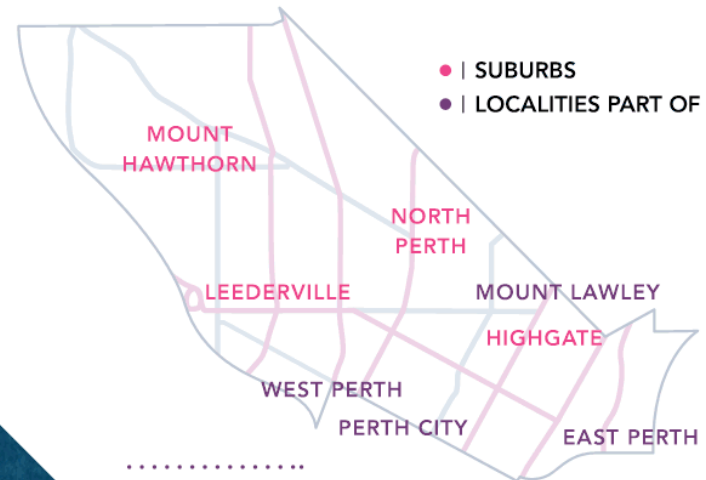
Mayor and eight (8) Councillors



282 COUNCIL EMPLOYEES (FTE)

(Source: ABS 2016 Census Report)

2 WARDS NORTH & SOUTH



TOTAL AREA OF PARKS AND GARDENS 106.4 ha

260km OF FOOTPATHS

144km OF ROADS

RATEABLE PROPERTIES 18,730

TOP 10 PROJECTS FOR 2018/19



NORTH PERTH COMMON



LEEDERVILLE VILLAGE
SQUARE



40KMh SPEED ZONE TRIAL



OXFORD STREET NORTH
UPGRADE



NORTH PERTH TOWN CENTRE
PLACE PLAN ADOPTED



CREATION OF OUR
INNOVATE RECONCILIATION
ACTION PLAN



ARTS DEVELOPMENT ACTION
PLAN 2018 – 2020



POP UP PLAY LAUNCHED



WASTE STRATEGY
2018 – 2023 APPROVED



SOLAR PANELS INSTALLED
ON FIRST OF CITY
MAJOR BUILDINGS

ANNUAL REPORT 2018/19 | 13



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SERVICES PROVIDED



Assets & Engineering

Service Objective

Build, enhance and maintain community infrastructure.

SCP Alignment

Primary SCP Priority: Accessible City

Key Functions

- Managing and maintaining the local transport network
- Building and maintaining community infrastructure
- Building and supporting alternative transport modes
- Building, enhancing and maintaining public spaces
- Adopting alternative energy and water efficiency systems

Service Performance 2018/19

In addition to a number of key projects delivered during 2018/19, the City maintained its assets and community infrastructure, including 144 kilometres of roads, 260 kilometres of footpaths, drainage, 26 carparks and City owned buildings. We reviewed our build infrastructure to ensure our facilities are fit for purpose, well maintained and well utilised, and removed some redundant buildings. The City also commenced buying only hybrid or electric cars as replacement fleet vehicles in 2018, in an effort to be more sustainable.



144

kilometres
of roads
maintained



• 260

kilometres
of footpaths
maintained



• 50%

City's fleet now
hybrid or fully
electric

Parks & Urban Green

Service Objective

Maintain and enhance our public open space to provide a sustainable green environment for the community.

SCP Alignment

Primary SCP Priority: Enhanced Environment

Key Functions

- Turf management
- Landscape services
- Street trees
- Environmental programs
- Playgrounds and infrastructure
- Irrigation and water management

Service Performance 2018/19

The City maintains 48 parks and reserves and 106.4 hectares of parks and gardens throughout Vincent.

We take our responsibility to protect, enhance and effectively manage our natural and built environment seriously. Through our Greening Plan 2018-2023, we have committed to Greening Vincent via a number of opportunities to increase overall tree canopy cover, create more liveable neighbourhoods and foster biodiversity on both public and privately owned land.

In 2018/19, the City's Greening Vincent initiatives included:

- Planting of 526 trees across Vincent, including 225 street trees, 47 new trees in parks, and 254 in greening plan projects.
- Planting of 7,000 native tubestocks at Les Lilleyman Reserve.
- Assisting residents to convert 116 turfed or weedy verges into water wise native gardens through our Adopt-A-Verge program.
- Delivery of the annual Greening Vincent Garden competition and biannual Native Plant sales.



526
trees planted



• 7,000
native
tubestocks
planted



• 116
verges
adopted

Waste Collection & Recycling Services

Service Objective

Delivery of the City's Waste Strategy Projects 2018-2023, with the vision of zero waste to landfill by 2028.

SCP Alignment

Primary SCP Priority: Enhanced Environment

Key Functions

- Domestic and commercial waste and recycling collections.
- Street and parks public waste collection.
- Verge bulk waste collections (green waste and bulky household items, including on-demand collections).
- Street and precinct cleaning.

- Management of illegal dumping.
- Bin/infrastructure delivery, repairs and maintenance.
- Waste education, engagement and advocacy.

Service Performance 2018/19

In 2018/19, the City ran a number of waste education sessions and events to encourage residents to reduce the amount of waste and learn more about recycling, composting, reusing, decluttering and reducing waste. The City achieved a waste recovery rate of 47% for 2018/19, up from 46% in 2017/18 and 39% in 2016/17. The table below provides an overview of our waste management and recovery over the past financial year.

Main sources of City waste	Tonnage collected 2018/19	Tonnage diverted from landfill 2018/19
Rubbish – green lid bin	11,467	4,219
Recycling – yellow lid bin	3,620	3,055
Bulk hard waste (junk)	679	98
Bulk green waste	432	432
Street litter bins	443	0
TOTAL	16,641	7,804

Our long-term vision is to achieve zero waste landfill by 2028, as set out in our new Waste Strategy 2018-2023.



11,467

tonnes of rubbish
in green lid bin



3,620

tonnes of
recycling collected



16,641

total tonnes of
waste collected



Beatty Park Leisure Centre

Service Objective

To provide a place where everyone in our community can be physically active, connect with others and improve their health and wellbeing.

SCP Alignment

Primary SCP Priority: Connected Community

Key Functions

- Offer programs, services and opportunities for social inclusion, health and wellbeing, education and safety.
- Provide a safe, compliant, contemporary, accessible, sustainable facility.
- Provide a safe, clean, well-presented and efficiently managed facility.
- Provide a friendly and welcoming environment offering an efficient and consistent level of service by knowledgeable and well-trained staff.

Service Performance 2018/19

In 2018/19, Beatty Park saw 889,000 visitors through its doors, up from 810,000 visitors in 2017/18. Overall membership and swim school enrolments also increased in 2018/19. Beatty Park continued to act as a community hub, with specialised fitness programs and swim classes, to foster a love of swimming for everyone.

	2018/19	2017/18
Total Attendances	889,000	810,000
Total Members (as at 30 June 2019)	3,400	3,198
Total Swim School Enrolments (as at 30 June 2019)	2,160	1,933
Total Number of Fitness Classes (per month)	440	497



889,000

total attendance in 2018/19

•



3,400

total members

•



2,160

total Swim School Enrolments





Library & Local History Centre

Service Objective

Build and strengthen community and connections
- providing equitable access to information and supporting lifelong learning.

SCP Alignment

Primary SCP Priority: Connected Community

Key Functions

- Library lending and information service.
- Interlibrary loans.
- Collection management.
- Children programs and events.
- Adult programs and events.
- Books on Wheels service.

Service Performance 2018/19

The City of Vincent Library and Local History Centre is a key hub for our community. Both services saw an increase in usage and experienced a number of highlights throughout 2018/19, including:

Library

- Installation of a new library management system.
- 179,000 items borrowed (an increase of 3.1% compared to borrowings in 2017/18).

- 566 (on average) items a month delivered by Books on Wheels.
- 100 Storytime sessions, attracting 1,401 children and 1,208 adults.
- 100 Baby Rhyme Time sessions, attracting 2,351 children and 2,252 adults.
- 35 events and seminars for adults.

Local History Centre

- 100 photos and 22 written entries into our Local History Awards.
- 16,216 hits on our Image Library catalogue.
- 1,163 complex enquiries answered.
- 644 people attending events in the Local History Centre.



100

Photo entries
into Local History
Awards



16,216

Image Library
hits



179k

Items
borrowed

Strategy & Place

Service Objective

Planning high quality places for a connected community

SCP Alignment

Primary SCP Priority: Sensitive Design

Key Functions

- Strategy
- Project management
- Urban growth
- Community empowerment

Service Performance 2018/19

The City of Vincent comprises 18,879 private properties and six major Town Centres.

In 2018/19, the City of Vincent implemented a number of amendments to its Local Planning Policies and the Local Planning Scheme No. 2, in order to maintain the unique and highly valued fabric of Vincent's established residential areas whilst encouraging sensitive, higher density development in our Town Centres and along major roads

Audits to the City's streetscape character and parking capacity and availability throughout Vincent were also completed.

The City provided \$60,000 in heritage assistance to building owners. In addition, we delivered \$52,500 in grants across the City's six Town Teams for a variety of local projects to improve the performance of our Town Centres and contribute to Town Teams becoming more sustainable not-for-profit entities.



Development & Design

Service Objective

Creating and maintaining vibrant and sensitively designed places to support the growth of our community.

SCP Alignment

Primary SCP Priority: Sensitive Design

Key Functions

- Providing specialist advice and empowering the community to inform planning proposals.
- Decision making and processing a range of planning applications in accordance with the legislative planning framework.
- Engaging with the City's Design Review Panel to influence development outcomes.
- Participating in State Administrative Tribunal appeals with respect to planning decisions.
- Providing insight in the implementation of the planning policy framework to enable continual improvement.

Service Performance 2018/19

In 2018/19, the City of Vincent received 515 development applications, with an average 84 days taken to determine development applications.

Regulatory Services

This was a 46% reduction in processing time compared to 2017/18. In total, 330 new dwellings were approved over the last financial year.

	2018/19	2017/18
Total Development Applications Received	515	482
Average Number of Days to Determine Development Applications	84	155
Total Development Value for Received Applications	\$229,552,218	\$191,986,022
Total Number of New Dwellings Approved	330	238



515

development applications received



46%

reduction in processing time



330

new dwellings approved

Service Objective

Supporting the wellbeing and growth of the community through delivery of environmental health, building and compliance services and projects.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

Key Functions

- Community advice, response and empowerment relating to development and wellbeing.
- Environmental health, planning and building investigations and compliance.
- Monitoring risks of food businesses, swimming pools and other health and building areas.
- Decision making relating to building permits, events, new food businesses and other health approvals.
- Continual improvement of environmental health, building and compliance frameworks.
- Public education and public health planning.

Service Performance 2018/19

In 2018/19, the City delivered a number of environmental health, building and compliance services and projects, as outlined below.

Building

Over the last financial year, the City of Vincent determined 741 building applications, a 5.11% increase on the previous year's total of 679 applications. The total building project value of these applications was \$169,394,637.

In 2018/19, there were 923 registered private pools within the City of Vincent. A total of 340 of these were inspected throughout the 2018/19 financial year, a 16.8% increase on the previous financial year.

Compliance

The City of Vincent's Compliance Officers are tasked with ensuring compliance to the City's planning and building regulations and requirements.

In 2018/19, the City's Compliance Officers investigated 359 building and planning complaints made by City ratepayers and residents, and issued 13 planning infringement notices, three planning directions and 20 building orders. Two prosecution cases were finalised and both resulted in successful convictions in response to planning and building offences.

There was a 300% increase in the issuing of Building Orders in 2018/19, mostly related to building or incidental structures that were believed to be in a dangerous state or were as a result of a statewide Cladding Audit.

Health

The City's Health Services have a significant compliance role that includes responding to a diverse range of complaints, as well as developing, regulating and enforcing legislation to promote good health practices.

In 2018/19, our Health Services undertook a large number of inspections and activities, as outlined below.

Item	Number
Health Customer Service Complaints	705
Food Business Inspections	1,099
Public Building Inspections	129
Water Sampling	251
Food Sampling	77
Lodging House Inspections	16
Liquor Applications	34
Noise Exemption Permits These were assessed and issued to builders and event organisers for specific activities with strict conditions.	136
Temporary Public Buildings Approved and Inspected These included event area marquees, stages and structures.	51
Temporary Food Stall Permits Issued for Public Events	436



741

building applications received



359

building & planning complaints investigated



923

registered private pools

Ranger Services

Service Objective

Ensure a safe and accessible city for all.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

Key Functions

- Parking and traffic management.
- Animal control.
- Public amenity management.
- Emergency management.

Service Performance 2018/19

The City's rangers provide a variety of services to help create a safer Vincent community, including dog control, security and parking. In 2018/19, the Ranger vehicles were redesigned with a fresh new look that includes an artwork called 'Boodjar Nakolak Yanginy (Sharing the Knowledge of the Land)' by local artist, Jade Dolman.



Key Performance Statistics 2018/19

Item	Number
Total Number of Animals Registered in the City of Vincent	4,169
Animals Registered in 2018/19	933 dogs 288 cats
Dog Complaints Issued and Dealt with by Rangers	438
Parking Revenue	\$5,435,464
Parking Infringements Issued	28,029
Residential Parking Permits Issued	12,373
Road and/or Footpath Obstruction Permits Issued	353



4,169

animals registered



28,029

parking infringements issued



12,373

residential parking permits issued



Community Partnerships

Service Objective

Partnering with community to build capacity. Planning collaboratively for better spaces and places.

SCP Alignment

Primary SCP Priority: Connected Community

Key Functions

- Access and Inclusion.
- Reconciliation.
- Youth projects and programs.
- Seniors projects and programs.
- LGBTIQ+ liaison.
- Community funding.
- Recreation planning and club liaison.
- Community facilities.

Service Performance 2018/19

Throughout 2018/19, the City of Vincent maintained and hired out 8 community facilities, 9 sports grounds, 27 parks and 3 town squares. We held over 75 events to celebrate our City's diversity. This included 25 events to celebrate cultural diversity, 43 events and workshops aimed specifically at youth, and 10 events for seniors.

We also provided more than \$120,000 in community grants, as outlined below.

Item	Grant Amount
Collaborative grant to address homelessness	\$85,000
Community support grants	\$16,530
Seedling grants	\$16,887
Donations to local non-profits	\$3,500
TOTAL	\$121,917



75

events to
celebrate
diversity



47

bookable
community
facilities



\$121k

in community
grants



Marketing, Culture & Arts

Service Objective

Delivery of the City's communication tools, messages and cultural outcomes to ensure the best outcomes for our residents and businesses.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

Key Functions

- Marketing and public relations.
- Community consultation.
- Graphic design.
- Civic and cultural events.
- Art and activation.

Service Performance 2018/19

The City of Vincent has a diverse, engaged community who value the arts and participate in communal events that create a sense of local identity and place. In 2018/19, we continued to communicate and consult with our residents about City services and projects in a variety of ways.

In August 2018, the City of Vincent Council endorsed the Arts Development Action Plan, which provides a strategic framework and a clear set of themes, goals and deliverables for 2018–2020.

Festivals and Events

In 2018/19, the City provided sponsorship of \$229,450 and an additional \$106,450 in-kind support to 13 major community events held in Vincent. It is estimated these events were attended by around 150,000 people in total.

Events sponsored in 2018/19 included:

- Australiyanality
- Building a Better Beaufort Street
- City of Vincent Football Match
- City of Vincent Moving Pictures
- Hyde Park Fair
- Leedy Palooza
- Mt Hawthorn Streets and Lanes Festival
- Mt Hawthorn Youth Events
- Halloween on Angove Street
- Pride Fairday
- Revelation Film Festival
- St Patrick's Day Parade and Family Fun Day
- WAMFest Laneways Gigs



13

major community events held



150,000

estimated attendance



\$335,900

total sponsorship and in-kind support

Customer Service

Service Objective

Providing an outstanding customer experience.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

Key Functions

- Customer service and advice.
- Reception.
- Cashiering.

Service Performance 2018/19

In 2018/19, the City of Vincent continued to strive towards excellent customer service and first point contact resolution wherever possible; to answer routine questions from the public without redirecting a customer to another staff member.



10

staff including part-time and casuals



3

phone lines manned



5

ways to contact us

Office of the Chief Executive Officer

Objective

To ensure the City achieves its strategic goals, responsibly and strategically manages its freehold and crown land, controls risks and facilitates consistent, transparent and accountable decision making.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

Key Functions

- Council support.
- Risk management.
- Corporate governance.
- Project management office.
- Innovation and sustainability.
- Land management.

Service Performance 2018/19

In 2018/19, our governance policies and procedures continued to be embedded throughout the City, reinforcing our commitment to transparency and accountability. We also established a Project Management Office under the Office of the CEO and consulted with our community on a land swap arrangement with Aranmore Catholic College.



288

solar panels installed



26

council meetings & briefings



XX

reports delivered to council

Financial Services

Service Objective

High performing financial function, delivering value through sound financial management and collaboration.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

Key Functions

- Financial management.
- Rates management.
- Procurement.

Service Performance 2018/19

In 2018/19, we continued to deliver sound financial management for the City. This included a more robust and interactive budget process, involving community collaboration and a number of workshops with Councillors and administration, to determine the 2019/20 budget.



75

events to celebrate diversity



25

events to celebrate cultural diversity



43

youth events

Human Resources

Service Objective

Create an environment where our people feel safe, are able to grow as individuals and professionals and create a culture that leads by example through our values and commitment to the City's strategic plans. Attract, develop and retain talent.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

Key Functions

- Attraction and recognition.
- Organisational development.
- People, safety and capability processes.
- Health, safety and wellbeing.
- Equity and diversity.

Service Performance 2018/19

In 2018/19, we undertook a wide-ranging employee engagement survey to measure satisfaction and opportunities for improvements within the City. City of Vincent staff undertook cultural awareness training under our Reconciliation Action Plan, and 75 City staff became Mental Health First Aiders to increase the knowledge and support given to people with mental health issues.



29

new permanent employees



71

mental first aiders



40

fire wardens

Information & Communications Technology

Service Objective

A workforce and community that is digitally-enabled to be mobile, responsive, smarter and safer.

SCP Alignment


Primary SCP Priority: Innovative and Accountable

Key Functions

- Information governance, security and strategy.
- Freedom of information.
- Records management, awareness and training.
- Technology analysis, strategy, planning and implementation.
- Communications assets (infrastructure and systems) governance and operational support.
- Global information systems (GIS) governance, operations and strategy.
- Our physical assets are efficiently and effectively managed and maintained.

Service Performance 2018/19

In 2018/19, we developed an ICT strategy and security roadmap to improve our technology and ability to manage cyber issues and risks. We also improved call centre functionality for Beatty Park and made improvements to GIS mapping. In addition, we started transitioning to a cloud and hosted environment, as physical equipment reaches its end-of-life, to reduce energy costs and improve data security.


75
events to celebrate
diversity


25
events to celebrate
cultural diversity


43
youth events

CONTENT TO COME



PROJECTS DELIVERED

In 2018/19, the City of Vincent implemented and worked towards completing a number of projects and initiatives through its Corporate Business Plan (CBP). Progress against these projects is outlined below.



TITLE OF WORKS	DESCRIPTION OF WORKS	RESPONSIBLE AREA	2018/19 ACTION TOWARDS COMPLETION
Enhanced Environment			
1.1 Sustainable Environment Strategy	Review and implement the Sustainable Environment Strategy in liaison with Council's Environmental Advisory Group.	CEO's Office	Draft Sustainable Environment Strategy and Implementation Plan approved for community consultation in May 2019. Presented to Council for final adoption in July 2019.
1.2 Minimise Single Use Plastics	Implement the recommendations of the single use plastics investigation completed in 2017/18 relating to advertising banners; bottled water; balloons; event waste; and disposable plastics used within the City's hired and leased facilities.	CEO's Office	All scheduled projects completed in 2018/19, including replacing single vinyl event banners with recyclable pressed cardboard signs and changing to compostable dog waste bags in Vincent parks.
1.3 Solar Photovoltaic Panel System Installation	Installation of large-scale solar photovoltaic panels at various sites.	Infrastructure & Environment	Two of four installations were completed in 2018/19 (Library and Depot). The remaining two installations (Administration and Beatty Park Leisure Centre) were completed in August 2019.
1.4 Water and Energy Efficiency Initiatives	Implementation of various water and energy efficiency measures across City buildings.	Infrastructure & Environment	Projects completed in 2018/19 include LED lighting upgrades in locations across the City and installation of a dedicated hot water main at Beatty Park Leisure Centre, to limit cold water wastage.
Accessible City			
2.1 Prepare an Urban Design Concept for View Street Car Park and Surrounds	Prepare an urban design concept and business case for improvements to the View Street Car Park and adjoining View Street road reserve, in order to enhance the amenity and attractiveness of the area and pedestrian connectivity between View Street and Angove Street. As reported to Council in July 2017.	Development & Design	Site investigations proposed in preparation for the concept development phase being implemented during 2019/20.
2.2 Car Parking Strategy and Integrated Transport Plan	Review the City's Car Parking Strategy and prepare an Integrated Transport Plan.	Development & Design	The City worked with Council and the Urban Mobility Advisory Group (UMAG) in 2018/19 to set visions and priorities, with a view to drafting the Integrated Transport Plan and undertaking community consultation in 2019/20. The project is currently on track and scheduled to be completed in 2019/20.
2.3 Implement 40km/h Speed Zone Trial	Undertake community consultation to determine the level of community support for implementing a 40km/h speed zone trial in the south of Vincent. Subject to community support and Council approval, implement the trial in 2018/19.	Infrastructure & Environment	Trial commenced 29 April 2019. Data being collected from the trial will inform the Road Safety Commission's study, with preliminary results expected in May/June 2020.

TITLE OF WORKS	DESCRIPTION OF WORKS	RESPONSIBLE AREA	2018/19 ACTION TOWARDS COMPLETION
2.5 New Signalised Pedestrian Crossings Program	Install new signalised pedestrian crossings.	Infrastructure & Environment	New signalised crossing installed at Vincent Street near Florence Street. Future sites to be installed in partnership with Main Roads as scheduled in 2019/20 and 2020/21.
2.6 Bicycle Network	Design and implementation of the Bicycle Network Plan – includes pathways and bike lanes.	Infrastructure & Environment	Loftus Street bike lane project undertaken, with completion in early July 2019.
2.7 Road Maintenance Programs	Road maintenance and upgrades, including State Blackspot, Local Roads, Metropolitan Regional Roads and Roads to Recovery Programs.	Infrastructure & Environment	2018/19 works program completed. Most works were completed on schedule or with only minor delays.
2.8 Traffic Management Improvements	Various traffic management improvements.	Infrastructure & Environment	2018/19 traffic management improvements included addressing unknown blackspot areas (e.g. the installation of a new roundabout at the intersection of Lincoln and Wright Streets, Highgate).
2.9 Car Parking Upgrade/Renewal Program	Various car park improvements.	Infrastructure & Environment	2018/19 works program completed on schedule, including upgrades to the Chelmsford and Raglan Road carpark and connecting the Rosemount Hotel carpark through to the View Street carpark.
2.10 Charging Point at Banks Reserve	Request to have a power point installed along the Banks Reserve river foreshore for recharging electric wheelchairs and other personal mobility devices.	Community & Business Services	Included in the Banks Reserve Master Plan Implementation (CBP Item 4.6). Boardwalk and plaza detail construction is listed for 2020/21, which will include the installation of a wheelchair charge point.
2.11 Parking Permit Technology	Implement electronically readable parking permits (barcoded, QR coded etc.) and subsequently e-permit technology to further simplify and streamline the customer experience associated with Council's revised Parking Permits Policy.	Community & Business Services	E-permit technology options investigated in 2018/19, in preparation for implementation across 2019/20 and 2020/21.
2.12 Review and Upgrade the City's Parking Management Systems and Infrastructure	Identify and implement contemporary systems and infrastructure to improve the City's parking management capabilities.	Community & Business Services	Additional ticket machines installed in the Avenue Car Park and the Parking Machine Asset Replacement Program on schedule.

TITLE OF WORKS	DESCRIPTION OF WORKS	RESPONSIBLE AREA	2018/19 ACTION TOWARDS COMPLETION
Connected Community			
3.1 Prepare a Community Partnerships Strategy	Prepare a Community Partnerships Strategy (formerly Community Development Strategy) based upon key findings within the Strategic Community Plan that will provide the basis for service delivery by the City's Community Partnerships Team.	Community & Business Services	Project on hold during 2018/19.
3.2 Prepare an 'Innovate' Reconciliation Action Plan	Prepare and implement an 'Innovate' Reconciliation Action Plan as part of the City's ongoing commitment to reconciliation and cultural development.	Community & Business Services	Our 'Innovate' Reconciliation Action Plan was drafted, reviewed, approved by Reconciliation Australia and put out for community consultation in 2018/19. It was publicly launched on 6 July 2019 at the Kaya Wandjoo Festival in North Perth as part of our NAIDOC Week celebrations.
3.3 Prepare Town Centre Branding and Marketing Plans	Develop key brand identities, social media and website strategies, and other marketing initiatives to support Town Centre activation and economic development.	Community & Business Services	Project deferred in 2018/19.
3.4 Prepare a Community Engagement Charter for Implementation Through Policy.	Prepare a Community Engagement Charter, as part of a new Community Engagement Policy that will establish the framework and tools to guide how we speak with and listen to our community.	Community & Business Services	Project due for completion in 2019/20.
3.5 Prepare and Implement an Arts Strategy	Prepare an Arts Strategy to guide creative communities, activities and spaces, as identified in the City's Arts Priorities endorsed by Council in May 2017.	Community & Business Services	Art Development Action Plan 2018-2020 adopted by Council on 21 August 2018, with implementation to commence in 2019/20.
3.6 Prepare and Implement a New Community Safety and Crime Prevention Plan	Prepare a new Community Safety and Crime Prevention Plan in collaboration with the community and key stakeholders.	Community & Business Services	The draft Safer Vincent Plan was presented to council on 28 May 2019. A report will be presented back to Council in 2019/20, following community consultation.
3.7 Deliver a New, High Quality and Iconic Public Artwork	Procure and install a new public artwork within Vincent.	Community & Business Services	Site investigations were carried out and Expressions of Interest drafted in 2018/19 to find a suitable artist.
3.8 Review and Upgrade the City's CCTV Network	Upgrade the City's existing CCTV network to better meet community needs and align with the State CCTV Strategy.	Community & Business Services	Upgrade of the Beaufort Street CCTV network commenced in 2018/19 and will be completed in 2019/20, in accordance with the Federal Government Grant Agreement.
3.9 Laneway Lighting Program	Installation of solar laneway lighting within priority locations in Mt Hawthorn and Mt Lawley/Highgate.	Community & Business Services	Contractor awarded and lighting completed in Mt Lawley. Other lighting installations are due for completion in 2019/20.

TITLE OF WORKS	DESCRIPTION OF WORKS	RESPONSIBLE AREA	2018/19 ACTION TOWARDS COMPLETION
Thriving Places			
4.1 Review, Prepare and Implement Woodville Reserve Master Plan	Review the 2012 Woodville Reserve Master Plan and prepare a revised Plan that effectively responds to current/future community needs, maximises land use and asset sustainability, and aligns with Council's focus on creating more inviting green and open spaces.	Community & Business Services	Review of Master Plan to commence in 2019/20. The full budget impact and funding model will be determined through the Review.
4.3 Review the Economic Development Strategy 2013-2016	Review and renew the City's Economic Development Strategy in liaison with Council's Business Advisory Group and in accordance with Council's endorsement of the Business Advisory Group's Key Priorities from 26 June 2018.	Development & Design	Scoping for a new Strategy was undertaken in 2018/19 and a draft prepared and considered by the Business Advisory Group. It will be presented to Council and go out for community consultation in 2019/20.
4.4 Prepare and Implement the Leederville Oval Master Plan	Prepare a detailed Master Plan to guide the future development and management of Leederville Oval as multi-use venue within Leederville Town Centre.	Community & Business Services	Master Plan progressed in 2018/19 with a \$60,000 contribution from the WA Football Commission and Department of Local Government, Sport and Cultural Industries.
4.5 Implement Public Open Space Strategy outcomes	Implement key outcomes upon completion of the Public Open Space Strategy, adoption by Council and finalisation of a capital funding model.	Infrastructure & Environment	Provisional sum included in the 2018/19 capital budget. Pop Up Play initiative launched to test play spaces suitable for older children and teenagers - a gap identified through the Public Open Space Strategy.
4.6 Implement Banks Reserve Master Plan	Implement key outcomes upon completion of the Master Plan, adoption by Council and finalisation of a capital funding model.	Infrastructure & Environment	Community consultation on Banks Reserve Master Plan undertaken in late 2019. Construction of the Active and Playground zone will commence in 2019/20.
4.8 Deliver North Perth Common	Implementation of former CBP Item 9.7 and report to Council on the same in July 2017.	Development & Design	North Perth Common officially opened to the community on 15 June 2019.
4.9 Parks Upgrade/Renewal Program	Routine parks upgrade/renewal works.	Infrastructure & Environment	Routine park upgrades and renewal works completed to schedule.
4.10 Streetscape improvements Program	Streetscape improvements at various locations.	Infrastructure & Environment	Improvements undertaken throughout the year.
4.11 Mount Hawthorn Community Centre Upgrade	Mount Hawthorn Community Centre redevelopment to enhance its use and functionality; better cater for current and future community needs; improve its fitness for purpose and asset condition; and better integrate with Braithwaite Park.	Infrastructure & Environment	Mount Hawthorn Community Centre (Lesser Hall) construction completed in June 2019.
4.12 North Perth Town Hall Upgrades	Installation of air-conditioning and boundary fence renewal.	Infrastructure & Environment	Upgrades completed in 2018/19.



TITLE OF WORKS	DESCRIPTION OF WORKS	RESPONSIBLE AREA	2018/19 ACTION TOWARDS COMPLETION
Sensitive Design			
5.1 Prepare Draft Leederville Activity Centre Plan	State Planning Policy 4.2 – Activity Centres.	Development & Design	Project due for completion in 2019/20.
5.2 Investigate a Planning Framework for Each of the City's Town Centres and Claisebrook	Local Planning Strategy, Action 1.4.2 - Economy and Employment: Appropriately zone and/ or prepare structure plans or area specific plans for planned growth areas to facilitate a mix of compatible residential and commercial development opportunities.	Development & Design	Internal scoping work was undertaken in 2018/19 to review scale, capacity and funding requirement to undertake two Town Centres each year, commencing 2019/20.
5.3 Heritage Strategic Plan	Review and renew the City's Heritage Strategic Plan 2013-2017.	Development & Design	Draft being prepared. Project timeline extended into 2019/20.
5.4 Develop a Water Sensitive Urban Design (WSUD) Plan	Develop a Water Sensitive Urban Design Plan in response to 2017/18 Community Budget Submission 8.6.	Infrastructure & Environment	To be progressed in 2019/20 for implementation in 2020/21.
5.5 Character Retention and Precinct Planning	Implement a proactive approach to character retention within Vincent: identifying high value/high risk areas, engaging/assisting residents and, based on lessons learnt to date, improving the policy/process to further streamline the approach (e.g. develop a baseline set of guidelines covering height, setbacks, visibility of additions from the primary street etc.).	Development & Design	Demonstration precinct endorsed by Council in 2018/19. Project timeline for finalisation of the planning framework extended into 2019/20.
Innovative and Accountable			
6.1 Prepare a City of Vincent Marketing Plan	Develop a detailed three-year marketing plan based on key outcomes within the Strategic Community Plan that reflects Council's objectives and community aspirations, along with a structured annual planner of all key events and activities.	Community & Business Services	Deferred to be considered as part of Community Engagement Working Group Agenda.
6.2 Finalise and Implement Community Buildings Lease and Licence Framework	Finalise and implement a new lease and license framework for the City's community buildings, balancing community and social impacts; asset management and lifecycle cost implications; and statutory and legal considerations.	Community & Business Services	Draft Property Management Framework prepared with a view to rolling it out in 2019/20.

TITLE OF WORKS	DESCRIPTION OF WORKS	RESPONSIBLE AREA	2018/19 ACTION TOWARDS COMPLETION
6.3 Review and Upgrade the City's Website, Councillor Portal and Intranet	Phased implementation of further improvements to the City's website including online payments, self-service tools and further enhanced mobile functionality for customers, as well as a dedicated Councillor portal and improved Administration Intranet.	Community & Business Services	Next phase (phase 4) of website development and implementation, including a range of digital tools to improve functionality, completed.
6.4 Information Technology Upgrade/Renewal	Various IT equipment replacement and upgrades, including installation of corporate Wi-Fi system.	Information & Communications Technology	Completed with further works planned for 2019/20.
6.5 Beatty Park Leisure Centre – Options Project	Development of options to resolve known and any yet to be identified issues related to Beatty Park Leisure Centre, inclusive of heritage, structural and business model solution development.	CEO's Office	Structural Engineer engaged to present findings in 2019/20.
6.6 Beatty Park Leisure Centre Structural and Condition Upgrade	Prepare and implement Beatty Park Leisure Centre structural and condition upgrades through consideration of heritage, asset management, commercial development options, business performance and community values.	Community & Business Services	Project pending outcome of CBP 6.5.
6.7 Implement Electronic Lodgement and Assessment of Development Applications	Upgrade corporate systems and software to enable on-line lodgement and tracking of development applications.	Strategy & Development	Workflows have been developed, project delayed until 2019/20.
6.9 Implement Improvement Plan for Risk Management, Internal Controls and Legislative Compliance	Continued implementation of the Improvement Plan adopted by the Audit Committee in July 2016 (subsequently endorsed by Council) and revised by the Committee in March 2017.	CEO's Office	Work progressed on Risk Management Framework.
6.10 Ward Review	Carry out a Ward Review, as required by the Local Government Act 1996 (Schedule 2.2, Clause 6).	CEO's Office	Completed.

TITLE OF WORKS	DESCRIPTION OF WORKS	RESPONSIBLE AREA	2018/19 ACTION TOWARDS COMPLETION
6.11 Upgrade/Replacement of the City's Enterprise Applications and Financial Management System	Upgrade/replace the City's Corporate Operating System, including addition of systems such as Asset Management (including Mobility), Human Resource Modules, electronic invoice approvals etc.	Information & Communications Technology	Process mapping and data cleansing activities undertaken and ICT Strategy being developed.
6.14 Business Continuity Plan	Develop and implement business continuity plans for the City including recovery of IT systems.	CEO's Office	Consultant engaged to prepare the Business Continuity Plan in 2019/20.
6.15 Asset Rationalisation Plan	Develop and implement a plan for rationalisation of City building assets in accordance with Council's decision of 29 May 2018.	Community & Business Services	Completed.
6.16 Administration and Civic Centre Upgrade/Renewals	Various upgrades/renewals to Administration and Civic Centre building.	Infrastructure & Environment	Minor refurbishment on Level 1 completed and occupied as per schedule. Community Hub and Admin Centre concepts to be developed for a staged implementation from 2019/20.
6.17 Digitised Aged Hardcopy Records	Digitisation of hardcopy files due to become State Archive records in 2019.	Information & Communications Technology	Completed 30 April 2019.



MAJOR PLANS AND STRATEGIES

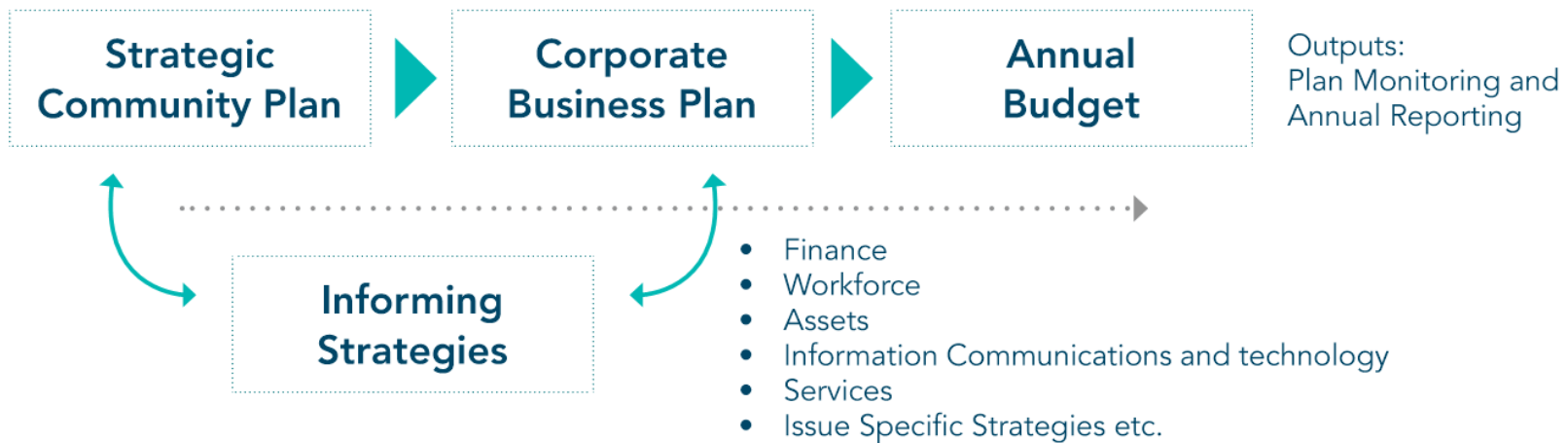
The City of Vincent operates through an Integrated Planning and Reporting Framework, outlined below.

This framework helps us to establish the Vincent community's vision for the future and its aspirations and service expectations, as well as drive the development of our plans, resourcing, and supporting strategies.



COMMUNITY ENGAGEMENT

MEASUREMENT AND REPORTING



ELEMENTS OF INTEGRATED PLANNING AND REPORTING FRAMEWORK

Strategic Community Plan (SCP)

Our guiding document establishing the community's vision, strategic direction, long and medium term priorities and resourcing implications over a minimum 10-year horizon.

The Strategic Community Plan was adopted by Council on 16 October 2018 and includes a number of outcomes and actions grouped under the six priority areas mentioned throughout this Annual Report. The plan was created in collaboration with the Vincent community.

Corporate Business Plan (CBP)

Our four-year delivery plan, giving effect to the first four years of the 10-year Strategic Community Plan and delivering on the Council's Strategic Priorities for the benefit of our community.

Annual Budget

Based on the projected costing of the related year of the CBP, with the opportunity for review and revision during the mid-year budget review process.

Informing Strategies

These include our:

- **Long Term Finance Plan** – developed in 2018/19 to provide the City with a 10-year rolling plan to set

priorities in accordance with its financial resources, through consideration of key assumption-based analysis.

- **Workforce Plan** – identifies the workforce requirements and strategies for current and future operations, ensuring that our human resources support the delivery of the CBP and SCP.
- **Asset Management Plan** – provides guidance on service provision and whole of life-cycle asset management to support the City's financial sustainability and key service levels.
- **Issue Specific Strategies** – there are a number of issue specific strategies that inform our Integrated Planning and Reporting Framework, including:
 - Disability Access & Inclusion Plan 2017 – 2022
 - Greening Plan 2018 – 2023
 - Reconciliation Action Plan 2017 – 2018
 - Public Open Space Strategy 2018
 - Waste Strategy 2018 – 2023
 - Town Centre Place Plans
 - Community Safety & Crime Prevention Plan 2015 – 2018
 - Arts Development Action Plan

The City of Vincent's progress on these informing strategies throughout 2018/19 are provided in more detail onward.

Disability Access & Inclusion Plan

The Disability Services Act WA 1993 (amended 2004) requires all local governments to develop, maintain and implement a Disability Access and Inclusion Plan (DAIP) every five years.

DAIPs benefit people with disability, the elderly, families and carers, and people from culturally and linguistically diverse backgrounds. The City's DAIP 2017 – 2022 ensures opportunities for continuous improvement towards an accessible and inclusive community where all people can enjoy the City's functions, facilities, services and events.

In the 2018/19 financial year, the City progressed the following actions, as part of its DAIP:

- Access audit on City managed facilities to provide data on venue accessibility.
- Promote the availability of accessible venues and facilities within the City.
- Promote the availability of information in alternative formats for people with disability.
- Include DAIP related information in the induction process for new staff and in briefing sessions and documentation for contractors.
- Provide disability awareness and DAIP training to all staff to improve their skills in communicating, interacting and offering assistance to people with disability.

- Educate staff to understand that quality service for people with disability applies to all City interactions, not just those occurring in the specified customer service unit.
- Ensure that all premises offered for the lodgement of complaints are physically accessible.
- Develop staff training and procedures to ensure a competent response to a wide range of complaint issues.
- Ensure that the City's complaint policies and procedures are consistent with the DAIP.
- Allow for consultation feedback to be taken in a range of ways, including in person, by letter, fax, email, SMS, NRS (National Relay Service), AUSLAN (Australian Sign Language) and via the City's website, social media and customer service unit.

Greening Plan 2018–2023

The City of Vincent's Greening Plan is a pathway to delivering on our responsibility to protect, enhance and effectively manage our natural and built environment. It focuses on opportunities on both public and privately owned land to increase overall tree canopy cover, create more liveable neighbourhoods and foster biodiversity.

The City adopted its first Greening Plan in 2014. In 2018, the Greening Plan was reviewed, resulting in the development of Greening Plan 2018-2023 which was adopted by Council in September 2018.

The Greening Plan 2018-2023 identifies the following five key areas with specific targets and actions for each:

1. Increase canopy cover on public land
 - Increase tree canopy cover on land managed by the City of Vincent.
2. Enhance habitat and promote biodiversity
 - Increase the diversity and overall height of trees and other vegetation.
 - Linking areas of existing habitat and biodiversity through new habitat plantings across the City.
3. Greening the Town Centres
 - Improving the amenity of Vincent's Town Centres and reducing the urban heat island effect through trees and other vegetation.
4. Greening private land and new development
 - Develop mechanisms to encourage the retention of existing tree canopy.
 - Requiring the incorporation of tree canopy, green infrastructure and vegetation cover in new developments.
 - Advocating for changes to state planning legislation and policy to facilitate protection of existing tree canopy on privately owned land.
5. Greening the community
 - Increasing community awareness of the social and environmental benefits of trees and green spaces.
 - Inviting and supporting community involvement in greening activities.

Reconciliation Action Plan Reflect

In April 2017, Council adopted the 'Reflect' Reconciliation Action Plan (RAP) and formally committed to working towards greater reconciliation with the Traditional Owners of the land, the Noongar people. The 'Reflect' RAP focused on building relationships with Aboriginal and Torres Strait Islander peoples. This resulted in the City successfully connecting with a significant number of Aboriginal people and businesses to incorporate Noongar culture and tradition in our workplace and community.

The City has strengthened its relationship with the local Noongar Elders and celebrated Noongar culture and tradition through numerous events, activities and workshops.

After extensive consultation with the Aboriginal and non-Aboriginal community since June 2018, and with the support of Reconciliation Australia, the City now moves to the second tier of a RAP known as 'Innovate'. The design for the 'Innovate' RAP is based upon the City's artwork acquired from local Noongar artists including Jade Dolman, Charmaine Cole and Rohin Kickett.

In 2018/19, the City progressed the following actions for its Reconciliation Action Plan:

- Inaugural NAIDOC Week Festival at Hyde Park.
- Close the Gap event held for City of Vincent staff.

- Noongar Story Time session held in the Vincent Library and Local History Centre.
- Welcome to Country and Acknowledgement of Country Policy review.
- Endorsement of the Innovate RAP by Reconciliation Australia after 10 months of community consultation on Friday, 21 June 2019.
- Endorsed and implemented an Aboriginal Traineeship program.
- Acknowledgement of Country included in staff email signature.
- Launch of Noongar Six Seasons Workshops for staff and community members.
- Reconciliation Week celebrations including a Bush Medicine Workshop with Vivienne Hansen.
- Purchase of artworks from local artists, including Jade Dolman, Darryl Bellotti and Robin Kickett.

Public Open Space Strategy

The City of Vincent has a unique blend of parks, reserves and civic spaces within its boundaries. These public open spaces provide our community with space to exercise, socialise and participate in recreational, art, and cultural activities.

In 2018/19, the City prepared a Public Open Space Strategy to provide a guiding framework to assist the City to plan and prioritise future investment, development and improvements in our public open spaces for the next 10–15 years.

The City's main objectives in relation to open space include:

- Maximising the value of open spaces for the community through improved amenity and functionality.
- Identifying and responding to the impacts of development, population growth and demographic change on the open space network.
- Identifying opportunities to improve access to and functionality of open spaces, and achieving a targeted increase in overall open space provision through innovative practices.
- Establishing appropriate levels of service across the public open space hierarchy to guide decision-making and ensure diversity across the open space network.

The City of Vincent's Public Open Space Strategy was developed following input and months of engagement and consultation with the Vincent community and was endorsed by Council in December 2018.

Waste Strategy

In 2018/19, the City of Vincent developed a new strategy to govern the management of the City's waste from 2018-2023, with a target of zero waste sent to landfill by 2028.

Each year, the City collects over 20,000 tonnes of waste in total and spends approximately \$6.5 million on waste collection. The Waste Strategy 2018-2028

focuses on improving the City's management of waste by increasing recovery of waste and decreasing waste to landfill, while also tackling ways to decrease waste generation within the City as a whole.

The strategy sets out ten projects where the City will investigate and establish programs to reduce and recover waste. These include:

- Recovery of Organic Material Food and Green Options Appraisal.
- Bulk Hand Waste (junk) Service Options Appraisal.
- Improving Collection and Waste Recovery in Multi-Unit Developments (MUDs).
- Regional and Cross Boundary Collaborative Partnership Working.
- Research into Alternative Waste Treatment Options.
- Waste and Recycling Education, Awareness, and Promotional Programs.
- Develop Business Systems for Waste Services for Accurate Records and Reporting.
- Commercial Waste Collections Options Appraisal.
- Separate Waste Charge Options Appraisal.
- Advocacy and Lobbying for Change to State and Federal Waste Legislation and Policy.

Town Centre Place Plans

The City of Vincent has six major Town Centres – North Perth, Mt Hawthorn, Leederville, Mt Lawley/Highgate, West Perth and Northbridge.

Each of these Town Centres has a Town Team – an independently formed incorporated body that aims to make their respective Town Centre the best place it can possible be.

The City of Vincent works collaboratively with the Town Teams to deliver locally based activities/events, physical improvements and economic and community development initiatives.

Part of this collaborative process is the development of Place Plans for each Town Centre. The Place Plans form a part of the City's suite of informing strategies and help to guide the direction of funding and resources, as well as the implementation of all major initiatives, in the City's Town Centres.

In 2018/19, the City of Vincent developed the Vincent Town Centre Place Plans Volumes series to assist in the development of individual Town Centre Place Plans, to be structured around three key focus areas:

1. **Activity** – sets out the actions and projects which assist the City to enhance activity in its Town Centres, so they can reach their activation and economic potential.
2. **Movement** – sets out the actions and projects which enhance walkability, improve the use of public transport, deliver parking efficiencies and create more pedestrian and cycle friendly Town Centres.
3. **Character** – sets out the actions and projects which contribute to Vincent's Town Centres unique sense of place.

The City will continue to work with Town Teams to develop their individual Town Centre Place Plan.

Community Safety & Crime Prevention Plan

The City of Vincent's first Community Safety and Crime Prevention Plan was created in 2007. In 2018/19, the City undertook a review of this plan and developed the new Safer Vincent Plan in collaboration with the community, businesses, non-government organisations and the WA Police.

The Safer Vincent Plan aims to make Vincent a safer place to live, work, trade and visit and draws on the three key themes of:

- Safer Spaces
- Community Connection
- Crime Prevention

It includes a number of initiatives to support WA Police and community safety services efforts in making our neighbourhoods feel safer, including:

- Relocation of Ranger Services from Osborne Park to a centralised Community Hub within the heart of the City of Vincent, to provide stronger 'eyes on the street' presence and greater access to residents and businesses.
- Joining the City Homeless Framework Committee to support better co-ordination and responsiveness to homelessness through an accreditation system for delivery of emergency relief services in Vincent and Perth.
- Identifying street and laneway lighting and CCTV improvements in 'hot spot' areas and implementing changes.

- Continuing to strive to remove graffiti within 48 hours of reporting.
- Love Your Laneway initiative to encourage residents to use, beautify and upgrade laneways creatively, to encourage greater safety and recreation on these underused community assets.

The draft plan was released for public comment in June 2018, for Council endorsement in 2019/20.

Arts Development Action Plan

The City of Vincent has a diverse, engaged community who value the arts and participating in communal events that create a sense of local identity and place.

The 2018–2020 Arts Development Action Plan continues the great work the City is already doing in the arts space and aims to help establish the City of Vincent as the Arts capital of Perth by focusing on the five key themes of:

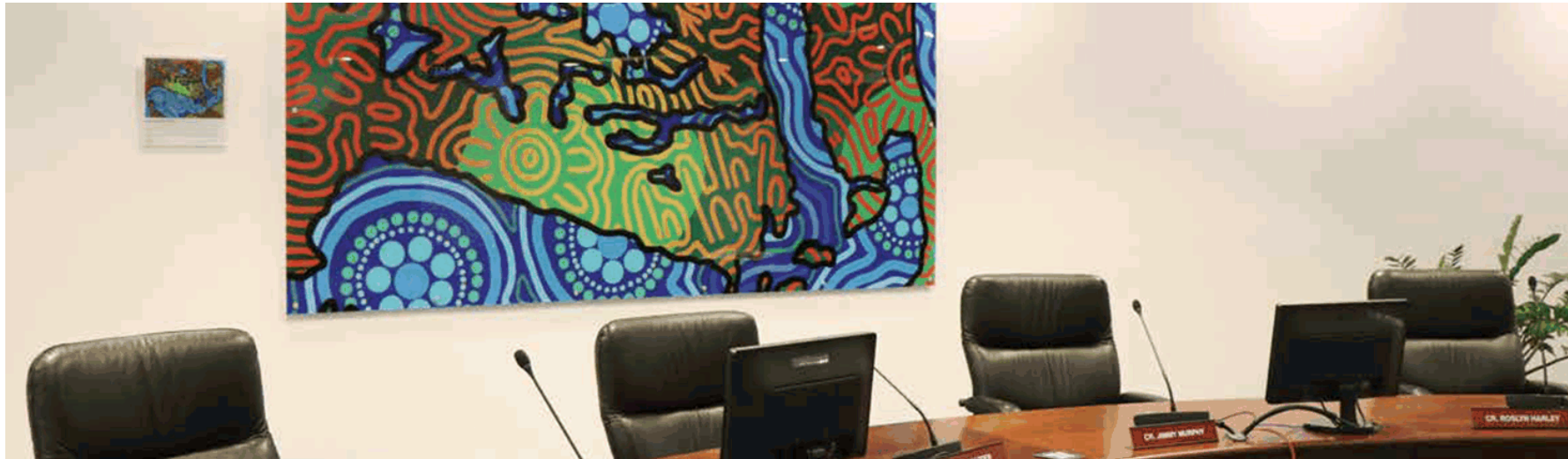
1. Innovation
2. Support
3. Creative Economy
4. Activation
5. Connection

Some of the key highlights of the plan include:

- Creating a Jazz Precinct in Northbridge.
- A Guerrilla Arts Project pilot (Platform).
- Commissioning a major public artwork as an entry statement.
- Establishing an artist co-working space.
- Seeking an Aboriginal artist to be part of the Arts Advisory Group.

ELECTED MEMBER MEETING ATTENDANCE





Council Meetings

Council meetings are held monthly at the City of Vincent Civic Centre. The attendances of Council Members at Council meetings for the 2018/19 financial year are shown in the table below.

Members	Ordinary Council Meetings entitled to attend	Ordinary Council Meetings attended	Apologies	Leave of Absence	Council Briefings entitled to attend	Council Briefings attended	Apologies	Leave of Absence
Mayor Emma Cole	14	13	0	1	12	11	0	1
Deputy Mayor Susan Gontaszewski	14	14	0	0	12	12	0	0
Cr Alex Castle	14	13	1	0	12	10	1	1
Cr Joanne Fotakis	14	12	1	1	12	8	3	1
Cr Jonathan Hallett	14	13	0	1	12	12	0	0
Cr Roslyn Harley	14	12	1	1	12	5	7	0
Cr Dan Loden	14	13	0	1	12	9	0	3
Cr Jimmy Murphy	14	13	0	1	12	10	1	1
Cr Joshua Topelberg	14	14	0	0	12	11	1	0

Audit Committee Meetings

The City of Vincent Audit Committee is responsible for reviewing and making recommendations to Council regarding financial management, risk management, internal controls, legislative compliance, internal and external audit planning and reporting.

Members	Audit Committee meetings entitled to attend	Audit Committee meetings attended	Apologies	Leave of absence
Mayor Emma Cole	5	4	1	0
Deputy Mayor Susan Gontaszewski	5	5	0	0
Cr Dan Loden	5	4	0	1
Cr Joshua Topelberg	5	5	0	0
Elizabeth Hunt*	5	3	2	n/a
Mr Conley Manifis*	5	4	1	n/a

*Note: denotes an external, independent member.

Advisory Group Meetings

City of Vincent Councillors sit on a number of Advisory Groups and Committees and their participation in these groups is outlined below.

Safer Vincent Crime Prevention Partnership:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Joanne Fotakis (Chair)	5	5	0
Cr Susan Gontaszewski	5	4	1

Environmental Advisory Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Dan Loden (Chair)	3	2	1
Cr Jonathan Hallett	3	1	2

Arts Advisory Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Jimmy Murphy (Chair)	6	5	1
Cr Fotakis	6	4	2

Reconciliation Action Plan Working Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Roslyn Harley (Chair)	3	2	1
Cr Dan Loden	3	3	0
Cr Joshua Topelberg	3	1	2

**Children and Young People Advisory Group:**

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Alex Castle (Chair)	5	4	1
Cr Susan Gontaszewski	5	4	1

Business Advisory Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Joshua Topelberg (Chair)	2	1	1
Cr Joanne Fotakis	2	2	0
Cr Jimmy Murphy	2	2	0

Urban Mobility Advisory Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Jonathan Hallett	4	4	0
Mayor Emma Cole	4	1	3
Cr Alex Castle	4	2	2

**Mindarie Regional Council**

The City of Vincent is currently represented on the Mindarie Regional Council by Mayor Emma Cole.

Tamala Park Regional Council

The City of Vincent is currently represented on the Tamala Park Regional Council by Mayor Emma Cole.

Metro West Joint Development Assessment Panel

The City of Vincent is currently represented on the Metro West Joint Development Assessment Panel by Cr Dan Loden and Cr Joshua Topelberg.

Cr Susan Gontaszewski and Mayor Emma Cole are alternate Members and attend meetings in the event that a regular Member is unavailable.



EMPLOYEE REMUNERATION

As per the requirements of the Local Government (Administration) Regulations 1996, tabled below are the number of City of Vincent employees earning over \$100,000 per annum.

Salaries in Excess of \$100,000	No of Positions
Salary between \$100,001 & \$110,000	0
Salary between \$110,001 & \$120,000	1
Salary between \$120,001 & \$130,000	14
Salary between \$130,001 & \$140,000	0
Salary between \$140,001 & \$150,000	0
Salary between \$150,001 & \$160,000	0
Salary between \$160,001 & \$170,000	0
Salary between \$170,001 & \$180,000	1
Salary between \$180,001 & \$190,000	2
Salary between \$190,001 & \$200,000	0
Salary between \$200,001 & \$210,000	0
Salary between \$210,001 & \$220,000	0
Salary between \$220,001 & \$230,000	1
Salary between \$230,001 & \$240,000	0
Salary between \$240,001 & \$250,000	0
Salary between \$250,001 & \$260,000	0
Salary between \$260,001 & \$270,000	0
Salary between \$270,001 & \$280,000	0

Gender Equality Report

Gender Pay Gap

Over the last 12 months, the City of Vincent has made progress on narrowing the gender pay gap and has reduced the gap from 1.95% in 2017/18 to **1.49%** in 2018/19.

The gender pay gap is calculated as the difference between women's and men's average weekly full time equivalent earnings, as a percentage of men's earnings. According to the Workplace Gender Equality Agency (WGEA), Australia's national gender pay gap is currently at 16.2%, and has hovered between 14% and 19% for the past two decades.

WA's gender pay gap as of November 2018 (WGEA) is the highest in the country at 23.1%.

Pay Gap City of Vincent		
Female	Permanent Staff 114	Average Base Salary \$86,394.10
Male	Permanent Staff 115	Average Base Salary \$88,484.52

COV - Level 7 and above		
Female	68	58.6%
Male	48	41.4%
Total	116	100%

The City of Vincent had female representation in 47% of its Coordinator roles, 38% of Management roles and 25% of Executive roles.

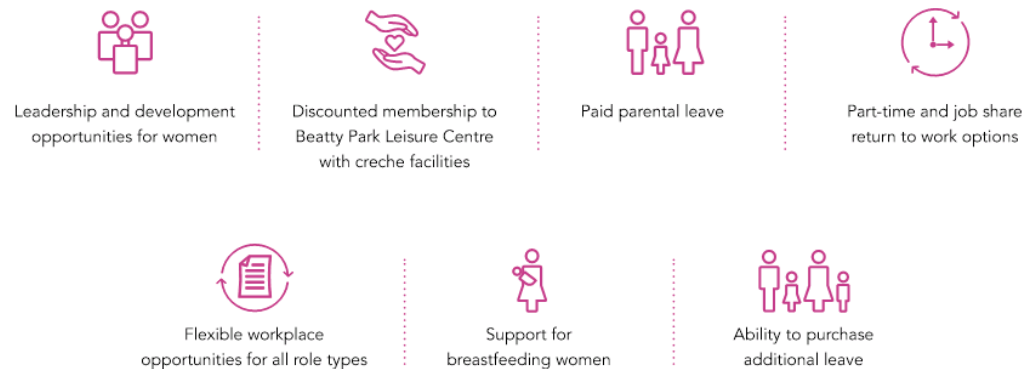
The City is well known to be a flexible and family friendly Local Government organisation, with 24% of our workforce in part-time roles. This benefit has attracted many staff members to the City across all Directorates. The City also offers many other flexible arrangements, such as a full-time working week with flexible arrangements (for example, as a 9 or 8 day fortnight).

The 24% of part-time arrangements at the City of Vincent are comprised of a combination of part-time positions, full-time positions being filled part-time upon return from maternity leave, and job share arrangements.

Attracting and Retaining Women

The City of Vincent has a number of initiatives that make our workplace a great place to work for all people. In 2018/19, we continued to pursue initiatives to attract women in all roles, particularly those with lower female representation, such as technical roles and those within our Executive Management Team.

We will continue to promote and expand on these initiatives, which include:



Transparency and Accountability

In accordance with section 5.121 of the Local Government Act 1995 the City maintains a register of complaints of minor breaches which details:

- Name of council member about whom the complaint is made.
- Name of person who makes the complaint.
- Description of the minor breach that the standards panel finds has occurred.
- Details of action taken.

The City received no complaints of minor breaches in 2018/19. The City also received no complaints of alleged breaches of the City's Code of Conduct in 2018/19.

Record Keeping Statement

Record Keeping Plan

The City's current Record Keeping Plan was approved by the State Records Commission on 12 August 2016. The Plan and associated policy and procedures are comprehensive and address all requirements of the State Records Office. The City is required to review its Record Keeping Plan in 2021.

Record Keeping Systems

A review of all enterprise applications and financial management systems were reviewed in line with the City's Corporate Business Plan. The efficiency and effectiveness of the City's Electronic Document and Records Management System was reviewed in 2017 and upgraded from HP TRIM to HPE Content Manager.

Record Keeping Training

The City's record keeping training program includes monthly sessions, made available to all staff. The efficiency and effectiveness of this training program is reviewed via feedback from staff attending those sessions. In addition, all new starters are required to complete an induction program, conducted by Records staff, to ensure that they are aware of their roles and responsibilities with regards to their compliance with the City's Record Keeping Plan.

Digital Records Strategy

In 2018/19, the City of Vincent continued to pursue its digital records strategy, aimed at operating in a purely digital environment by 2022. This is in line with the State Records Office "Born Digital Strategy" and the City is currently well on target to meet this goal.

Over the past year, our Urban Planning team has moved to operating in an exclusively digital environment and now assesses all applications electronically, with the aim of going entirely paperless in the near future.

We will continue to roll out our digital records strategy across the organisation over the next few years.

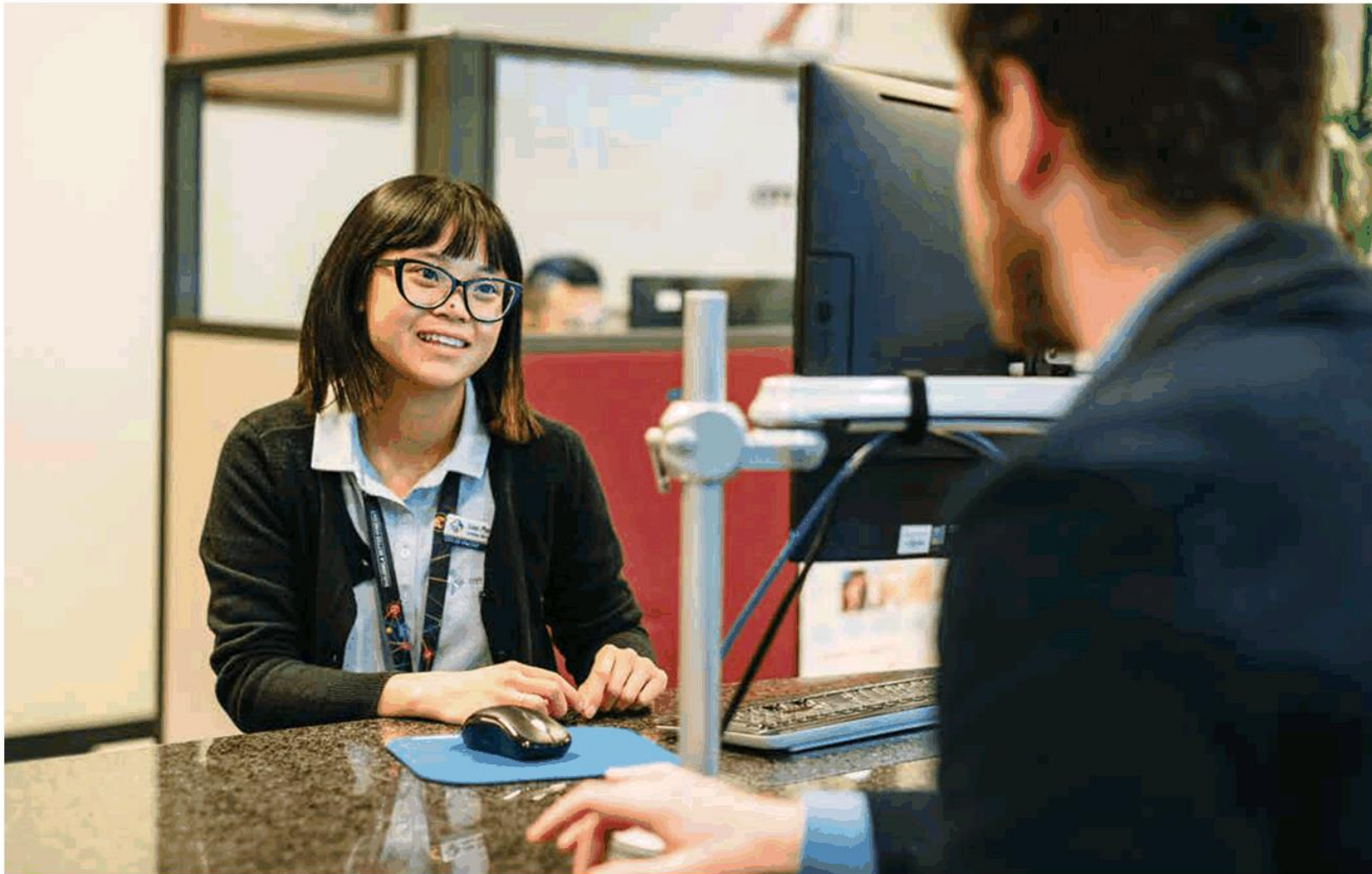
Freedom of Information

Freedom of Information Act 1992

The City is subject to the provisions of the Freedom of Information Act 1992 (the FOI Act). The FOI Act gives the public a general right of access to information held by the City, subject to limitations as set out in Clauses 1 to 15 of Schedule 1 to the Freedom of Information Act. It also provides the right of review in relation to decisions made by the City to refuse access to information applied for under the FOI Act.

In 2018/19, the City received and responded to eight (8) requests under the Act. In addition, we received one (1) application for internal review of decisions, which resulted in decision being upheld as the agency withdrew their claim.

The City maintains a public register of applications received, including a summary of records sought and decisions made. This can be found in the Accountability and Governance/Publicly Available Council Registers section of our website.



FINANCIAL REPORTS



CITY OF VINCENT
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

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CITY'S VISION

To be a clever, creative and courageous local government.

Principal place of business:
244 Vincent Street (onr Loftus Street)
Leederville, Western Australia, 6007

CITY OF VINCENT
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the City of Vincent for the financial year ended 30 June 2019 is based on proper accounts and records to present fairly the financial position of the City of Vincent at 30 June 2019 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the day of 2019

Chief Executive Officer

David McLennan
Name of Chief Executive Officer

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CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
Revenue				
Rates	23(a)	34,102,294	34,561,485	33,377,748
Operating grants, subsidies and contributions	2(a)	1,848,628	650,833	2,217,799
Fees and charges	2(a)	19,415,392	19,411,921	18,873,789
Interest earnings	2(a)	1,158,675	961,260	1,028,880
Other revenue	2(a)	1,422,639	1,482,365	1,429,638
		57,747,628	57,056,604	56,927,854
Expenses				
Employee costs		(25,864,959)	(24,675,882)	(23,248,963)
Materials and contracts		(17,204,540)	(18,686,189)	(17,274,514)
Utility charges		(1,904,877)	(1,912,150)	(1,933,363)
Depreciation on non-current assets	10(c)	(11,361,319)	(11,157,341)	(10,386,679)
Interest expenses	2(b)	(938,465)	(954,449)	(997,101)
Insurance expenses		(608,811)	(675,216)	(829,909)
Other expenditure		(2,993,650)	(3,360,475)	(2,974,253)
		(60,966,621)	(61,421,702)	(57,644,782)
		(3,218,993)	(4,365,036)	(716,928)
Non-operating grants, subsidies and contributions	2(a)	1,709,727	1,872,868	2,610,635
Profit on asset disposals	10(a)	257,168	296,730	150,369
Fixed assets expensed	10(b)	(270,329)	0	(91,264)
(Loss) on asset disposals	10(a)	(18,669)	(192,155)	(10,466)
Profit from sale of land (TPRC Joint Venture)	21(b)	414,744	333,333	462,233
(Loss) on revaluation of Infrastructure	9(a)	0	0	(3,572,563)
Net Share of Interest in Joint Ventures	20(b)	139,905	0	325,217
Change in Equity WALGA Local Govt House Trust		4,101	0	(19)
		2,236,647	2,310,776	(125,858)
Net result for the period		(982,346)	(2,054,262)	(842,786)
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	11	99,736	0	56,913,164
Total other comprehensive income for the period		99,736	0	56,913,164
Total comprehensive income for the period		(882,610)	(2,054,262)	56,070,378

This statement is to be read in conjunction with the accompanying notes.

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CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
Revenue	2(a)			
Governance		54,465	56,240	149,708
General purpose funding		36,798,067	36,513,506	36,005,200
Law, order, public safety		143,631	142,350	144,537
Health		379,321	365,160	388,317
Education and welfare		136,380	189,115	171,871
Community amenities		1,871,503	993,731	1,863,747
Recreation and culture		9,795,370	10,268,722	9,704,051
Transport		8,147,802	8,068,090	7,972,877
Economic services		313,578	261,500	249,968
Other property and services		337,451	198,250	276,580
		57,747,628	57,056,604	56,927,854
Expenses	2(b)			
Governance		(2,812,931)	(2,656,246)	(3,787,874)
General purpose funding		(897,155)	(881,463)	(872,245)
Law, order, public safety		(1,362,622)	(1,593,050)	(1,301,976)
Health		(1,243,162)	(1,356,368)	(1,198,677)
Education and welfare		(1,091,578)	(1,224,491)	(1,470,827)
Community amenities		(11,894,978)	(12,926,490)	(11,048,332)
Recreation and culture		(23,796,839)	(23,416,758)	(21,746,775)
Transport		(14,333,239)	(13,969,209)	(12,724,693)
Economic services		(761,862)	(785,489)	(714,959)
Other property and services		(1,803,762)	(1,857,689)	(1,781,013)
		(60,028,156)	(60,467,253)	(56,847,681)
Finance Costs	2(b)			
Recreation and culture		(938,465)	(954,449)	(997,101)
		(938,465)	(954,449)	(997,101)
		(3,218,993)	(4,365,036)	(716,928)
Non-operating grants, subsidies and contributions	2(a)	1,709,727	1,872,868	2,610,635
Profit on disposal of assets	10(a)	257,168	296,730	150,369
(Loss) on disposal of assets	10(a)	(18,669)	(192,155)	(10,466)
Fixed assets expensed	10(b)	(270,329)	0	(91,264)
Profit from sale of land (TPRC Joint Venture)	21(b)	414,744	333,333	462,233
Net Share of Interest in Joint Ventures	20(b)	139,905	0	325,217
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Net result for the period		(982,346)	(2,054,262)	(842,786)
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	11	99,736	0	56,913,164
Total other comprehensive income for the period		99,736	0	56,913,164
Total comprehensive income for the period		(882,610)	(2,054,262)	56,070,378

This statement is to be read in conjunction with the accompanying notes.

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CITY OF VINCENT
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2019

	NOTE	2019 \$	2018 \$
CURRENT ASSETS			
Cash and cash equivalents	3	24,964,870	20,866,019
Trade receivables	5	3,992,141	3,471,753
Other financial assets	7(a)	11,000	11,000
Inventories	6	175,208	184,342
TOTAL CURRENT ASSETS		29,143,219	24,533,114
NON-CURRENT ASSETS			
Trade receivables	5	908,879	1,197,431
Other financial assets	7(b)	35,034	30,933
Inventories	6	105,822	105,822
Interests in Joint Ventures	20(a)	9,790,954	9,469,902
Property, plant and equipment	8	293,228,403	296,124,172
Infrastructure	9	179,130,955	179,727,045
TOTAL NON-CURRENT ASSETS		483,200,057	486,655,305
TOTAL ASSETS		512,343,276	511,188,419
CURRENT LIABILITIES			
Trade and other payables	12	7,200,886	4,665,044
Borrowings	13(a)	6,067,295	948,227
Employee related provisions	14	3,908,452	3,387,101
TOTAL CURRENT LIABILITIES		17,206,633	8,980,372
NON-CURRENT LIABILITIES			
Borrowings	13(a)	7,851,061	13,948,356
Employee related provisions	14	475,086	429,113
TOTAL NON-CURRENT LIABILITIES		8,326,147	14,377,469
TOTAL LIABILITIES		25,532,780	23,357,841
NET ASSETS		486,810,496	487,830,578
EQUITY			
Retained surplus		122,600,691	124,871,424
Reserves - cash backed	4	12,582,885	11,431,970
Revaluation surplus	11	351,626,920	351,527,184
TOTAL EQUITY		486,810,496	487,830,578

This statement is to be read in conjunction with the accompanying notes.

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CITY OF VINCENT
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2019

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2017		128,238,061	8,908,119	294,614,020	431,760,200
Comprehensive income					
Net result for the period		(842,786)	0	0	(842,786)
Other comprehensive income	11	0	0	56,913,164	56,913,164
Total comprehensive income		(842,786)	0	56,913,164	56,070,378
Transfers from/(to) reserves		(2,523,851)	2,523,851	0	0
Balance as at 30 June 2018		124,871,424	11,431,970	351,527,184	487,830,578
Change in accounting policy	27 (c)	(137,472)	0	0	(137,472)
Restated total equity at the beginning of the financial year		124,733,952	11,431,970	351,527,184	487,693,106
Comprehensive income					
Net result for the period		(982,346)	0	0	(982,346)
Other comprehensive income	11	0	0	99,736	99,736
Total comprehensive income		(982,346)	0	99,736	(882,610)
Transfers from/(to) reserves		(1,150,915)	1,150,915	0	0
Balance as at 30 June 2019		122,600,691	12,582,885	351,626,920	486,810,496

This statement is to be read in conjunction with the accompanying notes.

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CITY OF VINCENT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		33,939,855	34,725,855	33,096,764
Operating grants, subsidies and contributions		685,557	779,453	3,141,991
Fees and charges		19,415,392	19,572,366	18,873,789
Interest received		1,158,675	941,260	1,028,880
Goods and services tax received		1,299,840	1,013,584	1,355,982
Other revenue		1,422,639	1,315,205	1,429,638
		57,921,758	58,347,703	58,927,044
Payments				
Employee costs		(25,277,634)	(23,955,821)	(23,423,727)
Materials and contracts		(13,791,388)	(19,554,559)	(17,896,936)
Utility charges		(1,904,877)	(1,852,150)	(1,933,383)
Interest expenses		(908,465)	(954,449)	(997,101)
Insurance expenses		(668,811)	(675,216)	(829,909)
Goods and services tax paid		(1,383,034)	(1,013,584)	(1,249,298)
Other expenditure		(2,903,651)	(2,960,894)	(2,812,744)
		(46,987,860)	(50,966,553)	(49,143,076)
Net cash provided by (used in) operating activities	15	10,933,898	7,381,050	9,783,968
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment				
Payments for construction of infrastructure		(3,066,526)	(6,393,304)	(2,869,513)
		(5,193,885)	(7,559,672)	(5,861,319)
Non-operating grants, subsidies and contributions				
		1,709,727	1,872,868	2,610,635
Proceeds from sale of property, plant & equipment		330,531	479,963	326,311
Distributions from Joint Ventures		333,333	333,333	333,333
Net cash provided by (used in) investing activities		(5,886,820)	(11,266,812)	(5,460,553)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings				
		(948,227)	(1,017,424)	(881,398)
Net cash provided by (used in) financing activities		(948,227)	(1,017,424)	(881,398)
Net increase (decrease) in cash held		4,098,851	(4,903,186)	3,442,017
Cash at beginning of year		20,866,019	20,149,537	17,424,002
Cash and cash equivalents at the end of the year	15	24,964,870	15,246,351	20,866,019

This statement is to be read in conjunction with the accompanying notes.

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CITY OF VINCENT
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	24 (b)	5,524,402	5,524,404	4,475,025
		5,524,402	5,524,404	4,475,025
Revenue from operating activities (excluding rates)				
Governance		58,596	56,240	149,708
General purpose funding		2,695,803	1,962,021	2,628,452
Law, order, public safety		168,589	195,385	166,875
Health		379,321	370,165	388,316
Education and welfare		187,490	224,115	171,870
Community amenities		1,675,074	999,846	1,881,133
Recreation and culture		9,788,806	10,289,607	9,724,879
Transport		8,147,802	8,068,090	7,973,016
Economic services		313,578	261,500	249,966
Other property and services		1,046,193	708,273	1,197,889
		24,481,252	23,125,242	24,532,104
Expenditure from operating activities				
Governance		(2,820,918)	(2,664,421)	(3,787,874)
General purpose funding		(897,155)	(881,463)	(872,264)
Law, order, public safety		(1,392,622)	(1,593,050)	(1,306,516)
Health		(1,243,162)	(1,356,368)	(1,198,977)
Education and welfare		(1,095,732)	(1,224,491)	(1,470,928)
Community amenities		(11,960,717)	(12,926,490)	(11,052,388)
Recreation and culture		(24,788,873)	(24,370,082)	(22,777,931)
Transport		(14,334,258)	(13,969,209)	(12,733,105)
Economic services		(908,665)	(785,489)	(751,499)
Other property and services		(1,813,798)	(1,842,794)	(1,795,137)
		(61,255,620)	(61,613,857)	(57,746,530)
Non-cash amounts excluded from operating activities	24(a)	10,964,812	10,719,433	9,751,857
Amount attributable to operating activities		(20,305,154)	(22,244,776)	(16,987,543)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		1,709,727	1,872,868	2,610,635
Proceeds from disposal of assets	10(a)	330,531	479,963	326,311
Distributions from Joint Ventures		333,333	333,333	333,333
Purchase of property, plant and equipment	8(a)	(3,066,526)	(6,393,304)	(2,869,513)
Purchase and construction of infrastructure	9(a)	(5,193,885)	(7,559,672)	(5,861,319)
Amount attributable to investing activities		(5,886,820)	(11,266,812)	(5,460,553)
FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(948,227)	(1,017,424)	(881,398)
Transfers to reserves (restricted assets)	4	(2,098,939)	(1,892,713)	(3,283,928)
Transfers from reserves (restricted assets)	4	948,024	1,996,478	760,077
Amount attributable to financing activities		(2,099,142)	(913,659)	(3,405,249)
Surplus/(deficit) before imposition of general rates		(28,281,116)	(34,425,249)	(27,853,345)
Total amount raised from general rates	23	34,102,294	34,561,485	33,377,748
Surplus/(deficit) after imposition of general rates	24(b)	5,811,178	136,236	5,524,402

This statement is to be read in conjunction with the accompanying notes.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

1. 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) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads* paragraph 15 and *AASB 116 Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this financial report 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 reported amounts 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 are excluded from the financial statements. A separate statement of those monies appears at Note 26 to these financial statements.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

2. REVENUE AND EXPENSES

(a) Revenue

Grant Revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2019 Actual \$	2019 Budget \$	2018 Actual \$
Operating grants, subsidies and contributions			
Governance	16,410	0	0
General purpose funding	1,088,424	522,381	1,097,546
Law, order, public safety	3,438	2,800	2,716
Health	2,555	1,500	1,636
Education and welfare	0	10,000	9,495
Community amenities	246,815	(36,933)	950,690
Recreation and culture	159,520	109,455	107,731
Transport	23,998	24,500	24,607
Economic services	2,071	1,500	644
Other property and services	105,385	24,450	22,734
	1,648,628	656,633	2,217,799
Non-operating grants, subsidies and contributions			
Law, order, public safety	234,510	275,304	137,830
Education and welfare	0	0	15,000
Recreation and culture	61,603	26,817	35,000
Transport	1,413,614	1,570,947	2,422,805
	1,709,727	1,872,868	2,610,635
Total grants, subsidies and contributions	3,358,355	2,532,501	4,828,434

SIGNIFICANT ACCOUNTING POLICIES

Grants, donations and other contributions
Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

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

Grants, donations and other contributions (Continued)
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 22. 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.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Other revenue			
Reimbursements and recoveries	1,050,543	1,403,810	1,301,106
Other	363,096	58,755	128,532
	1,422,639	1,462,565	1,429,638

Fees and Charges

Governance	640	1,200	1,257
General purpose funding	369,294	380,000	396,191
Law, order, public safety	140,193	139,550	141,822
Health	372,216	360,375	376,667
Education and welfare	99,940	106,922	107,873
Community amenities	1,113,065	1,029,464	909,379
Recreation and culture	8,837,544	9,054,520	8,693,625
Transport	8,082,118	7,992,890	7,900,612
Economic services	305,884	258,500	245,503
Other property and services	94,498	90,500	100,880
	19,415,392	19,411,921	18,873,789

Interest earnings

Municipal funds	526,802	420,000	506,273
Reserve funds	295,189	226,060	240,110
Rates instalment and penalty interest (refer Note 23(c))	333,867	315,000	282,497
Other interest earnings	2,817	200	0
	1,158,675	961,260	1,028,880

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings
Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (Continued)
Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes

(b) Expenses

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Auditors remuneration			
- Audit of the Annual Financial Report	55,000	35,000	23,600
	55,000	35,000	23,600
Interest expenses (finance costs)			
Borrowings (refer Note 13(b))	938,485	954,449	967,101
	938,485	954,449	967,101

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

3. CASH AND CASH EQUIVALENTS

	NOTE	2019 \$	2018 \$
Unrestricted		11,628,001	8,580,810
Restricted		13,336,869	12,285,209
		24,964,870	20,866,019
Comprises:			
- Unrestricted cash and cash equivalents		9,621,698	8,580,810
- Trust monies transferred to the Municipal fund	20	2,006,303	0
- Restricted cash and cash equivalents		13,336,869	12,285,209
		24,964,870	20,866,019

The following restrictions have been imposed by regulations or other externally imposed requirements:

Reserve accounts

Administration Centre Reserve	4	0	363
Asset Sustainability Reserve	4	4,135,384	3,896,230
Beatty Park Leisure Centre Reserve	4	99,246	149,681
Capital Reserve	4	0	7,671
Cash In Lieu Parking Reserve	4	1,867,959	1,688,491
240 Vincent Street Building Reserve	4	421,187	536,594
Electronic Equipment Reserve	4	0	54,004
Hyde Park Lake Reserve	4	158,198	152,188
Land and Building Acquisition Reserve	4	291,677	284,213
Leederville Oval Reserve	4	164,016	222,530
Leederville Tennis Reserve	4	0	3,024
Lofus Community Centre Reserve	4	31,481	24,544
Lofus Recreation Centre Reserve	4	118,291	58,631
North Perth Tennis Reserve	4	0	47,925
Parking Facility and Equipment Reserve	4	103,550	100,899
Percent for Art Reserve	4	200,000	0
Plant and Equipment Reserve	4	188,734	210,436
State Gymnastics Centre Reserve	4	102,201	83,797
Strategic Waste Management Reserve	4	21,985	21,402
Tamala Park Land Sales Reserve	4	4,259,422	3,478,572
Underground Power Reserve	4	205,981	200,690
Waste Management Plant and Equipment Reserve	4	215,665	210,145
		12,582,885	11,431,970

Other restricted cash and cash equivalents

Unspent grants/contributions	22	753,984	853,239
Total restricted cash and cash equivalents		13,336,869	12,285,209

SIGNIFICANT ACCOUNTING POLICIES

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 with original maturities of three months or less that are readily convertible to known amounts of cash

Cash and cash equivalents (Continued)
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.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

4. RESERVES—CASH BACKED									
	Opening Balance	Transfers	Trn In/Tr Balance	Trn In/Tr Balance	Opening Balance	Transfers	Trn In/Tr Balance	Trn In/Tr Balance	
08 Amortization Credit Reserve	303	0	0	0	303	0	0	0	303
09 Asset Liquidity Reserve	3,662,230	166,100	625,671	4,333,364	3,666,689	754,737	0	3,960,170	4,146
10 Asset Liquidity Reserve	0	0	0	0	0	0	0	0	0
11 Asset Liquidity Reserve	16,091	4,500	0	99,246	19,590	37,12	0	10,270	11,200
12 Asset Liquidity Reserve	1,698,641	10,328	0	1,867,589	1,713,336	18,148	0	1,731,484	1,698,641
13 Cash Loan Paying Reserve	538,524	14,122	129,529	421,181	535,300	12,234	150,020	367,514	535,300
14 Cash Loan Paying Reserve	54,004	0	0	54,004	54,008	0	0	52,289	1,145
15 Cash Loan Paying Reserve	152,195	3,948	0	156,143	152,400	3,966	0	156,366	152,195
16 Cash Loan Paying Reserve	222,230	6,412	0	228,642	221,911	5,185	600,020	131,000	222,230
17 Cash Loan Paying Reserve	0	0	0	0	0	0	0	0	0
18 Cash Loan Paying Reserve	3,024	14,603	0	17,627	3,021	14,416	16,360	1,601	1,681
19 Cash Loan Paying Reserve	21,514	6,007	0	31,481	21,562	6,025	0	31,380	17,811
20 Cash Loan Paying Reserve	47,625	19,627	0	77,252	47,962	19,684	17,950	62,594	47,625
21 Cash Loan Paying Reserve	103,886	2,651	0	106,537	99,720	2,211	0	101,931	98,162
22 Cash Loan Paying Reserve	0	0	0	0	0	0	0	0	0
23 Cash Loan Paying Reserve	205	20,000	0	20,205	206,326	20,000	1,179	227,505	205
24 Cash Loan Paying Reserve	83,122	0	0	83,122	83,122	0	0	83,122	83,122
25 Cash Loan Paying Reserve	21,462	963	0	21,965	21,462	920	0	21,942	1,462
26 Cash Loan Paying Reserve	3,475,572	782,500	0	4,258,072	3,478,477	770,035	0	4,248,512	2,022,668
27 Cash Loan Paying Reserve	20,960	5,271	0	26,961	20,935	4,707	0	25,642	5,284
28 Cash Loan Paying Reserve	11,421,921	2,065,598	944,622	14,432,141	10,250,117	1,962,114	1,986,478	13,093,142	11,421,921

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

4. RESERVES—CASH BACKED (CONTINUED)		
In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows.		
	Anticipated Date of Use	Purpose for which the reserves are set aside and their anticipated date of use are as follows.
08	Management Reserve	For providing for major renovation, maintenance, repairs and replacement of the fixtures, administration and Civic Centre.
09	Asset Sustainability Reserve	For assisting Council in funding its long term asset management objectives and provide a means to spread the cost of replacement assets over multiple years.
10	Brailly Park Leisure Centre Reserve	For the major upgrade and redecoration of the Brailly Park Leisure Centre including the replacement of purchase of major plant, equipment, fixtures and fittings.
11	Capital Reserve	For future major capital works and projects.
12	Cash in Bank Reserve	This reserve is established from the sale of contributions to the parking lot development applications and is to be used for providing a major upgrading existing and proposed transport infrastructure as defined in the City's Parking and Access Policy 7.7.1.
13	240 Vincent Street Building Reserve	For major building upgrade, maintenance, repairs, renovations and replacement of roofcovering, fixtures and fittings associated with the new Office Building and Land.
14	Electric Equipment Reserve	For the replacement and major upgrade of electric/electronic equipment including, but not limited to computer hardware and software, information technology and communication equipment.
15	Irish Park Lake Reserve	For assets associated with the investigation, maintenance, remedial works and the rehabilitation of the Irish Park lakes and surrounds.
16	Leisure Centre Building Reserve	For the replacement and major upgrade of the Leisure Centre building and associated works.
17	Leisureville Office Reserve	For the upgrade, renewal and replacement of the main floor and pump at the Leisureville tennis courts, with funds contributed by the Lessee in accordance with the Special Condition—Sharing Land provision of the lease.
18	Leisureville Tennis Reserve	For the upgrade, renewal and replacement of the main floor and pump at the Leisureville tennis courts, with funds contributed by the Lessee in accordance with the Special Condition—Sharing Land provision of the lease.
19	Lochs Community Centre Reserve	For the upgrade, renewal and replacement of the Lochs Community Centre plant and equipment or replacement and modifications to the Centre.
20	Lochs Recreation Centre Reserve	This reserve is for the purpose of capital improvements, including replacing major items of plant and equipment or replacement and modifications to the Centre.
21	North Park Tennis Reserve	For the upgrade, renewal and replacement of the North Park tennis courts, with funds contributed by the Lessee in accordance with the Special Condition—Sharing Land provision of the lease.
22	Parking Lot and Equipment Reserve	For the replacement and major upgrade of the parking lot, including the investigation, maintenance, remedial works and improvement of parking information systems, security lighting, improved pavements and associated infrastructure to public parking areas and associated works.
23	Percent for a Reserve	This reserve is derived from payment of public contributions from development applicants and is to be used for the installation and provision of Public Art and associated infrastructure.
24	Plant and Equipment Reserve	For the replacement and major upgrade of equipment, including City's works.
25	Plant and Equipment Reserve	This reserve is for the purpose of capital improvements, including replacing major items of plant and equipment or replacement and modifications to the Centre.
26	Strategic/Vault Management Reserve	For the upgrade and improvement of the vault used as a management storage programme and related work, including secondary vault treatment and costs associated with the replacement of the 180 Tonnal Vault.
27	Tennalys Park Civic Reserve	For the replacement and major upgrade of the Tennalys Park Civic Centre plant and equipment or replacement and modifications to the Centre.
28	Transportation Power Reserve	For the purpose of funding the City's contribution to approved underground power projects.
29	Vault Management Plant and Equipment Reserve	For the purpose of replacing plant and equipment associated with the City's vault management, administration and recording systems.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

5. TRADE RECEIVABLES

	2019 \$	2018 \$
Current		
Rates outstanding	648,083	488,384
Sundry debtors	821,199	1,028,930
Allowance for impairment of receivables	(155,806)	0
GST receivable	298,116	332,268
Deposits and Prepayments	791,942	248,508
Infringement Debtors	1,787,271	1,515,421
Allowance for impairment of infringement debtors	(188,668)	(139,788)
	3,992,141	3,471,753
Non-current		
Rates outstanding - pensioners	133,788	131,028
Infringement Debtors	971,183	1,213,235
Allowance for impairment of infringement debtors	(199,072)	(148,832)
	905,899	1,195,431

SIGNIFICANT ACCOUNTING POLICIES

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.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 25.

Previous accounting policy: Impairment of trade receivables

In the prior year, the impairment of trade receivables was assessed based on the incurred loss model. Individual receivables which were known to be uncollectible were written off by reducing the carrying amount directly. The other receivables were assessed collectively to determine whether there was objective evidence that an impairment had been incurred but not yet identified. For these receivables the estimated impairment losses were recognised in a separate provision for impairment.

Classification and subsequent measurement

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.

Trade receivables are held with the objective to collect the contractual cash flows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

6. INVENTORIES

	2019 \$	2018 \$
Current		
Depot	72,740	93,652
Beatty Park Leisure Centre	102,468	90,660
	175,208	184,312
Non-current		
Land held for resale - cost		
Land held for development (TPRC)	105,822	105,822
	105,822	105,822
The following movements in inventories occurred during the year:		
Carrying amount at 1 July	290,184	287,085
Additions/(Disposals) to inventory	(8,134)	3,099
Carrying amount at 30 June	281,030	290,184

SIGNIFICANT ACCOUNTING POLICIES

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.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Base of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	2	Market Approach	Independent Valuation	June 2017	Price per square metre
Buildings	2/3	Cost and Market Approach	Independent Valuation	June 2017	Estimates of useful life, pattern of consumption, asset condition, residual value and relationship to the assessed remaining service potential of the depreciable amount.
Furniture and equipment	2/3	Cost and Market Approach	Independent/ Management valuation	June 2017	Make, size, model, year of manufacture and condition of asset.
Plant and equipment	2/3	Cost and Market Approach	Management Valuation	June 2017	Make, size, model, year of manufacture and condition of asset.
PPE - Work in Progress	2/3	Cost Approach	At cost		Current condition

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

9. INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movements in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	In the Infrastructure - Assets	In the Infrastructure - Right of Way	In the Infrastructure - Depreciable Assets	In the Infrastructure - Plant, Equipment and Intangible Assets	In the Infrastructure - Other Assets	In the Infrastructure - Total
Balance at 1 July 2018	56,360,931	22,078,365	3,308,259	17,215,136	5,007,420	1,040,251
Additions	1,990,411	523,891	292,906	310,380	290,890	2,807,378
Expenses	0	0	0	0	0	0
Revaluation increments (decrements) transferred to revaluation surplus	53,007,206	(2,836,817)	5,142,665	(17,814)	(524,390)	2,257,155
Revaluation (decs) / reversals transferred to profit or loss	0	0	0	0	(2,465,820)	0
Depreciation (expense)	(1,819,442)	(836,894)	(142,669)	(232,222)	(110,320)	(3,441,547)
Transfers	413,824	883,723	22,953	17,215,330	41,314	65,115
Carrying amount at 30 June 2019	159,881,000	19,990,869	8,653,813	17,215,330	3,142,359	1,854,612
Comparative:						
Cost carrying amount at 30 June 2018	140,911,626	30,000,251	11,243,228	28,902,639	8,097,213	1,864,612
Accumulated depreciation at 30 June 2018	(21,107,900)	(10,900,038)	(2,899,609)	(11,617,503)	(4,054,634)	(52,414,934)
Carrying amount at 30 June 2018	119,803,726	19,900,213	8,343,619	17,285,136	3,142,579	1,812,579
Additions	2,386,550	918,726	59,860	130,990	81,125	311,356
Expenses	0	0	0	0	0	0
Revaluation (expense)	(2,653,628)	(836,824)	(238,662)	(238,633)	(915,122)	(5,063,879)
Transfers to Expense	0	0	0	0	0	0
Transfers	266,683	1,301,619	0	0	1,200	1,568,502
Carrying amount at 30 June 2019	159,881,000	21,812,549	8,554,160	17,115,300	3,142,346	1,854,612
Comparative:						
Cost carrying amount at 30 June 2018	140,652,819	32,361,656	11,403,267	29,042,617	8,115,322	1,864,612
Accumulated depreciation at 30 June 2018	(24,107,448)	(10,746,807)	(2,899,609)	(11,887,257)	(4,054,634)	(52,414,934)
Carrying amount at 30 June 2018	116,545,371	21,614,849	8,503,658	17,155,360	3,142,346	1,812,579

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

9. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Techniques	Revised Valuation	Date of Last Valuation	Inputs Used
Infrastructure - Roads	3	Cost Approach	Independent Valuation	June 2018	Construction costs and current condition - Level 2 Residual value and useful life estimates - Level 3
Infrastructure - Footpaths	3	Cost Approach	Independent Valuation	June 2018	Construction costs and current condition - Level 2 Residual value and useful life estimates - Level 3
Infrastructure - Right of Way	3	Cost Approach	Independent Valuation	June 2018	Construction costs and current condition - Level 2 Residual value and useful life estimates - Level 3
Infrastructure - Drainage	2,3	Cost Approach	Independent Valuation Valuation Management Valuation	June 2018	Construction costs and current condition - Level 2 Residual value and useful life estimates - Level 3
Infrastructure - Park Development	2,3	Cost Approach	Independent Valuation Valuation Management Valuation	June 2018	Construction costs and current condition - Level 2 Residual value and useful life estimates - Level 3
Infrastructure - City Park Development	2,3	Cost Approach	Independent Valuation Valuation Management Valuation	June 2018	Construction costs and current condition - Level 2 Residual value and useful life estimates - Level 3
Other Infrastructure Assets	2,3	Cost Approach	Independent Valuation Valuation Management Valuation	June 2018	Construction costs and current condition - Level 2 Residual value and useful life estimates - Level 3
Infrastructure - Water in Progress	2,3	Cost Approach	Independent Valuation Valuation Management Valuation	June 2019	Construction costs and current condition - Level 3

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption (utilising current information, if the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

10. PROPERTY, PLANT AND EQUIPMENT AND INFRASTRUCTURE

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework.

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, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every three years and no more than five years in accordance with the regulatory framework. At the end of each 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.

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 class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY
Land under control
In accordance with Local Government (Financial Management) Regulation 15(a)(i), 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 then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

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 15(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 15(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.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

10. PROPERTY, PLANT AND EQUIPMENT AND INFRASTRUCTURE

The following assets were disposed of during the year.

(a) Plant and Equipment	2019			2019			2019			2019			2018			2018		
	Actual	Actual	2019	Actual	Actual	2019	Budget	Budget	2019	Budget	Budget	2019	Actual	Actual	2018	Actual	Actual	2018
	Value	Proceeds	Loss	Value	Proceeds	Loss	Value	Proceeds	Value	Proceeds	Loss	Value	Value	Proceeds	Value	Value	Profit	Loss
Governance	32,697	26,418	0	(6,279)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Administration	0	19,145	19,146	0	41,975	77,000	35,025	(8,175)	0	0	0	0	0	0	0	0	0	0
Law, order, public safety	1,362	26,340	24,957	0	5,995	59,000	53,005	0	39,370	57,166	22,336	(4,540)	0	0	0	0	0	0
Health	0	0	0	0	5,995	11,000	5,005	0	0	0	0	0	0	0	0	0	0	0
Education and welfare	1,498	52,516	51,110	0	4,993	39,963	35,000	0	0	0	0	0	0	0	0	0	0	0
Community amenities	0	0	0	0	3,663	10,000	6,335	0	20,105	37,461	17,356	0	0	0	0	0	0	0
Recreation and culture	6,449	29,895	23,446	0	11,163	32,000	20,835	0	76,443	95,524	20,829	(1,865)	0	0	0	0	0	0
Transport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Economic services	12,360	0	0	(12,360)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other property and services	37,667	176,216	138,519	0	109,335	251,000	141,665	(183,980)	50,502	135,942	89,661	(4,241)	0	0	0	0	0	0
	92,033	330,531	257,168	(18,669)	183,233	479,963	296,730	(192,155)	186,408	326,311	150,369	(10,466)	0	0	0	0	0	0

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

10. PROPERTY, PLANT AND EQUIPMENT AND INFRASTRUCTURE (Continued)

(b) Fixed assets expensed

The following assets were expensed during the year.

Plant and Equipment	2019			2019			2019			2019			2018			2018		
	Actual	Actual	2019	Actual	Actual	2019	Budget	Budget	2019	Budget	Budget	2019	Actual	Actual	2018	Actual	Actual	2018
	Value	Proceeds	Loss	Value	Proceeds	Loss	Value	Proceeds	Value	Proceeds	Loss	Value	Value	Proceeds	Value	Value	Profit	Loss
Governance	4,176	0	0	(4,176)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Education and Welfare	1,708	0	0	(1,708)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Property and Services	10,005	0	0	(10,005)	9,806	0	0	0	0	0	0	(8,806)	0	0	0	0	0	0
Economic Services	134,413	0	0	(134,413)	36,530	0	0	0	36,530	0	0	(36,530)	0	0	0	0	0	0
Recreation and Culture	50,175	0	0	(50,175)	8,383	0	0	0	0	0	0	(8,383)	0	0	0	0	0	0
Transport	1,018	0	0	(1,018)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	201,495	0	0	(201,495)	54,719	0	0	0	54,719	0	0	(54,719)	0	0	0	0	0	0
Infrastructure																		
Community Amenities	65,729	0	0	(65,729)	4,895	0	0	0	0	0	0	(4,895)	0	0	0	0	0	0
Recreation and Culture	3,095	0	0	(3,095)	23,889	0	0	0	23,889	0	0	(23,889)	0	0	0	0	0	0
Transport	0	0	0	0	8,413	0	0	0	0	0	0	(8,413)	0	0	0	0	0	0
Other Property Services	68,834	0	0	(68,834)	36,545	0	0	0	36,545	0	0	(36,545)	0	0	0	0	0	0
Total expensed	270,329	0	0	(270,329)	81,264	0	0	0	81,264	0	0	(81,264)	0	0	0	0	0	0

Paragraph 17A(5) of Local Government (Financial Management) Regulations 1996 came into operation on the 1 July 2018. The regulation stated an asset is to be excluded from the assets of a local government if the fair value of the asset at the date of acquisition by the local government is under \$5,000.

The City of Vincent has retrospectively applied the change in its accounting policy to comply with the regulation and excluded assets with a fair value of under \$5,000 at the time of acquisition from the assets of the City.

The City has not made any prior year adjustments as the impact of this change is not material.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

10. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(c) Depreciation

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Buildings	4,130,786	3,991,030	3,997,722
Furniture and equipment	430,536	433,437	393,171
Plant and equipment	1,107,445	1,060,100	1,256,512
Infrastructure - Roads	2,920,926	2,914,116	1,979,442
Infrastructure - Footpaths	659,524	653,340	635,994
Infrastructure - Right of Way	208,982	208,980	142,960
Infrastructure - Drainage	239,935	239,940	232,522
Infrastructure - Park Development	915,122	912,641	1,026,214
Infrastructure - Car Park Development	218,441	213,266	170,350
Other Infrastructure Assets	529,622	530,501	548,792
	11,361,319	11,157,341	10,386,679

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested 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.

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.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Sealed roads and streets formation	not depreciated
pavement	50 years
seal	50 years
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

Depreciation (Continued)

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) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

11. REVALUATION SURPLUS

	2019 Opening Balance	2019 Revaluation Increment	2019 Total Revaluation	2019 Closing Balance	2018 Opening Balance	2018 Revaluation Increment	2018 Total Revaluation	2018 Closing Balance
Revaluation surplus - Land - Freehold land	125,360,529	0	0	125,360,529	125,360,529	0	0	125,360,529
Revaluation surplus - Buildings	115,951,888	0	0	115,951,888	115,951,888	0	0	115,951,888
Revaluation surplus - Furniture and equipment	206,609	0	0	206,609	206,609	0	0	206,609
Revaluation surplus - Plant and equipment	2,113,355	0	0	2,113,355	2,113,355	0	0	2,113,355
Revaluation surplus - Infrastructure - Roads	2,299,219	99,736	99,736	2,398,955	2,299,219	88,940	88,940	2,388,159
Revaluation surplus - Infrastructure - Footpaths	529	0	0	529	529	0	0	529
Revaluation surplus - Infrastructure - Right of Way	81,580,765	0	0	81,580,765	81,580,765	53,097,326	53,097,326	81,580,765
Revaluation surplus - Infrastructure - Drainage	12,870,701	0	0	12,870,701	12,870,701	0	0	12,870,701
Revaluation surplus - Infrastructure - Park Development	5,142,885	0	0	5,142,885	5,142,885	0	0	5,142,885
Revaluation surplus - Infrastructure - Car Park Development	3,073,943	0	0	3,073,943	3,073,943	0	0	3,073,943
Revaluation surplus - Other Infrastructure Assets	0	0	0	0	0	0	0	0
	2,697,101	0	0	2,697,101	2,697,101	2,255,155	2,255,155	2,697,101
	351,527,184	99,736	99,736	351,626,920	351,626,920	60,959,442	60,959,442	351,527,184

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

15. INFORMATION ON BORROWINGS

	2018	2019
At Balance/Type		
Current	6,087,250	948,227
Non-current	13,948,255	13,992,535

(a) Repayments - Borrowings

Loan Number	Lender Institution	Interest Rate	30 June 2018			30 June 2019			30 June 2018			30 June 2019			30 June 2018			30 June 2019		
			Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal	Actual Principal
			1 July 2018	31 Dec 2018	30 June 2019	1 July 2018	31 Dec 2018	30 June 2019	1 July 2018	31 Dec 2018	30 June 2019	1 July 2018	31 Dec 2018	30 June 2019	1 July 2018	31 Dec 2018	30 June 2019	1 July 2018	31 Dec 2018	30 June 2019
Particulars																				
Repayment and balance																				
2	W A Treasury Corp	0.34%	5,276,078	232,618	385,148	5,243,998	232,618	385,148	5,276,078	232,618	385,148	5,243,998	232,618	385,148	5,276,078	232,618	385,148	5,243,998	232,618	385,148
246	Western Street D.G.S.C. Building	0.34%	1,020,887	222,665	41,647	1,020,887	222,665	41,647	1,020,887	222,665	41,647	1,020,887	222,665	41,647	1,020,887	222,665	41,647	1,020,887	222,665	41,647
8	W A Treasury Corp	3.81%	6,087,250	329,431	357,793	6,182,799	329,431	357,793	6,087,250	329,431	357,793	6,182,799	329,431	357,793	6,087,250	329,431	357,793	6,182,799	329,431	357,793
10	W A Treasury Corp	0.48%	15,948,253	948,227	938,605	13,948,355	948,227	938,605	15,948,253	948,227	938,605	13,948,355	948,227	938,605	15,948,253	948,227	938,605	13,948,355	948,227	938,605
Some Particulars - Assets, Liabilities, Capital																				

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

13. INFORMATION ON BORROWINGS (Continued)

	2019 \$	2018 \$
(c) Undrawn Borrowing Facilities		
Credit Standby Arrangements		
Credit card limit	25,000	90,000
Credit card balance at balance date	(7,430)	(7,417)
Total amount of credit unused	17,570	42,583
Loan facilities		
Loan facilities - current	6,097,295	948,227
Loan facilities - non-current	7,851,061	13,948,366
Total facilities in use at balance date	13,948,356	14,896,593

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the City becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (including financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

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.

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.

Risk

Information regarding exposure to risk can be found at Note 25.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

14. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	Provision for Annual Leave \$	Provision for Long Service Leave \$	Total \$
Opening balance at 1 July 2018	1,703,248	1,883,854	3,387,100
Current provisions	0	429,113	429,113
Non-current provisions	1,703,248	2,092,997	3,796,213
Additional provision	352,182	235,164	587,329
Balance at 30 June 2019	2,055,408	2,328,131	4,383,538
Comprises			
Current	2,055,408	1,863,044	3,908,452
Non-current	0	475,086	475,086
	2,055,408	2,328,130	4,383,538

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date
More than 12 months from reporting date

	2019 \$	2018 \$
Less than 12 months after the reporting date	876,708	759,243
More than 12 months from reporting date	3,506,830	3,036,970
	4,383,538	3,796,213

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

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.

Other long-term employee benefits

The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

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

Other long-term employee benefits (Continued)

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.

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.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

15. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2019 Actual \$	2019 Budget \$	2019 Actual \$
Cash and cash equivalents	24,004,870	15,240,351	20,800,019
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(682,346)	(2,054,262)	(842,786)
Non-cash flows in Net result:			
Depreciation	11,361,319	11,157,341	10,386,679
Assets expensed during the year	28,579	0	161,507
Fixed assets expensed	270,329	0	91,284
Change in Equity WALGA Local Govt House Trust	(4,101)	0	19
Net Share of Interests in Joint Ventures	(139,905)	0	(325,217)
(Profit)/loss on sale of asset	(238,499)	(104,575)	(139,903)
Profit from sale of land (TPRC Joint Venture)	(414,744)	(333,333)	(462,233)
Loss on revaluation of fixed assets	0	0	3,572,593
Changes in assets and liabilities:			
(Increase)/decrease in receivables	174,126	368,333	749,896
(Increase)/decrease in Prepayments	(543,433)	0	0
(Increase)/decrease in inventories	9,134	0	(3,098)
Increase/(decrease) in payables	2,535,842	150,000	(766,442)
Increase/(decrease) in provisions	587,324	40,414	(24,646)
Grants contributions for the development of assets	(1,709,727)	(1,872,868)	(2,610,635)
Net cash provided by operating activities	10,933,898	7,381,050	9,783,068

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2019 \$	2018 \$
Governance	18,804,145	24,921,738
General purpose funding	13,250,940	3,396,788
Law, order, public safety	2,383,756	2,845,288
Health	4,876,588	4,877,550
Education and welfare	18,500,675	18,711,080
Community amenities	3,144,747	3,934,262
Recreation and culture	233,754,538	235,250,880
Transport	196,132,398	196,304,680
Other property and services	21,466,487	21,175,595
	512,343,276	511,188,419

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

17. 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 (1/12), 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 \$1.5 million and \$7.2 million depending on the time of any such default event. The guarantee expires on 15 July 2019.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

18. CAPITAL AND LEASING COMMITMENTS

(a) Capital Expenditure Commitments

	2019	2018
	\$	\$
Contracted for:		
- capital expenditure projects	983,981	873,131
- plant & equipment purchases	1,888,894	162,551
	2,872,855	1,065,882
Payable:		
- not later than one year	2,872,855	1,065,882

(b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts.

	2019	2018
	\$	\$
Payable:		
- not later than one year	43,272	131,347
- later than one year but not later than five years	0	43,272
	43,272	174,619

SIGNIFICANT ACCOUNTING POLICIES

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 of 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 for the period.

Leases (Continued)

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 on a straight line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

19. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the Mayor.

	2019 Actual \$	2019 Budget \$	2018 Actual \$
Meeting Fees	214,840	208,130	207,730
Mayor's allowance	62,727	62,730	62,727
Deputy Mayor's allowance	15,882	15,880	15,882
Travelling expenses	499	1,500	39
Telecommunications allowance	22,823	22,850	22,500
Stationery/Printing	3,507	3,850	2,198
Other Expenses	115	650	523
Child Care	5,805	3,000	5,012
	325,598	318,190	318,409

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the City during the year are as follows:

	2019 Actual \$	2018 Actual \$
Short-term employee benefits	940,072	1,030,773
Post-employment benefits	98,249	101,568
Other long-term benefits	24,078	113,577
Termination benefits	185,252	0
	1,247,651	1,245,946

Short-term employee benefits

These amounts include all salary, 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 above.

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.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

19. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the City are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

The following transactions occurred with related parties:	2019 Actual \$	2018 Actual \$
Sale of goods and services	59,826	59,155
Purchase of goods and services	2,602,966	2,411,341
Joint venture entities: Distributions received from joint venture entities	333,333	333,333
Amounts outstanding from related parties: Trade and other receivables	1,280	624
Amounts payable to related parties: Trade and other payables	154,473	27,613

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.

ii. Joint venture entities accounted for equity method of accounting

The City has a one-twelfth interest 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 20.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

20. INTEREST IN JOINT ARRANGEMENTS

	2019	2018
	\$	\$
(a) Non-current assets		
Mindarie Regional Council	5,981,614	5,658,875
Tamala Park Regional Council	3,809,340	3,811,027
	9,790,954	9,469,902

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 the 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 and has a one twelfth (1/12) equity in the land and assets of the refuse facility as per the constitution agreement (dated 25 November 1998) that recognises the City as a member of the Mindarie Regional Council.

The City's interest in the MRC joint venture is represented by the following breakdown of the joint venture's financial position (1/12 share).

	2019	2018
	\$	\$
Current Assets	Audited 3,103,934	Audited 2,837,000
Non-Current Assets	4,930,940	4,843,312
Total Assets	8,034,880	7,680,312

Current Liabilities	623,949	609,484
Non-Current Liabilities	1,429,317	1,411,953
Total Liabilities	2,053,266	2,021,437

Net Assets	5,981,614	5,658,875
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Tamala Park Regional Council

The City is a participant (along with the Cities of Perth, Wanneroo, Joondalup, Stirling and the Towns of Victoria Park and Cambridge) in the operations of 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 of Vincent 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 land held for development.

The City's interest in the TPRC joint venture is represented by the following breakdown of the joint venture's financial position (1/12 share).

	\$	\$
	Audited	Audited
Current Assets	3,693,401	3,674,821
Non-Current Assets	143,807	180,810
Total Assets	3,837,208	3,855,631

Current Liabilities	27,191	24,175
Non-Current Liabilities	477	429
Total Liabilities	27,668	24,604

Net Assets	3,809,340	3,811,027
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Total Interest in Joint Ventures	9,790,954	9,469,902
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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

20. INTEREST IN JOINT ARRANGEMENTS (Continued)

(b) Change in Equity

	Note	2019	2018
		\$	\$
Investment in Mindarie Regional Council		Audited	Audited
Opening Balance		5,658,875	5,468,159
Changes on Revaluation of Non-Current Assets		99,737	88,837
Net Share of Interests in Mindarie Regional Council		223,002	75,879
Closing Balance (Based on audited financials)		5,981,614	5,658,875
Investment in Tamala Park Regional Council		Audited	Audited
Opening Balance		3,811,027	3,432,788
Proceeds from Sale of Land		828,217	1,839,294
Land Development Expenses		(413,473)	(1,374,080)
Net Share of Interests in Tamala Park Regional Council - Rates		0	0
Closing Balance (Based on audited financials)		414,744	462,234
Proceeds Distribution		(333,333)	(333,333)
Net Share of Interests in Tamala Park Regional Council - Rates		(26,268)	(26,167)
Net Share of Interests in Tamala Park Regional Council - Equity		(56,829)	275,505
		(83,097)	249,338
Closing Balance (Based on audited financials)		3,809,341	3,811,027
Net Share of Interests in Mindarie Regional Council		223,002	75,879
Net Share of Interests in Tamala Park Regional Council - Rates		(26,268)	(26,167)
Net Share of Interests in Tamala Park Regional Council - Equity		(56,829)	275,505
		139,905	325,217
Non Current Assets			
Land Held for Development (TPRC)	6	105,822	105,822
Interest in TPRC Joint Venture		3,809,340	3,811,027
		3,915,162	3,916,849

SIGNIFICANT ACCOUNTING POLICIES

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 arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

21. 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 Tamsala 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 Mandurah 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.

The City's share of the sale proceeds received by TPRC was \$828,217; and the City's share of the development and selling costs was \$413,473; resulting in a net gain on the disposal of the developed land as \$414,744. This note should also be read in conjunction with Note 20 Interests in Joint Arrangements.

(b) Current year transactions	2019 Actual \$	2018 Actual \$
Operating Income		
- Proceeds from Sale of Land (distributed)	333,333	333,333
Capital Income		
- Proceeds from Sale of Land	494,884	1,502,961
Capital Expenditure		
- Land Development Costs	(413,473)	(1,374,080)
	414,744	462,234

(c) Expected future cash flows

	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	\$	\$	\$	\$	\$	\$
Cash outflows						
- Development costs	(2,520,470)	(1,772,757)	(2,618,247)	(2,616,754)	(2,413,856)	(11,948,086)
	(2,520,470)	(1,772,757)	(2,618,247)	(2,616,754)	(2,413,856)	(11,948,086)
Cash inflows						
- Sale proceeds	2,065,442	3,533,290	4,870,374	4,465,042	4,744,482	20,078,616
	2,065,442	3,533,290	4,870,374	4,465,042	4,744,482	20,078,616
Net cash flows	138,972	1,760,542	2,052,126	1,848,288	2,330,605	8,130,530
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>Total</u>
	\$	\$	\$	\$	\$	\$
Cash outflows						
- Development costs	(2,190,666)	(2,504,050)	(2,751,955)	(516,018)	(271,601)	(8,334,289)
	(2,190,666)	(2,504,050)	(2,751,955)	(516,018)	(271,601)	(8,334,289)
Cash inflows						
- Sale proceeds	5,037,014	5,503,308	6,606,530	3,736,413	369,156	21,278,421
	5,037,014	5,503,308	6,606,530	3,736,413	369,156	21,278,421
Net cash flows	2,846,348	2,999,258	3,857,575	3,222,395	117,556	12,644,132

(d) Assets and liabilities

	2019	2018
	\$	\$
Inventories (Note 5)		
Non-Current		
Land held for development (TPRC)	105,822	105,822
	<u>105,822</u>	<u>105,822</u>

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

22. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening	Received ^(iv)	Expended ^(iv)	Closing	Received ^(iv)	Expended ^(iv)	Closing
	Balance ⁽ⁱ⁾	2017/18	2017/18	Balance ⁽ⁱ⁾	2018/19	2018/19	Balance ⁽ⁱ⁾
	\$	\$	\$	\$	\$	\$	\$
Law order, public safety	0	0	0	0	232,740	0	232,740
Safer communities - Beaufort Street CCTV upgrade							
Education and welfare	0	8,000	0	8,000	0	(8,000)	0
Share, Learn, Connect project							
Dept. of Communities	0	1,495	0	1,495	0	(1,495)	0
Recreation and culture	0	0	0	0	49,986	0	49,986
Charles Veyard room upgrade							
Griffin Grant	0	0	0	0	18,000	(2,080)	15,920
Transport	600,000	0	0	600,000	0	0	600,000
Man Reads WA, Signalled pedestrian program	0	16,000	0	16,000	0	(144,662)	455,338
Black Spot	0	0	0	0	0	(19,000)	0
North Perth Public Open Space	0	250,000	(22,256)	227,744	0	(227,744)	0
	600,000	276,495	(22,256)	853,239	300,726	(466,081)	753,984

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(9) 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 been fully expensed in the manner specified by the controller.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expensed in the manner specified by the cost accounting plan.

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24. RATE SETTING STATEMENT INFORMATION

Note	2018/19 (30 June 2019 Carried Forward)	2018/19 Budget (30 June 2019 Carried Forward)	2018/19 (1 July 2018 Brought Forward)
	\$	\$	\$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with Financial Management Regulation 32.			
Adjustments to operating activities			
Less: Profit on asset disposals	10(a) (257,188)	(298,730)	(150,369)
Assets expensed during the year	28,579	0	151,507
Less: Fair value adjustments to financial assets at amortised cost	(4,101)	0	19
Fixed Assets expensed	270,329	0	91,284
Less: Change in accounting policy	27 (b) (137,472)	0	0
Movement in pensioner deferred rates (non-current)	(2,740)	0	(11,062)
Movement in other provisions	45,974	0	95,011
Movement in Infringement Debtors provisions (non-current)	198,072	0	0
Add: Loss on disposal of assets	10(a) 18,069	192,155	10,466
Movement in Net Share of Interest in Joint Ventures	(139,905)	0	(325,217)
Profit from sale of land (TPRC Joint Venture)	(414,744)	(333,333)	(508,411)
Add: Depreciation on assets	10(c) 11,381,319	11,157,341	10,389,879
Non cash amounts excluded from operating activities	10,984,812	10,719,433	9,751,857
(b) Surplus/(deficit) after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Reserves - restricted cash	3 (12,582,885)	(10,408,412)	(11,431,970)
Less: Restricted non operating grant	(800,000)	0	(800,000)
Less: Shares transferred from non current to current asset	(11,000)	0	(11,000)
Add: Borrowings	13(a) 8,097,295	914,943	948,227
Add: Infringement debtors transferred to non current asset	971,182	0	1,098,403
Total adjustments to net current assets	(6,125,408)	(9,491,469)	(10,028,340)
Net current assets used in the Rate Setting Statement			
Total current assets	20,143,219	20,190,456	24,533,114
Less: Total current liabilities	(17,208,633)	(10,582,751)	(8,980,372)
Less: Total adjustments to net current assets	(6,125,408)	(9,491,469)	(10,028,340)
Net current assets used in the Rate Setting Statement	6,811,178	10,116,236	15,524,402

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

25. FINANCIAL RISK MANAGEMENT

This note explains the City's exposure to financial risks and how these risks could affect the City's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - Interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits.
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The City 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 the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The City's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the City to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the City to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at 30 June and the weighted average interest rate across all cash and cash equivalents are reflected in the table below.

	Weighted Average Interest Rate %	Carrying Amounts \$	Fixed Interest Rate \$	Variable Interest Rate \$	Non-interest Bearing
2019					
Cash and cash equivalents	2.29%	24,964,870	20,195,781	4,769,089	0
2018					
Cash and cash equivalents	2.51%	20,866,019	17,609,944	3,256,075	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2019 \$	2018 \$
Impact of a 1% movement in interest rates on profit and loss and equity*	47,691	32,561

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The City 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 City does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 13(b).

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CITY OF VINCENT
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FOR THE YEAR ENDED 30 JUNE 2019

25. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade Receivables

The City's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The City manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the City to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The City 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 reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The City applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2018 or 1 July 2019 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors. There are no material receivables that have been subject to a re-negotiation of repayment terms.

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for Sundry debtors & infringement related debtors:

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2019					
Sundry Receivables					
Expected credit loss	1.10%	7.80%	16.20%	37.10%	
Gross carrying amount	387,514	30,514	1,653	401,468	821,199
Loss allowance	4,263	2,319	272	148,952	155,806
01 July 2018					
Sundry Receivables					
Expected credit loss	1.20%	6.40%	14.80%	36.85%	
Gross carrying amount	661,576	12,477	5,898	346,979	1,026,930
Loss allowance	7,939	799	872	127,862	137,472
30 June 2019					
Infringement Receivables					
Expected credit loss	0.25%	1.20%	2.50%	14.70%	
Gross carrying amount	40,394	39,850	94,554	2,583,656	2,758,454
Loss allowance	100	477	2,364	379,797	382,738
01 July 2018					
Infringement Receivables					
Expected credit loss	0.25%	1.05%	2.25%	11.30%	
Gross carrying amount	55,455	44,545	121,791	2,506,865	2,728,656
Loss allowance	138	467	2,740	293,275	296,620

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

25. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and 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. The City 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 and disclosed in Note 13(c).

The contractual undiscounted cash flows of the City's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
2019					
Payables	(7,200,886)	0	0	(7,200,886)	(7,200,886)
Borrowings	(6,798,159)	(4,528,107)	(6,067,845)	(17,423,911)	(13,948,356)
	(13,999,045)	(4,528,107)	(6,067,845)	(24,624,797)	(21,149,242)
2018					
Payables	(4,885,044)	0	0	(4,885,044)	(4,885,044)
Borrowings	(1,891,770)	(10,348,328)	(7,077,582)	(19,315,880)	(14,898,583)
	(6,556,814)	(10,348,328)	(7,077,582)	(23,980,724)	(19,561,827)

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

26. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

Specific types of bond monies have been transferred to the City's Municipal funds because they do not qualify to be treated as Trust monies in accordance to Section 6.9 of the Local Government Act 1995.

	1 July 2018	Amounts Received	Amounts Paid	Amounts transferred to Municipal fund	30 June 2019
	\$	\$	\$		\$
Beatty Park Bonds	250	0	0	(250)	0
Ground Bonds	19,350	13,894	(9,550)	(23,694)	0
Hall Deposits	48,407	14,550	(27,849)	(35,308)	0
Key Deposits	10,940	0	(400)	(10,540)	0
Leederville Gardens Inc Trust	5,328,972	1,086,801	(945,387)	0	5,468,186
Works Bonds - City of Vincent	1,708,852	544,796	(518,050)	(1,735,598)	0
Unclaimed Monies	158,082	6,168	(1,487)	(163,743)	(0)
Planning Application Bonds	37,200	0	0	(37,200)	0
	7,311,033	1,665,979	(1,502,523)	(2,008,303)	5,468,186

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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27. INITIAL APPLICATION OF AUSTRALIAN 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 associated with the amendment of existing standards, the only new standard with material application is AASB 9 *Financial Instruments*.

AASB 9 *Financial Instruments*

AASB 9 *Financial Instruments* replaces AASB 139 *Financial Instruments: Recognition and Measurement* for annual reporting periods beginning on or after 1 January 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

The City applied AASB 9 prospectively, with an initial application date of 1 July 2018. The adoption of AASB 9 has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements. In accordance with AASB 9.7.2.15, the City has not restated the comparative information which continues to be reported under AASB 139. Differences arising from adoption have been recognised directly in accumulated surplus/(deficit).

The effect of adopting AASB 9 as at 1 July 2018 was, as follows:

	Adjustments	01 July 2018
		\$
Assets		
Trade receivables	(a),(b)	137,472
Total Assets		137,472
Total adjustments to Retained Surplus		
Accumulated surplus/(deficit)	(a),(b)	137,472
		137,472

The nature of these adjustments are described below:

(a) *Classification and measurement*

Under AASB 9, financial assets are subsequently measured at amortised cost, fair value through other comprehensive income (fair value through OCI) or fair value through profit or loss (fair value through P/L). The classification is based on two criteria: the City's business model for managing the assets; and whether the assets' contractual cash flows represent 'solely payments of principal and interest' on the principal amount outstanding.

The assessment of the City's business model was made as of the date of initial application, 1 July 2018. The assessment of whether contractual cash flows on financial assets are solely comprised of principal and interest was made based on the facts and circumstances as at the initial recognition of the assets.

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CITY OF VINCENT
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FOR THE YEAR ENDED 30 JUNE 2019

27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The classification and measurement requirements of AASB 9 did not have a significant impact on the City. The following are the changes in the classification of the City's financial assets:

- Trade receivables and Loans and advances (i.e. Other debtors) classified as Loans and receivables as at 30 June 2018 are held to collect contractual cash flows and give rise to cash flows representing solely payments of principal and interest. These are classified and measured as Financial assets at fair value through profit or loss (fair value through P/L) beginning 1 July 2018.

In summary, upon the adoption of AASB 9, the City had the following required (or elected) reclassifications as at 1 July 2018:

	AASB 139 value \$	AASB 9 category amortised cost \$	Fair value through OCI \$	Fair value through P/L \$
AASB 139 category				
Loans and receivables				
Trade receivables*	3,471,753	3,334,281	0	0
	3,471,753	3,334,281	0	0

* The change in carrying amount is a result of additional impairment allowance. See the discussion on impairment below.

(b) Impairment

The adoption of AASB 9 has fundamentally changed the City's accounting for impairment losses for financial assets by replacing AASB 139's incurred loss approach with a forward-looking expected credit loss (ECL) approach. AASB 9 requires the City to recognise an allowance for ECLs for all financial assets not held at fair value through P/L. Upon adoption of AASB 9, the City recognised an additional impairment on the City's Trade receivables of \$137,472 which resulted in a decrease in retained surplus of \$137,472 as at 1 July 2018.

Set out below is the reconciliation of the ending impairment allowances in accordance with AASB 139 to the opening loss allowances determined, in accordance with AASB 9:

	Impairment under AASB 139 as at 30 June 2018 \$	Remeasurement \$	ECL under AASB 9 as at 01 July 2018 \$
Loans and Sundry receivables under AASB 139 / Financial assets at amortised cost under AASB 9	0	137,472	137,472
	0	137,472	137,472

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

(c) Impact of changes to Retained Surplus

The impact on the City of the changes as at 1 July 2018 is as follows:

	Adjustments	2018 \$
Retained surplus - 30 June 2018		124,871,424
Adjustment to retained surplus from adoption of AASB 9	(137,472)	(137,472)
Retained surplus - 1 July 2018		124,733,952

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

28. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEARS

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.

This note explains management's assessment of the new and amended pronouncements that are relevant to the City, the impact of the adoption of AASB 15 Revenue from Contracts with Customers, AASB 16 Leases and AASB 1058 Income for Not-for-Profit Entities. These standards are applicable to future reporting periods and have not yet been adopted.

(a) Revenue from Contracts with Customers

The City will adopt AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions of AASB 15, the City will adopt the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments are expected to be made to the amounts recognised in the Statement of Financial Position at the date of initial application (1 July 2019):

	AASB 118 carrying amount		AASB 15 carrying amount	
	Note	30 June 2019	Reclassification	01 July 2019
		\$	\$	\$
Contract liabilities - current				
Unspent grants, contributions and reimbursements		0	753,984	753,984

(b) Leases

The City will adopt AASB 16 retrospectively from 1 July 2019 as a result of changes in accounting policies. In accordance with the transition provisions of AASB 16, the City will apply this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB 16 recognised on 1 July 2019. In applying the AASB 16 under the specific transition provisions chosen, the City will not restate comparatives for prior reporting periods.

On adoption of AASB 16, the City will recognise lease liabilities in relation to leases which had previously been classified as an 'operating lease' applying AASB 117. These lease liabilities will be measured at the present value of the remaining lease payments, discounted using the lessee's incremental borrowing rate on 1 July 2019. The weighted average lessee's incremental borrowing rates applied to the lease liabilities on 1 July 2019 is 3.55%.

	Note	2019
		\$
Operating lease commitments disclosed as at 30 June 2019		43,272
Right-of-use asset recognised at 1 July 2019		0
Low-value leases recognised on a straight-line basis as an expense		43,272

On adoption of AASB 16, the City will recognise a right-of-use asset in relation to a lease which had previously been classified as an 'operating lease' applying AASB 117. This right-of-use asset is to be measured as if AASB 16 had been applied since its commencement date by the carrying amount but discounted using the lessee's incremental borrowing rate as on 1 July 2019.

On adoption of AASB 16 Leases (issued February 2016), for leases which had previously been classified as an 'operating lease' when applying AASB 117, the City has not made any adjustments on transition for leases for which the underlying asset is of low value or the lease agreement expires within the next 12 months. Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5).

In applying AASB 16 for the first time, the City will use the following practical expedient permitted by the standard.
- The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

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CITY OF VINCENT
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FOR THE YEAR ENDED 30 JUNE 2019

28. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEARS (Continued)

(c) Income For Not-For-Profit Entities

The City will adopt AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions of AASB 1058, the City will adopt the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods shall not be restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 changes will occur to the following financial statement line items by application of AASB 1058 as compared to AASB 1004 Contributions before the change:

	AASB 1004 carrying amount		AASB 1058 carrying amount	
	Note	30 June 2019	Reclassification	01 July 2019
		\$	\$	\$
Trade and other payables		7,200,886	0	7,200,886

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance give rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates will be recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the City. When the taxable event occurs the financial liability will be extinguished and the City will recognise income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the City to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

(d) Impact of changes to Retained Surplus

The impact on the City of the changes as at 1 July 2019 is as follows:

	Note	Adjustments	2019
			\$
Retained surplus - 30 June 2019			122,500,591
Adjustment to retained surplus from adoption of AASB 15	28(a)	(753,984)	
Adjustment to retained surplus from adoption of AASB 1058	28(c)	0	(753,984)
Retained surplus - 01 July 2019			121,846,707

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<p>CITY OF VINCENT</p> <p>NOTES TO AND FORMING PART OF THE FINANCIAL REPORT</p> <p>FOR THE YEAR ENDED 30 JUNE 2019</p>	
<p>29. OTHER SIGNIFICANT ACCOUNTING POLICIES</p>	
<p>h) Goods and services tax (GST)</p> <p>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).</p> <p>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.</p> <p>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.</p>	<p>h) Fair value hierarchy</p> <p>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:</p>
<p>i) Current and non-current classification</p> <p>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 or non-current based on the City's intentions to release for sale.</p>	<p>Level 1</p> <p>Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.</p> <p>Level 2</p> <p>Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.</p> <p>Level 3</p> <p>Measurements based on unobservable inputs for the asset or liability.</p>
<p>j) Rounding off figures</p> <p>All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.</p>	<p>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.</p>
<p>k) Comparative figures</p> <p>Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.</p> <p>When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that have a material effect on the statement of financial position, 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.</p>	<p>Valuation techniques</p> <p>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:</p>
<p>l) Budget comparative figures</p> <p>Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.</p>	<p>Market approach</p> <p>Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.</p> <p>Income approach</p> <p>Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.</p> <p>Cost approach</p> <p>Valuation techniques that reflect the current replacement cost of the service capacity of an asset.</p>
<p>m) Superannuation</p> <p>The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes are defined contribution plans.</p>	<p>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 that is 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.</p>
<p>n) Fair value of assets and liabilities</p> <p>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. arm's length) transaction between independent, knowledgeable and willing market participants at the measurement date.</p> <p>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.</p> <p>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).</p> <p>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.</p>	<p>Impairment of assets</p> <p>In accordance with Australian Accounting Standards the City's cash-generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.</p> <p>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.</p> <p>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.</p> <p>For non-cash-generating specialised assets that are measured under the revaluation model (such as roads, drains, public buildings and the like), no annual assessment of impairment is required. Rather AASB 115.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.</p>

<p>CITY OF VINCENT</p> <p>NOTES TO AND FORMING PART OF THE FINANCIAL REPORT</p> <p>FOR THE YEAR ENDED 30 JUNE 2019</p>	
<p>30. ACTIVITIES/PROGRAMS</p>	
<p>The City's operations as disclosed in these financial statements encompass the following service orientated activities/programs."</p>	
<p>GOVERNANCE</p> <p>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.</p>	
<p>GENERAL PURPOSE FUNDING</p> <p>This schedule records details of rate revenue and general purpose grants allocated by the VWA Local Government Grants Commission as well as expenditures associated with this (rates collection, investment of funds).</p>	
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>This program covers costs associated with animal control, fire prevention and other law, order and public safety services generally associated with local law control.</p>	
<p>HEALTH</p> <p>This program covers health administration and inspection, child health clinics, immunisation clinics, food control and pest control services.</p>	
<p>EDUCATION AND WELFARE</p> <p>The major costs in this program relate to staff involved in coordinating welfare, disability and youth services and donations to various community welfare groups serving the City. The costs of maintaining pre-school premises are also included.</p>	
<p>COMMUNITY AMENITIES</p> <p>This program 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.</p>	
<p>RECREATION AND CULTURE</p> <p>This program covers activities associated with public halls, recreation administration, sportsgrounds, parks and reserves. Beatty Park Leisure Centre, Vincent Library and cultural activities are included.</p>	
<p>TRANSPORT</p> <p>The principal operating areas here relate to maintenance of paths, 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.</p>	
<p>ECONOMIC SERVICES</p> <p>This program covers costs associated with building control and area promotion.</p>	
<p>OTHER PROPERTY AND SERVICES</p> <p>This program 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.</p>	

CITY OF VINCENT
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31. FINANCIAL RATIOS

	2019 Actual	2018 Actual	2017 Actual
Current ratio	0.92	1.36	1.38
Asset consumption ratio	0.08	0.69	0.84
Asset renewal funding ratio	0.83	0.81	N/A
Asset sustainability ratio	0.33	0.43	0.51
Debt service cover ratio	5.09	4.22	6.10
Operating surplus ratio	(0.05)	(0.06)	0.02
Own source revenue coverage ratio	0.93	0.98	0.99

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$

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other formats and languages
upon request.



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11.3 REQUEST FOR WAIVER OF FEES - LEEDERVILLE OVAL - AFLW**TRIM Ref:** D19/176388**Author:** Karen Balm, Senior Community Partner**Authoriser:** John Corbellini, A/Executive Director Community and Business Services**Attachments:** 1. Letter from WAFC requesting waiver of fees for AFLW fixture 29 February 2020  **RECOMMENDATION:**

That Council **APPROVES** a waiver of fees for the hire of Leederville Oval for the West Australian Football Commission to host an AFLW fixture on Saturday 29 February 2020 in the amount of \$8,000 for the reasons outlined in this report.

PURPOSE OF REPORT:

To consider a request from the West Australian Football Commission (WAFC) to waive the fees and charges associated with the use of Leederville Oval on 28 February 2020 for an AFLW match between West Coast Eagles and Western Bulldogs from 4.10pm.

BACKGROUND:

In 2018 and 2019, AFL preseason matches were played at Leederville Oval between the West Coast Eagles and Port Adelaide and Geelong respectively. The 2019 event attracted approximately 6,500 paying attendees.

The City has been advised that there are no preseason AFL games planned at Leederville Oval this year and that an Australian Football League Women's (AFLW) match between the West Coast Eagles and Western Bulldogs is instead planned and fixtured at Leederville Oval on Saturday 29 February 2020 at 4:10pm.

DETAILS:

Administration has received a written request from the West Australian Football Commission (WAFC), who oversee the operation of all football activities throughout Western Australia, requesting a waiver of fees for the use of Leederville Oval for the AFLW match on 29 February 2020 on the basis that entrance to the game will be free for the public. The written request is included as **Attachment 1**.

Previously, the WAFC has paid the Council endorsed fees and charges for the hiring of Leederville oval, with the WAFC offsetting this fee through the collection of entrance fees for the preseason AFL games. The current Council endorsed fees and charges that would be applicable for this booking are listed in the table below.

Leederville Oval Events			Quantity	Total
Event Application Fee	Per booking	\$500	1	\$500
Leederville Oval	Per day	\$5,000	1 day	\$5,000
Bump in / Bump out	Per day	\$2,500	1 day	\$2,500
Event Bond	Per booking	\$5,000	1	\$5,000
Total payable				\$13,000
Proposed waiver amount – excluding bond				\$8,000

Any fees associated with the hire of Leederville Oval are offset against the variable outgoings paid by Subiaco & East Perth Football Club and as such these fees have previously benefited these clubs rather than the City. Both clubs have been consulted regarding the fee waiver request and have advised that they are supportive of the fee being waived.

The following conditions are proposed to be applied to the waiver of fee:

- Promotional artwork/advert for the City of Vincent to use in an integrated marketing campaign – to be supplied by the AFL/WAFC;
- Recognition of the City's support on all media releases; and
- City recognition and logo use including a link to the City's social media platforms when mentioned on social media forums by AFL or WAFC.

CONSULTATION/ADVERTISING:

Nil

LEGAL/POLICY:

The Register of Delegations, Authorisations and Appointments provides that the Chief Executive Officer can waive fees or write off money subject to the amount not exceeding \$2,000. As the amount proposed to be waived exceeds \$2,000 it is necessary for Council to make this decision.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to waive the booking fee to support their events.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

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

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

SUSTAINABILITY IMPLICATIONS:

Nil

FINANCIAL/BUDGET IMPLICATIONS:

Leederville Oval Events			Quantity	Total
Event Application Fee	Per booking	\$500	1	\$500
Leederville Oval	Per day	\$5,000	1 day	\$5,000
Bump in / Bump out	Per day	\$2,500	1 day	\$2,500
Event Bond	Per booking	\$5,000	1	\$5,000
Total payable				\$13,000
Proposed waiver amount – excluding bond				\$8,000

COMMENTS:

Given the tickets to the AFLW match will be free and the City's commitment to increasing female participation in sport, the opportunity to host an AFLW match at Leederville Oval that is free for the community to attend enables the City to further demonstrate our goal of increasing the community's awareness of the importance of female participation in sport.

The event is also an opportunity for Leederville Town Centre businesses to attract further business on the day and cross promote both the event and the Town Centre. The City has spoken to Leederville Connect about the event and the potential to close the Leederville Village Square before and after the event to maximise the benefit to local businesses.



21 November 2019

David MacLennan
Chief Executive Officer
City of Vincent
PO Box 82
LEEDERVILLE WA 6902

Dear David

RE: Request to waive booking fee for 2020 AFLW Fixture

The WAFC would firstly like to thank the City of Vincent for their support in securing a 2020 AFLW fixture to be played at Leederville Oval. The fixture to be played on Saturday, 29 February 2020 between the West Coast Eagles and the Western Bulldogs will provide significant benefits to the City of Vincent community.

The event offers the opportunity to resident WAFL clubs to raise funds through the coordination of all functions, food and beverage sales; and provides junior football clubs the chance to receive donations from the AFL by being tasked with key match day roles.

There are also economic benefits to the Oxford Street precinct with the fixture expected to attract many patrons from outside the City of Vincent, as a free community event.

In considering the benefits to the City of Vincent, the WAFC on behalf of the AFL, respectfully requests that the commercial booking fee is waived for the fixture. This will assist in ensuring the event remains cost efficient when considering all the operating expenses in bringing the AFL to the venue.

As part of the commitment to continuing the working relationship with the City of Vincent, the WAFC will ensure the following conditions are met;

- Promotional artwork/advert for the City of Vincent to use in integrated marketing campaign;
- Recognition of the City's support on all media releases; and
- City recognition or logo including link to the City social media platforms when mentioned on social media forums by AFL or WAFC.

The WAFC looks forward to continuing the working relationship with the City of Vincent. Should you have any questions regarding the request please don't hesitate to contact me on 9287 5510.

Yours sincerely

TOM BOTTRELL
Executive Manager Country Football and Facilities
West Australian Football Commission

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11.4 INVESTMENT REPORT AS AT 31 OCTOBER 2019**TRIM Ref:** D19/170901**Author:** Nirav Shah, Coordinator Financial Services**Authoriser:** John Corbellini, A/Executive Director Community and Business Services**Attachments:** 1. Investment Report as at 31 October 2019 [↓](#) **RECOMMENDATION:**

That Council **NOTES** the Investment Report for the month ended 31 October 2019 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's investments as at 31 October 2019 and the interest earned year to date.

BACKGROUND:

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

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

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

DETAILS:

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

As at 31 October 2019, the total funds held in the City's operating account (including on call) is \$46,846,286 compared to \$44,463,021 for the period ending 31 October 2018.

The total term deposit investments for the period ending 31 October 2019 is \$37,782,515 compared to last year's amount of \$41,180,235. The total term deposit amount has reduced compared to last year for cash flow management purposes to cover for major payments earmarked for the next couple of months.

The following table shows funds under management for the previous and current year:

Month Ended	2018/19		2019/20	
	Total funds held	Total term deposits	Total funds held	Total term deposits
July	\$26,826,861	\$23,990,516	\$32,209,493	\$26,105,854
August	\$44,327,708	\$37,499,275	\$49,641,327	\$44,977,692
September	\$44,209,274	\$40,651,147	\$44,876,698	\$41,017,535
October	\$44,463,021	\$41,180,325	\$46,846,286	\$37,782,515
November	\$44,188,761	\$42,678,504		
December	\$40,977,846	\$38,667,039		
January	\$42,109,674	\$35,225,189		
February	\$44,227,308	\$36,178,794		
March	\$39,157,958	\$32,739,750		
April	\$36,427,902	\$31,019,902		
May	\$33,384,520	\$29,469,158		
June	\$30,503,765	\$25,613,648		

Total accrued interest earned on investments as at 31 October 2019 is:

	Annual Budget	YTD Budget	YTD Actual	% of YTD Budget
Municipal	\$420,000	\$140,000	\$119,462	85.33%
Reserve	\$278,688	\$92,896	\$99,887	107.53%
Sub-total	\$698,688	\$232,896	\$219,349	94.18%
Leederville Gardens Inc. Surplus Trust*	\$0	\$0	\$38,102	N/A

*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2019/20 Budget as actual interest earned is held in trust that is restricted.

The City has obtained a weighted average interest rate of 1.88% for current investments including the operating account and 1.95% excluding the operating account. The Reserve Bank 90 days accepted bill rate for October 2019 is 0.88%.

Sustainable Investments

The City's Investment Policy states that preference "is to be given to investments with institutions that have been assessed to have no current record of funding fossil fuels, providing that doing so will secure a rate of return that is at least equal to alternatives offered by other institutions". Administration currently uses Marketforces.org.au to assist in assessing whether a bank promotes non-investments in fossil fuel related entities.

As at 31 October 2019, \$8,708,290 (18.6%) of the City's investments are held in financial institutions considered to be investing in non-fossil fuel related activities.

Administration has established guidelines for the management of the City's investments, including maximum investment ratios as shown on the table below. The City's investment policy is currently being reviewed and is scheduled to be discussed at the Council workshop in November 2019.

Short Term Rating (Standard & Poor's) or Equivalent	Direct Investments Maximum % with any one institution		Managed Funds Maximum % with any one institution		Maximum % of Total Portfolio	
	Policy	Current position	Policy	Current position	Policy	Current position
A1+	30%	26.3%	30%	Nil	90%	61.3%
A1	25%	1.7%	30%	Nil	80%	1.7%
A2	20%	20.2%*	n/a	Nil	60%	37.0%

* The maximum allowable position with an A-2 accredited institution (Bank of Queensland) has exceeded the threshold. This is because the total investment closing balance at the end of the October has decreased compared to when the investments were undertaken resulting in an increase in the portfolio percentage for Bank of Queensland.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

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

6.14. Power to invest

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds under the *Trustees Act 1962 Part III*.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).
- (2) Regulations in relation to investments by local governments may —
 - (a) make provision in respect of the investment of money referred to in subsection (1); and
 - [(b) deleted]

- (c) *prescribe circumstances in which a local government is required to invest money held by it; and*
- (d) *provide for the application of investment earnings; and*
- (e) *generally provide for the management of those investments.*

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

19. Investments, control procedures for

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

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

- (1) *In this regulation —*
authorised institution means —
 - (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
 - (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;***foreign currency** means a currency except the currency of Australia.
- (2) *When investing money under section 6.14(1), a local government may not do any of the following —*
 - (a) *deposit with an institution except an authorised institution;*
 - (b) *deposit for a fixed term of more than 3 years;*
 - (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
 - (d) *invest in bonds with a term to maturity of more than 3 years;*
 - (e) *invest in a foreign currency.*

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

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

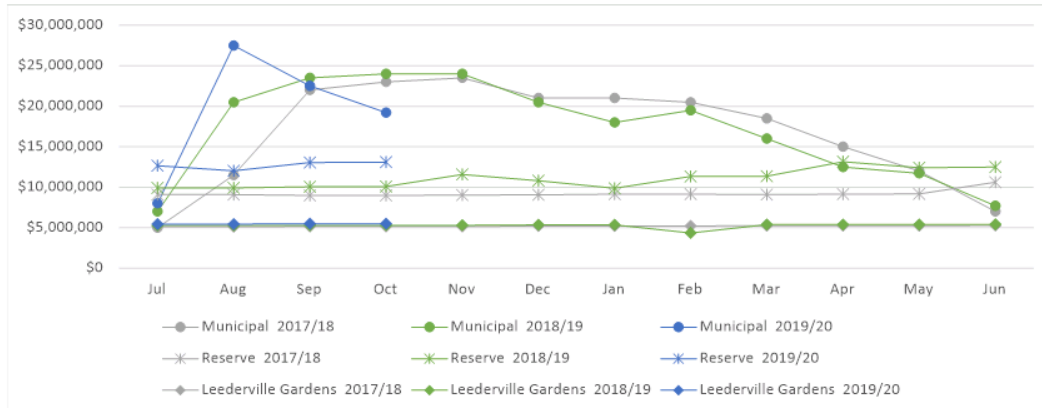
Nil.

FINANCIAL/BUDGET IMPLICATIONS:

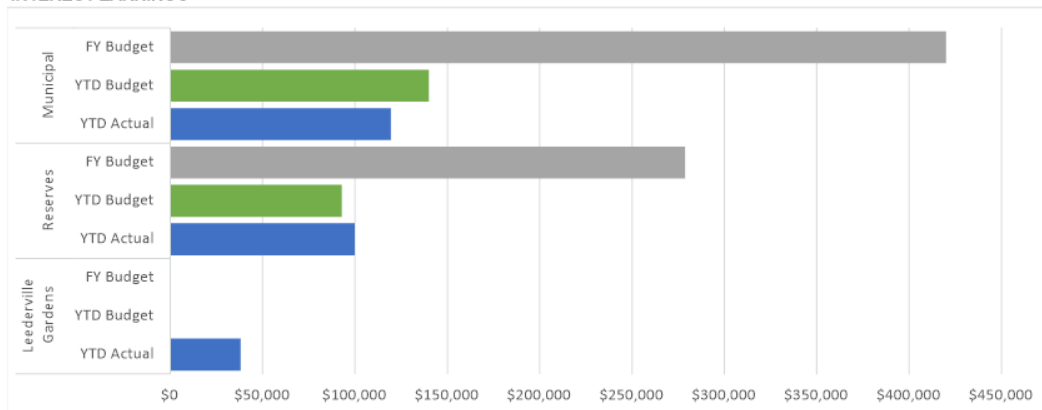
The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 OCTOBER 2019**

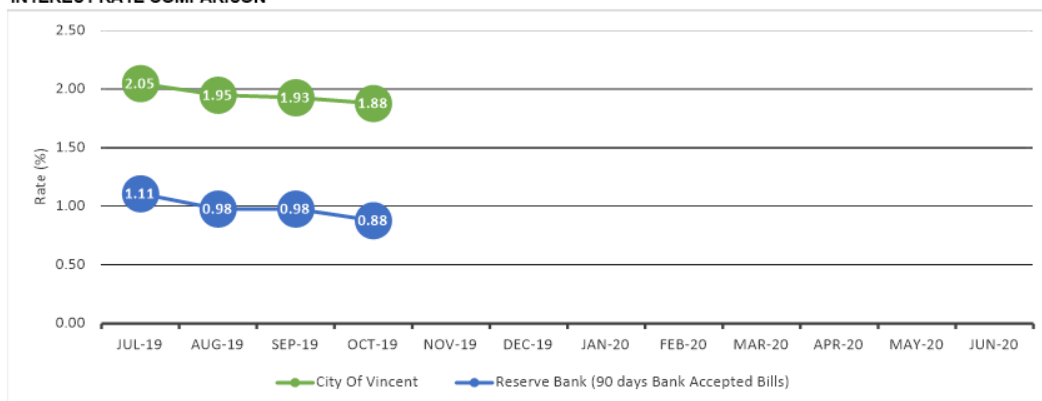
FUNDS INVESTED OVER 3 YEARS



INTEREST EARNINGS

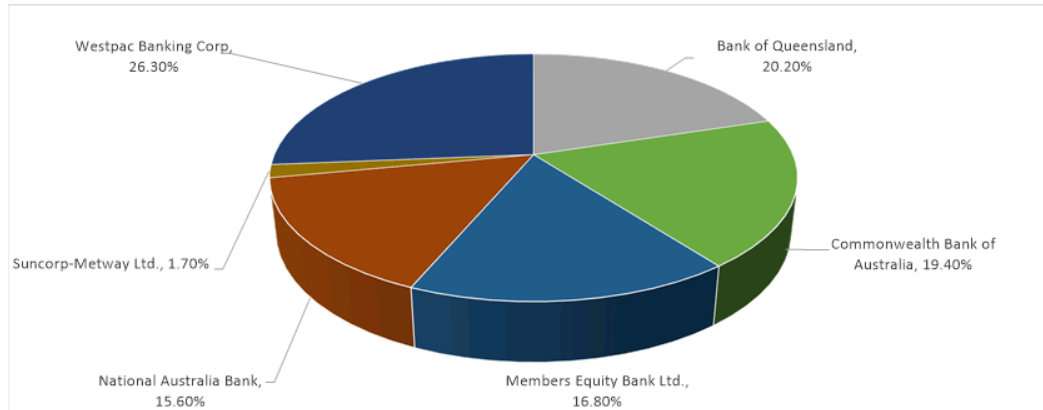


INTEREST RATE COMPARISON

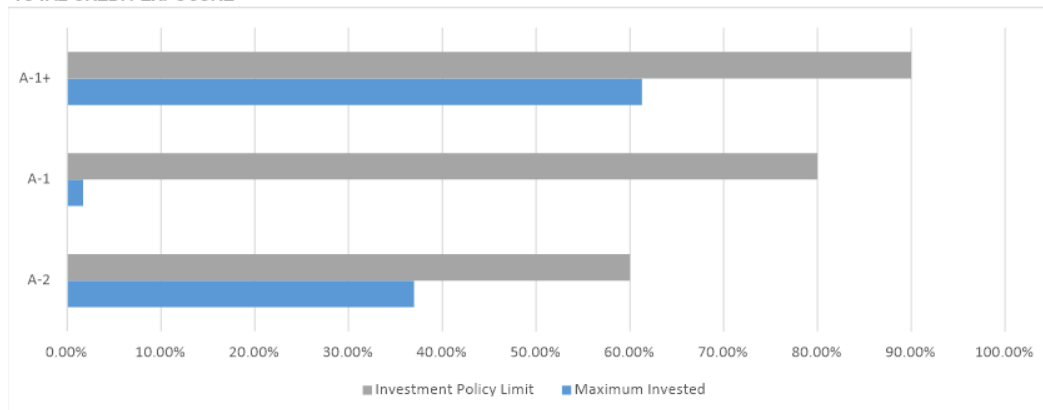


**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 OCTOBER 2019**

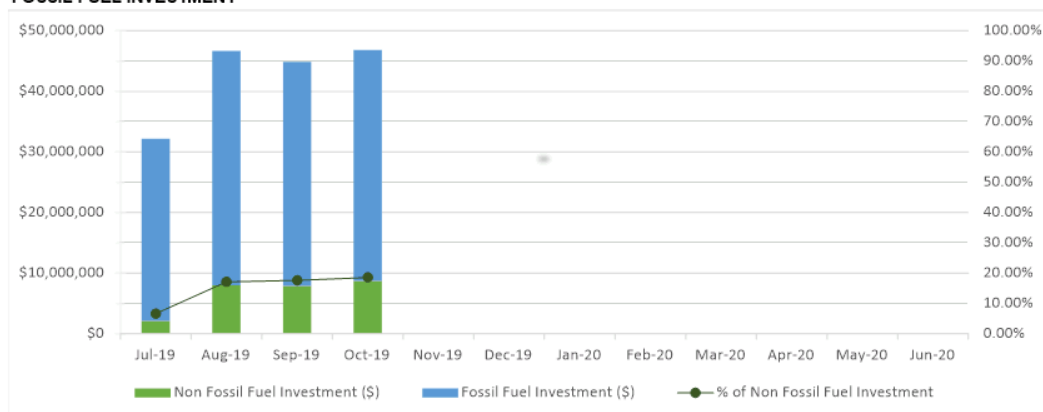
TOTAL PORTFOLIO EXPOSURE



TOTAL CREDIT EXPOSURE



FOSSIL FUEL INVESTMENT



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

**CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 31 OCTOBER 2019**

	Municipal	Reserve	Trust	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS						
Operating Accounts	9,063,771	0	0	0	9,063,771	19.3%
Term Deposits	19,200,000	13,093,894	0	5,477,621	37,771,515	80.7%
Equity Shares	11,000	0	0	0	11,000	0.0%
	28,274,771	13,093,894	0	5,477,621	46,846,286	100.0%
BY INSTITUTION						
Bank of Queensland	3,750,000	5,667,383	0	0	9,417,383	20.2%
Commonwealth Bank of Australia	9,063,771	0	0	0	9,063,771	19.4%
Members Equity Bank Ltd.	5,000,000	994,448	0	1,910,419	7,904,867	16.8%
National Australia Bank	3,750,000	1,479,550	0	2,107,457	7,337,007	15.6%
North Perth Community Bank	11,000	0	0	0	11,000	0.0%
Suncorp-Metway Ltd.	0	792,423	0	0	792,423	1.7%
Westpac Banking Corp	6,700,000	4,160,090	0	1,459,745	12,319,835	26.3%
	28,274,771	13,093,894	0	5,477,621	46,846,286	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)						
A-1+	19,513,771	5,639,639	0	3,567,202	28,720,612	61.3%
A-1	0	792,424	0	0	792,424	1.7%
A-2	8,761,000	6,661,831	0	1,910,419	17,333,250	37.0%
	28,274,771	13,093,894	0	5,477,621	46,846,286	100.0%
BY TERMS						
0-30 days	9,063,771	0	0	0	9,063,771	19.3%
31-90 days	0	0	0	0	0	0.0%
91-180 days	6,200,000	0	0	0	6,200,000	13.2%
181-270 days	12,500,000	10,625,058	0	0	23,125,058	49.4%
270-365 days	500,000	2,468,836	0	5,477,621	8,446,457	18.1%
> 1 year	11,000	0	0	0	11,000	0.0%
	28,274,771	13,093,894	0	5,477,621	46,846,286	100.0%
BY MATURITY						
0-30 days	10,763,771	1,479,549	0	0	12,243,320	26.1%
31-90 days	2,500,000	3,349,377	0	0	5,849,377	12.5%
91-180 days	12,000,000	5,821,676	0	0	17,821,676	38.0%
181-270 days	3,000,000	2,443,292	0	3,567,202	9,010,494	19.3%
270-365 days	0	0	0	1,910,419	1,910,419	4.1%
> 1 year	11,000	0	0	0	11,000	0.0%
	28,274,771	13,093,894	0	5,477,621	46,846,286	100.0%
BY FOSSIL FUEL EXPOSURE (as determined by www.marketforces.org.au)						
Fossil Fuel Lending	23,263,771	11,307,023	0	3,567,202	38,137,996	81.4%
Non Fossil Fuel Lending	5,011,000	1,786,871	0	1,910,419	8,708,290	18.6%
	28,274,771	13,093,894	0	5,477,621	46,846,286	100.0%

**CITY OF VINCENT
INVESTMENT INTEREST EARNINGS
AS AT 31 OCTOBER 2019**

	YTD 31/10/2019 \$	YTD 31/10/2018 \$	FY 2019/20 \$	FY 2018/19 \$
MUNICIPAL FUNDS				
Budget	140,000	172,900	420,000	420,000
Interest Earnings	119,462	173,466	119,462	526,801
% Income to Budget	85.33%	100.33%	28.44%	125.43%
RESERVE FUNDS				
Budget	92,896	90,600	278,688	226,060
Interest Earnings	99,887	91,622	99,887	295,189
% Income to Budget	107.53%	101.13%	35.84%	130.58%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	38,102	47,070	38,102	141,214
% Income to Budget	0.00%	0.00%	0.00%	0.00%
TOTAL				
Budget	232,896	263,500	698,688	646,060
Interest Earnings	257,451	312,158	257,451	963,204
% Income to Budget	110.54%	118.47%	36.85%	149.09%
Variance	24,555	48,658	(441,237)	317,144
% Variance to Budget	10.54%	18.47%	-63.15%	49.09%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	232,896	263,500	698,688	646,060
Interest Earnings	219,349	265,088	219,349	821,990
% Income to Budget	94.18%	100.60%	31.39%	127.23%
Variance	(13,547)	1,588	(479,339)	175,930
% Variance to Budget	-5.82%	0.60%	-68.61%	27.23%

**CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 31 OCTOBER 2019**

Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>						
Municipal	Commonwealth Bank of Australia					9,063,771
Total Operating Funds						9,063,771
<u>EQUITY SHARES</u>						
Municipal	North Perth Community Bank	23/11/2001				11,000
Total Shares						11,000
<u>TERM DEPOSITS</u>						
Reserve	National Australia Bank	30/11/2018	25/11/2019	360	2.78%	1,479,550
Municipal	Westpac Banking Corp	19/12/2018	19/12/2019	365	2.80%	500,000
Reserve	Bank of Queensland	06/03/2019	16/12/2019	285	2.65%	989,287
Reserve	Westpac Banking Corp	30/04/2019	13/01/2020	258	2.65%	2,360,090
Leederville Gardens Inc	Westpac Banking Corp	14/06/2019	12/06/2020	364	2.25%	1,459,745
Reserve	Bank of Queensland	14/06/2019	03/02/2020	234	2.15%	2,520,070
Reserve	Westpac Banking Corp	23/07/2019	09/03/2020	230	2.20%	1,800,000
Reserve	Bank of Queensland	22/07/2019	09/03/2020	231	1.90%	757,662
Leederville Gardens Inc	National Australia Bank	22/07/2019	21/07/2020	365	1.90%	2,107,457
Reserve	Bank of Queensland	31/07/2019	06/04/2020	250	1.85%	743,943
Municipal	Westpac Banking Corp	31/07/2019	11/11/2019	103	2.15%	700,000
Municipal	National Australia Bank	09/08/2019	25/11/2019	108	1.80%	1,000,000
Municipal	Westpac Banking Corp	09/08/2019	13/01/2020	157	1.96%	500,000
Municipal	Members Equity Bank Ltd.	15/08/2019	03/02/2020	172	1.75%	2,500,000
Municipal	Westpac Banking Corp	15/08/2019	27/01/2020	165	1.86%	1,500,000
Municipal	Bank of Queensland	22/08/2019	03/03/2020	194	1.75%	1,750,000
Municipal	Westpac Banking Corp	22/08/2019	24/02/2020	186	1.86%	500,000
Municipal	National Australia Bank	22/08/2019	24/02/2020	186	1.69%	1,250,000
Municipal	National Australia Bank	29/08/2019	23/03/2020	207	1.63%	1,500,000
Municipal	Members Equity Bank Ltd.	29/08/2019	13/04/2020	228	1.65%	2,500,000
Municipal	Bank of Queensland	29/08/2019	23/03/2020	207	1.75%	2,000,000
Municipal	Westpac Banking Corp	29/08/2019	11/05/2020	256	1.76%	3,000,000
Leederville Gardens Inc	Members Equity Bank Ltd.	04/09/2019	24/08/2020	355	1.60%	1,910,419
Reserve	Bank of Queensland	04/09/2019	05/05/2020	244	1.63%	656,421
Reserve	Members Equity Bank Ltd.	24/09/2019	01/06/2020	251	1.65%	994,448
Reserve	Suncorp-Metway Ltd.	18/10/2019	22/06/2020	248	1.58%	792,423
Total Term Deposits						37,771,515
Total Investment Including At Call						46,846,286

11.5 FINANCIAL STATEMENTS AS AT 31 OCTOBER 2019

TRIM Ref: D19/176385

Author: Nirav Shah, Coordinator Financial Services

Authoriser: John Corbellini, A/Executive Director Community and Business Services

Attachments: 1. Financial Statements as at 31 October 2019  **RECOMMENDATION:**

That Council **RECEIVES** the financial statements for the month ended 31 October 2019 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 October 2019.

BACKGROUND:

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

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending 31 October 2019:

Note	Description	Page
1.	Statement of Financial Activity by Program Report and Graph	1-3
2.	Statement of Comprehensive Income by Nature or Type Report	4
3.	Net Current Funding Position	5
4.	Summary of Income and Expenditure by Service Areas	6-56
5.	Capital Expenditure and Funding and Capital Works Schedule	57-62
6.	Cash Backed Reserves	63
7.	Rating Information and Graph	64-65
8.	Debtors Report	66
9.	Beatty Park Leisure Centre Financial Position	67

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

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

Revenue by Program is tracking slightly lower than the year to date budgeted revenue by \$137,547 (1.7%). The following items materially contributed to this position: -

- An unfavourable variance of \$112,718 due to revenue collected from parking infringement and fines being lower than anticipated (**Transport**).

Revenue by Nature or Type is tracking almost on par with the budgeted revenue with a slight unfavourable variance of \$8,265 (0.02%).

Expenditure by Program reflects an under-spend of \$1,481,713 (8.7%) compared to the year to date budget. The following items materially contributed to this position: -

- Under expenditure to 31 October of \$530,397 mainly contributed by the timing of receipt of invoices relating to recycling waste and bulk verge collection activities. The waste management team is working closely with the supplier to process the back log of invoices (**Community Amenities**);
- Under expenditure to 31 October of \$256,639 mainly contributed by a timing variance of works within Recreation and culture;
- Under expenditure to 31 October of \$289,423 mainly contributed by a timing variance of works within Transport; and
- Under expenditure to 31 October of \$151,295 mainly contributed by a budget phasing variance relating to the recovery of employee related on-costs. This will be adjusted in November 2019 (**Other Property and services**).

Expenditure by Nature or Type reflects an under-spend of \$1,454,782 (8.5%) compared to the year to date budget. The following items materially contributed to this position: -

- **Materials and contracts** reflects an under-spend of \$950,307 to 31 October. This variance is largely contributed by a timing of receipt of invoices relating to recycling waste and bulk verge collection activities (\$530,397). The waste management team is working closely with the supplier to process the back log of these invoices. In addition, there are also timing variance relating to works within other service areas;
- **Utility charges** reflects an under-spend of \$127,480 due to a timing variance of utility related invoices;
- **Employee costs** reflects an under-spend of \$170,906 largely contributed by a budget phasing variance in the recovery of employee related on-costs. This will be adjusted in November 2019; and
- **Other expenditure** reflects an under-spend of \$191,380 largely contributed by a timing variance of works within multiple service areas resulting in a cumulative under-spend.

Opening Surplus Brought Forward – 2019/20

The provisional surplus position brought forward to 2019/20 is \$7,857,741 compared to the adopted budget surplus amount of \$5,929,991. The actual opening surplus figure will be adjusted once the end of year audit has been finalised.

Content of Statement of Financial Activity

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

1. Statement of Financial Activity by Program Report (Note 1 Page 1)

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

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

This statement of financial activity shows operating revenue and expenditure classified by Nature or Type.

3. Net Current Funding Position (Note 3 Page 5)

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

4. Summary of Income and Expenditure by Service Areas (Note 4 Page 6 – 56)

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

5. Capital Expenditure and Funding Summary (Note 5 Page 57 - 62)

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

6. Cash Backed Reserves (Note 6 Page 63)

The cash backed reserves schedule provides a detailed summary of the movements in the reserves portfolio, including transfers to and from the reserve. The balance as at 31 October 2019 is \$12,912,254.

7. Rating Information (Note 7 Page 64 - 65)

The notices for rates and charges levied for 2019/20 were issued on 19 July 2019.

The Local Government Act 1995 provides for ratepayers to pay rates by four instalments. The due dates for each instalment are:

First Instalment	26 August 2019
Second Instalment	29 October 2019
Third Instalment	7 January 2020
Fourth Instalment	10 March 2020

The outstanding rates debtors balance as at 31 October 2019 is \$11,081,265 including deferred rates (\$242,354) and excluding ESL debtors and pensioner rebates.

8. Receivables (Note 8 Page 66)

Total trade and other receivables outstanding as at 31 October 2019 are \$2,783,159, of which \$2,108,905 relates to outstanding debtors. 86% of the outstanding debtors balance is over 90 days.

Administration has been regularly following up all outstanding items by issuing reminders when they are overdue and subsequently initiating a formal debt collection process when payments remain outstanding for long periods of time.

Below is a summary of the significant items that have been outstanding for over 90 days:

- \$1,687,685 (92.6%) relates to unpaid infringements (plus costs) over 90 days. Infringements that remain unpaid for more than two months are sent to the Fines Enforcement Registry (FER), which then collects the outstanding balance on behalf of the City for a fee.

Due to the aged nature of some of the unpaid infringements, a provisional amount for doubtful debts was calculated in 2017/18 and an amount of \$1,066,403 has been transferred to long-term infringement debtors (non-current portion).

Furthermore, at the end of 2018/19, Administration recalculated the provisional amount based on the probability of recovering long outstanding monies owed to the City. The provisional amount will be updated once the audited financials are approved.

- \$167,291 (9.2%) relates to cash-in-lieu of car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay over a fixed term of five years.

9. Beatty Park Leisure Centre – Financial Position report (Note 9 Page 67)

As at 31 October 2019, the operating surplus for the centre is \$116,265 compared to the year to date budgeted deficit amount of \$259,202.

10. Explanation of Material Variances (Note 4 Page 6 - 56)

The materiality thresholds used for reporting variances are 10% and \$20,000 respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year to date budget and where that variance exceeds \$20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2019/20 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.

In accordance to the above, all material variances as at 31 October 2019 have been detailed in the variance comments report in **Attachment 1**.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

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

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

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates.

Section 6.8 of the Local Government Act 1995, specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

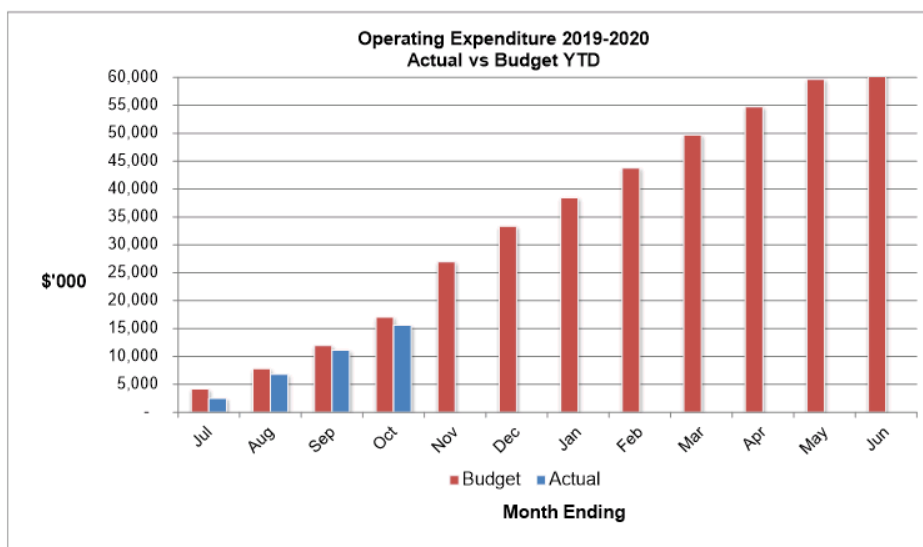
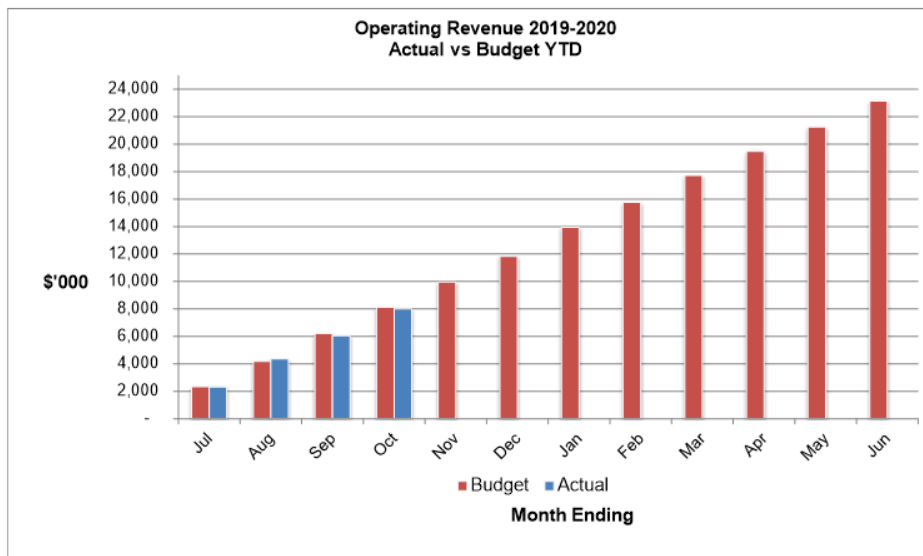
FINANCIAL/BUDGET IMPLICATIONS:

Not applicable.

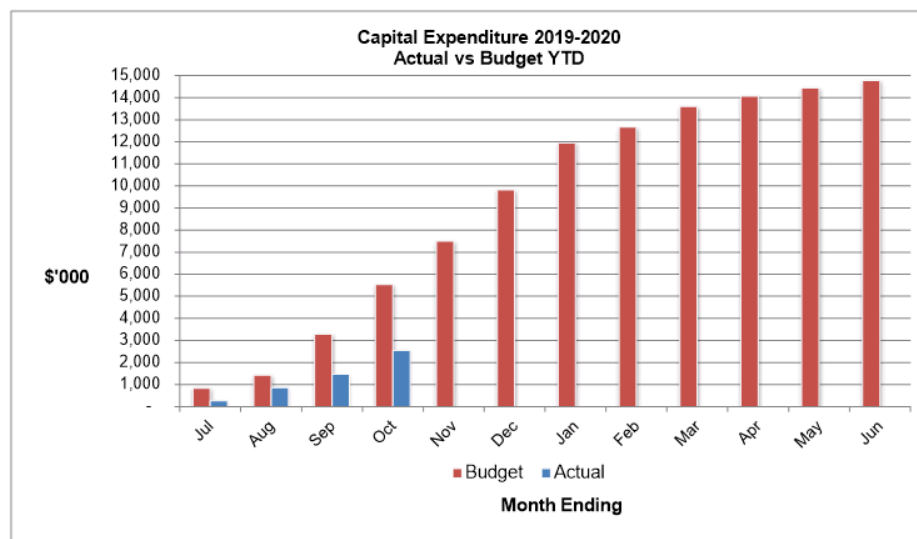
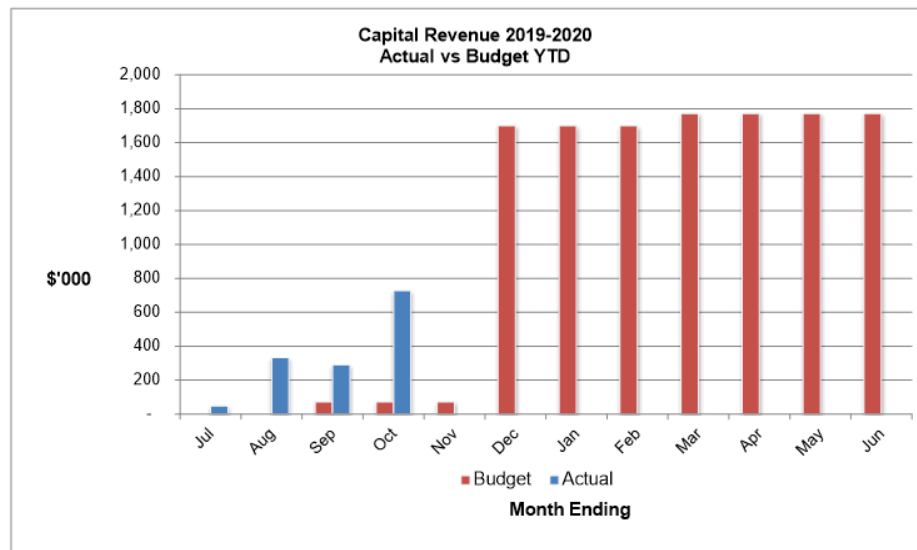
CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 31 OCTOBER 2019

	Adopted Budget 2019/20	YTD Budget 31/10/2019	YTD Actual 31/10/2019	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	5,929,991	5,929,991	7,857,741	1,927,750	32.5%
Revenue from operating activities					
Governance	41,000	13,664	14,998	1,334	9.8%
General Purpose Funding	2,021,288	936,583	924,837	(11,746)	-1.3%
Law, Order and Public Safety	128,950	59,232	62,373	3,141	5.3%
Health	378,864	284,347	256,753	(27,594)	-9.7%
Education and Welfare	135,903	34,190	45,216	11,026	32.2%
Community Amenities	1,402,345	557,356	529,256	(28,100)	-5.0%
Recreation and Culture	10,045,133	3,250,760	3,371,973	121,213	3.7%
Transport	8,173,423	2,742,029	2,629,311	(112,718)	-4.1%
Economic Services	366,171	129,889	98,556	(31,333)	-24.1%
Other Property and Services	427,338	122,698	59,928	(62,770)	-51.2%
	23,120,415	8,130,748	7,993,201	(137,547)	-1.7%
Expenditure from operating activities					
Governance	(3,855,133)	(1,138,809)	(1,072,072)	66,737	-5.9%
General Purpose Funding	(839,040)	(269,540)	(248,045)	21,495	-8.0%
Law, Order and Public Safety	(1,837,552)	(626,561)	(540,452)	86,109	-13.7%
Health	(1,689,208)	(502,508)	(437,737)	64,771	-12.9%
Education and Welfare	(1,356,463)	(287,527)	(296,471)	(8,944)	3.1%
Community Amenities	(12,854,617)	(3,620,277)	(3,089,880)	530,397	-14.7%
Recreation and Culture	(22,830,150)	(5,921,197)	(5,664,558)	256,639	-4.3%
Transport	(13,990,006)	(3,704,815)	(3,415,392)	289,423	-7.8%
Economic Services	(639,026)	(201,921)	(178,130)	23,791	-11.8%
Other Property and Services	(2,838,260)	(799,598)	(648,303)	151,295	-18.9%
	(62,729,455)	(17,072,753)	(15,591,040)	1,481,713	-8.7%
Add Deferred Rates Adjustment	0	0	9,508	9,508	0.0%
Add Back Depreciation	11,191,787	0	0	0	0.0%
Adjust (Profit)/Loss on Asset Disposal	(34,073)	(86,372)	0	86,372	-100.0%
	11,157,714	(86,372)	9,508	95,880	-111.0%
Amount attributable to operating activities	(28,451,326)	(9,028,377)	(7,588,331)	1,440,046	-16.0%
Investing Activities					
Non-operating Grants, Subsidies and Contributions	1,843,230	72,155	728,556	656,401	909.7%
Purchase Land and Buildings	(3,019,133)	(788,701)	(308,146)	480,555	-60.9%
Purchase Infrastructure Assets	(7,437,651)	(3,511,815)	(1,528,685)	1,983,130	-56.5%
Purchase Plant and Equipment	(3,468,046)	(1,006,260)	(648,415)	357,845	-35.6%
Purchase Furniture and Equipment	(850,547)	(219,547)	(57,257)	162,290	-73.9%
Proceeds from Joint Venture Operations	0	0	0	0	0.0%
Proceeds from Disposal of Assets	555,000	263,000	198,309	(64,691)	-24.6%
Amount attributable to investing activities	(12,377,147)	(5,191,168)	(1,615,638)	3,575,530	-68.9%
Financing Activities					
Repayment of Debentures	(6,132,377)	(335,010)	(330,720)	4,290	-1.3%
Proceeds from New Debentures	1,000,000	0	0	0	0.0%
Transfer to Reserves	(1,088,515)	(369,632)	(407,156)	(37,524)	10.2%
Transfer from Reserves	5,597,436	352,500	115,238	(237,262)	-67.3%
Amount attributable to financing activities	(623,456)	(352,142)	(622,638)	(270,496)	76.8%
Surplus/(Deficit) before general rates	(35,521,938)	(8,641,696)	(1,968,866)	6,672,830	-77.2%
Total amount raised from general rates	35,526,498	35,467,980	35,483,960	15,980	0.0%
Closing Funding Surplus/(Deficit)	4,560	26,826,284	33,515,094	6,688,810	24.9%

CITY OF VINCENT
 NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
 BY PROGRAM - GRAPH
 AS AT 31 OCTOBER 2019



CITY OF VINCENT
NOTE 1 - CAPITAL REVENUE / EXPENDITURE PROGRAM
AS AT 31 OCTOBER 2019



CITY OF VINCENT
 NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
 BY NATURE OR TYPE
 FOR THE PERIOD ENDED 31 OCTOBER 2019

	Adopted Budget 2019/20	YTD Budget 31/10/2019	YTD Actual 31/10/2019	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Revenue					
Rates	35,526,498	35,467,980	35,483,960	15,980	0%
Operating Grants, Subsidies and Contributions	947,389	175,998	163,233	(12,765)	-7.3%
Fees and Charges	19,672,310	7,023,580	7,002,015	(21,565)	-0.3%
Interest Earnings	1,033,288	456,277	444,263	(12,014)	-2.6%
Other Revenue	1,226,243	362,139	384,238	22,099	6.1%
	58,405,728	43,485,974	43,477,709	(8,265)	0.0%
Expenses					
Employee Costs	(25,440,892)	(8,407,918)	(8,237,012)	170,906	-2.0%
Materials and Contracts	(19,553,513)	(6,596,966)	(5,646,659)	950,307	-14.4%
Utility Charges	(1,718,630)	(572,793)	(445,313)	127,480	-22.3%
Depreciation on Non-Current Assets	(11,191,787)	0	0	0	0.0%
Interest Expenses	(723,058)	(206,912)	(203,179)	3,733	-1.8%
Insurance Expenses	(534,879)	(178,296)	(167,320)	10,976	-6.2%
Other Expenditure	(3,359,584)	(1,083,486)	(892,106)	191,380	-17.7%
	(62,522,343)	(17,046,371)	(15,591,589)	1,454,782	-8.5%
	(4,116,615)	26,439,603	27,886,120	1,446,517	5.5%
Non-operating Grants, Subsidies and Contributions	1,843,230	72,155	728,556	656,401	909.7%
Profit on Disposal of Assets	241,185	112,754	0	(112,754)	-100.0%
Loss on Disposal of Assets	(207,112)	(26,382)	0	26,382	-100.0%
	1,877,303	158,527	728,556	570,029	359.6%
Net result	(2,239,312)	26,598,130	28,614,676	2,016,546	7.6%
Other comprehensive income					
<i>Items that will not be reclassified subsequently to profit or loss</i>					
Total other comprehensive income	0	0	0	0	0.0%
Total comprehensive income	(2,239,312)	26,598,130	28,614,676	2,016,546	7.6%

CITY OF VINCENT
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 NOTE 3 - NET CURRENT FUNDING POSITION
 FOR THE PERIOD ENDED 31 OCTOBER 2019

	Note	YTD Actual 31/10/2019 \$	FY Actual 30/06/2019 \$
Current Assets			
Cash Unrestricted		26,573,226	10,340,331
Cash Restricted		12,912,254	12,620,336
Investments		11,000	11,000
Receivables - Rates	7	11,579,252	231,842
Receivables - Other	8	2,783,159	2,273,191
Inventories		215,765	175,208
		<u>54,074,656</u>	<u>25,651,908</u>
Less: Current Liabilities			
Payables		(5,078,317)	(2,769,169)
Provisions - employee		(3,716,562)	(3,593,092)
		<u>(8,794,879)</u>	<u>(6,362,261)</u>
Unadjusted Net Current Assets		45,279,777	19,289,647
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(12,912,254)	(12,620,336)
Less: Restricted- Sundry Debtors(Non-Operating Grant)		(600,000)	(600,000)
Less: Shares transferred from non current asset		(11,000)	(11,000)
Add: Current portion of long term borrowings		839,000	879,859
Add: Infringement Debtors transferred to non current asset		919,571	919,571
		<u>(11,764,683)</u>	<u>(11,431,906)</u>
Adjusted Net Current Assets		33,515,094	7,857,741

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Chief Executive Officer</u>						
Chief Executive Officer Expenditure						
Employee Costs	615,147	201,230	218,551	17,321	9%	
Other Employee Costs	18,317	6,104	5,534	(570)	-9%	
Other Expenses	273,100	75,340	64,826	(10,514)	-14%	
Operating Projects	193,103	48,276	40,556	(7,720)	-16%	
Chief Executive Officer Expenditure Total	1,099,667	330,950	329,466	(1,484)	0%	
Chief Executive Officer Indirect Costs						
Allocations	(1,099,659)	(330,950)	(329,466)	1,484	0%	
Chief Executive Officer Indirect Costs Total	(1,099,659)	(330,950)	(329,466)	1,484	0%	
Chief Executive Officer Total	8	0	0	0		
<u>Members of Council</u>						
Members Of Council Expenditure						
Employee Costs	87,876	28,750	28,402	(348)	-1%	
Other Employee Costs	10,000	3,332	0	(3,332)	-100%	
Other Expenses	494,482	109,828	123,081	13,253	12%	
Members Of Council Expenditure Total	592,358	141,910	151,484	9,574	7%	
Members Of Council Indirect Costs						
Allocations	52,162	14,481	13,089	(1,392)	-10%	
Members Of Council Indirect Costs Total	52,162	14,481	13,089	(1,392)	-10%	
Members of Council Total	644,520	156,391	164,573	8,182	5%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Corporate Strategy and Governance Expenditure</u>						
Corporate Strategy and Governance Expenditure						
Employee Costs	649,426	212,480	195,287	(17,193)	-8%	
Other Employee Costs	12,600	3,150	16,898	13,748	436%	
Other Expenses	205,400	68,460	23,456	(45,004)	-66%	Timing variance of \$23,490 for consultant fees, \$12,164 legal fees and other positive variances that are individually immaterial.
Operating Projects	120,000	20,000	8,386	(11,614)	-58%	
Corporate Strategy and Governance Expenditure Total	987,426	304,090	244,027	(60,063)	-20%	
Corporate Strategy and Governance Expenditure Total	987,426	304,090	244,027	(60,063)	-20%	
<u>Corporate Strategy and Governance Indirect Costs</u>						
Corporate Strategy and Governance Indirect Costs						
Allocations	393,922	111,522	87,974	(23,548)	-21%	
Corporate Strategy and Governance Indirect Costs Total	393,922	111,522	87,974	(23,548)	-21%	
Corporate Strategy and Governance Indirect Costs Total	393,922	111,522	87,974	(23,548)	-21%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Human Resources</u>						
Human Resources Revenue						
Revenue	(40,000)	(13,332)	(14,791)	(1,459)	11%	
Human Resources Revenue Total	(40,000)	(13,332)	(14,791)	(1,459)	11%	
Human Resources Expenditure						
Employee Costs	978,449	241,465	225,591	(15,874)	-7%	
Other Employee Costs	118,600	39,528	18,542	(20,986)	-53%	Favourable variance, however breakdown is individually immaterial.
Other Expenses	124,730	49,732	39,095	(10,637)	-21%	
Human Resources Expenditure Total	1,221,779	330,725	283,227	(47,498)	-14%	
Human Resources Indirect Costs						
Allocations	(1,181,779)	(317,393)	(268,437)	48,956	-15%	
Human Resources Indirect Costs Total	(1,181,779)	(317,393)	(268,437)	48,956	-15%	
Human Resources Total	0	0	0	0	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Information Technology</u>						
Information Technology Expenditure						
Employee Costs	549,432	179,758	158,172	(21,586)	-12%	Favourable variance due to vacant position.
Other Employee Costs	14,500	7,250	9,383	2,133	29%	
Other Expenses	1,058,600	571,288	496,803	(74,485)	-13%	Timing variance of \$21,953 for consultants, \$26,437 for software upgrades, \$13,703 for hardware maintenance and \$11,882 for professional fees. Other positive variances are individually immaterial.
Operating Projects	305,000	101,668	116,902	15,234	15%	
Information Technology Expenditure Total	1,927,532	859,964	781,260	(78,704)	-9%	
Information Technology Indirect Costs						
Allocations	(1,927,532)	(859,964)	(781,260)	78,704	-9%	
Information Technology Indirect Costs Total	(1,927,532)	(859,964)	(781,260)	78,704	-9%	
Information Technology Total	0	0	0	0	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20	YTD Budget 31/10/2019	YTD Actual 31/10/2019	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Records Management</u>						
Records Management Revenue						
Revenue	(1,000)	(332)	(207)	125	-38%	
Records Management Revenue Total	(1,000)	(332)	(207)	125	-38%	
Records Management Expenditure						
Employee Costs	289,699	94,791	98,408	3,617	4%	
Other Employee Costs	7,200	2,400	99	(2,301)	-96%	
Other Expenses	36,100	12,032	10,287	(1,745)	-15%	
Records Management Expenditure Total	332,999	109,223	108,794	(429)	0%	
Records Management Indirect Costs						
Allocations	(331,999)	(108,891)	(108,587)	304	0%	
Records Management Indirect Costs Total	(331,999)	(108,891)	(108,587)	304	0%	
Records Management Total	0	0	0	(0)	100%	
<u>Sustainability and Environment</u>						
Sustainability and Environment						
Employee Costs	130,896	42,822	38,375	(4,447)	-10%	
Other Employee Costs	0	0	0	0		
Other Expenses	53,900	15,000	16,730	1,730	12%	
Operating Projects	33,000	0	0	0		
Sustainability and Environment Total	217,796	57,822	55,105	(2,717)	-5%	
<u>Sustainability and Environment Indirect Cost</u>						
Sustainability and Environment Indirect Cost						
Allocations	71,675	19,816	14,245	(5,571)	-28%	
Sustainability and Environment Indirect Cost Total	71,675	19,816	14,245	(5,571)	-28%	
Sustainability and Environment Indirect Cost Total	71,675	19,816	14,245	(5,571)	-28%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Director Community and Business Services</u>						
Director Community and Business Services						
Employee Costs	290,309	94,966	90,239	(4,727)	-5%	
Other Employee Costs	7,874	2,624	2,088	(536)	-20%	
Other Expenses	5,300	1,764	384	(1,380)	-78%	
Director Community and Business Services Total	303,483	99,354	92,712	(6,642)	-7%	
<u>Director Community and Business Ser Indirect Costs</u>						
Director Community and Business Ser Indirect Costs						
Allocations	(303,483)	(99,354)	(92,712)	6,642	-7%	
Director Community and Business Ser Indirect Costs Total	(303,483)	(99,354)	(92,712)	6,642	-7%	
Director Community and Business Ser Indirect Costs Total	(303,483)	(99,354)	(92,712)	6,642	-7%	
<u>Finance Services</u>						
Finance Services Revenue						
Revenue	(250)	0	(871)	(871)	100%	
Finance Services Revenue Total	(250)	0	(871)	(871)	100%	
Finance Services Expenditure						
Employee Costs	683,631	223,680	241,655	17,975	8%	
Other Employee Costs	16,600	1,544	381	(1,163)	-75%	
Other Expenses	173,060	19,921	(5,087)	(25,008)	-126%	Reversal of accrual for interim audit fees, this amount will be offset once the invoice for the final audit has been received.
Finance Services Expenditure Total	873,291	245,145	236,948	(8,197)	-3%	
Finance Services Indirect Costs						
Allocations	(873,041)	(245,145)	(236,077)	9,068	-4%	
Finance Services Indirect Costs Total	(873,041)	(245,145)	(236,077)	9,068	-4%	
Finance Services Total	0	0	0	0	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Insurance Premium</u>						
Insurance Premium Expenditure						
Other Expenses	534,879	178,296	167,320	(10,976)	-6%	
Insurance Premium Expenditure Total	534,879	178,296	167,320	(10,976)	-6%	
Insurance Premium Recovery						
Allocations	(534,879)	(178,292)	(167,311)	10,981	-6%	
Insurance Premium Recovery Total	(534,879)	(178,292)	(167,311)	10,981	-6%	
Insurance Premium Total	0	4	9	5	130%	
<u>Insurance Claim</u>						
Insurance Claim Recoup						
Revenue	(65,000)	(10,834)	(11,576)	(742)	7%	
Insurance Claim Recoup Total	(65,000)	(10,834)	(11,576)	(742)	7%	
Insurance Claim Expenditure						
Other Expenses	5,000	1,668	1,000	(668)	-40%	
Insurance Claim Expenditure Total	5,000	1,668	1,000	(668)	-40%	
Insurance Claim Total	(60,000)	(9,166)	(10,576)	(1,410)	15%	
<u>Mindarie Regional Council</u>						
Mindarie Regional Council Revenue						
Revenue	(118,569)	(39,520)	(24,482)	15,038	-38%	
Mindarie Regional Council Revenue Total	(118,569)	(39,520)	(24,482)	15,038	-38%	
Mindarie Regional Council Expenditure						
Other Expenses	49,000	29,000	28,678	(322)	-1%	
Mindarie Regional Council Expenditure Total	49,000	29,000	28,678	(322)	-1%	
Mindarie Regional Council Total	(69,569)	(10,520)	4,196	14,716	-140%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>General Purpose Revenue</u>						
General Purpose Revenue	(1,267,688)	(408,563)	(398,271)	10,292	-3%	
General Purpose Revenue Total	(1,267,688)	(408,563)	(398,271)	10,292	-3%	
General Purpose Revenue Total	(1,267,688)	(408,563)	(398,271)	10,292	-3%	
<u>Rates Services</u>						
Rates Services Revenue						
Revenue	(36,280,098)	(35,996,000)	(36,010,527)	(14,527)	0%	
Rates Services Revenue Total	(36,280,098)	(35,996,000)	(36,010,527)	(14,527)	0%	
Rates Services Expenditure						
Employee Costs	257,143	84,135	90,429	6,294	7%	
Other Expenses	425,550	141,978	118,344	(23,634)	-17%	\$9,852 for debt recovery cost and \$7,711 for valuation expenses not required as yet. Other positive variances are individually immaterial.
Rates Services Expenditure Total	682,693	226,113	208,773	(17,340)	-8%	
Rates Services Indirect Costs						
Allocations	156,347	43,427	39,272	(4,155)	-10%	
Rates Services Indirect Costs Total	156,347	43,427	39,272	(4,155)	-10%	
Rates Services Total	(35,441,058)	(35,726,460)	(35,762,481)	(36,021)	0%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Marketing and Communications</u>						
Marketing and Communications Expenditure						
Employee Costs	822,753	269,313	292,051	22,738	8%	
Other Employee Costs	8,450	3,216	1,154	(2,062)	-64%	
Other Expenses	466,845	144,561	143,754	(807)	-1%	
Operating Projects	0	0	6,130	6,130	100%	Costs incurred for Ranger vehicle's wrapping. To be adjusted as part of the November budget review.
Marketing and Communications Expenditure Total	1,298,048	417,090	443,089	25,999	6%	
Marketing and Communications Indirect Costs						
Allocations	419,534	116,568	103,374	(13,194)	-11%	
Marketing and Communications Indirect Costs Total	419,534	116,568	103,374	(13,194)	-11%	
Marketing and Communications Total	1,717,582	533,658	546,463	12,805	2%	
<u>Recreation, Arts and Culture</u>						
Recreation, Arts and Culture Revenue						
Revenue	(3,000)	0	0	0		
Recreation, Arts and Culture Revenue Total	(3,000)	0	0	0		
<u>Recreation, Arts and Culture Expenditure</u>						
Employee Costs	117,289	38,380	28,914	(9,466)	-25%	
Other Employee Costs	4,530	1,508	1,485	(23)	-2%	
Other Expenses	120,050	26,381	24,392	(1,989)	-8%	
Operating Projects	13,000	0	0	0		
Recreation, Arts and Culture Expenditure Total	254,869	66,269	54,791	(11,478)	-17%	
Recreation, Arts and Culture Indirect Costs						
Allocations	60,256	19,082	24,976	5,894	31%	
Community Partnerships Mgmt Admin Alloca	185,929	55,355	44,626	(10,729)	-19%	
Library Occupancy Costs Allocations	4,099	577	0	(577)	-100%	
Recreation, Arts and Culture Indirect Costs Total	250,284	75,014	69,601	(5,413)	-7%	
Recreation, Arts and Culture Total	502,153	141,283	124,392	(16,891)	-12%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Senior, Disability and Youth Services</u>						
Senior, Disability and Youth Services Revenue						
Revenue	(12,000)	(2,873)	(4,301)	(1,428)	50%	
Senior, Disability and Youth Services Revenue Total	(12,000)	(2,873)	(4,301)	(1,428)	50%	
Senior, Disability and Youth Services Expenditure						
Employee Costs	233,540	76,417	110,619	34,202	45%	Transfer of staff from the Community Partnership team as per the new organisation structure. Budget to be adjusted as part of the November budget review.
Other Employee Costs	60	20	609	589	2945%	
Other Expenses	174,600	22,394	32,849	10,455	47%	
Operating Projects	30,000	0	4,713	4,713	100%	
Senior, Disability and Youth Services Expenditure Total	438,200	98,831	148,790	49,959	51%	
Senior, Disability and Youth Serv Indirect Costs						
Allocations	107,774	34,064	28,597	(5,467)	-16%	
Community Partnerships Mgmt Admin Alloca	430,572	128,192	103,974	(24,218)	-19%	
Library Occupancy Costs Allocations	7,618	1,074	0	(1,074)	-100%	
Senior, Disability and Youth Serv Indirect Costs Total	545,964	163,330	132,571	(30,759)	-19%	
Senior, Disability and Youth Services Total	972,164	259,288	277,060	17,772	7%	
<u>Art and Culture</u>						
Art and Culture						
Other Expenses	464,815	103,894	75,517	(28,377)	-27%	Timing variance on event expenses.
Operating Projects	60,000	0	0	0		
Art and Culture Total	524,815	103,894	75,517	(28,377)	-27%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Beatty Park Leisure Centre Administration</u>						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(2,662,200)	(885,109)	(912,136)	(27,027)	3%	
Beatty Park Leisure Centre Admin Revenue Total	(2,662,200)	(885,109)	(912,136)	(27,027)	3%	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	2,662,200	885,109	914,431	29,322	3%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	2,662,200	885,109	914,431	29,322	3%	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	962,863	320,213	300,632	(19,581)	-6%	
Other Employee Costs	20,486	9,251	2,257	(6,994)	-76%	
Other Expenses	276,850	95,180	74,085	(21,095)	-22%	Timing variance of \$10,000 for legal fees and \$10,000 for consultant fees. Other positive variances are individually immaterial.
Operating Projects	180,000	0	0	0		
Beatty Park Leisure Centre Admin Expenditure Total	1,440,199	424,644	376,974	(47,670)	-11%	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(1,440,199)	(424,644)	(379,268)	45,376	-11%	
Beatty Park Leisure Centre Admin Indirect Costs Total	(1,440,199)	(424,644)	(379,268)	45,376	-11%	
Beatty Park Leisure Centre Administration Total	0	0	0	0	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Beatty Park Leisure Centre Building</u>						
Beatty Park Leisure Centre Building Revenue						
Revenue	(162,907)	(53,924)	(54,085)	(161)	0%	
Beatty Park Leisure Centre Building Revenue Total	(162,907)	(53,924)	(54,085)	(161)	0%	
 Beatty Park Leisure Centre Occupancy Costs						
Building Maintenance	559,250	175,326	148,792	(26,534)	-15%	Major maintenance not required as yet.
Ground Maintenance	58,900	19,132	13,084	(6,048)	-32%	
Other Expenses	2,028,920	288,860	258,471	(30,389)	-11%	Timing variance on water expenses.
Beatty Park Leisure Centre Occupancy Costs Total	2,647,070	483,318	420,347	(62,971)	-13%	
 Beatty Park Leisure Centre Indirect Costs						
Allocations	(2,484,163)	(429,394)	(366,261)	63,133	-15%	
Beatty Park Leisure Centre Indirect Costs Total	(2,484,163)	(429,394)	(366,261)	63,133	-15%	
Beatty Park Leisure Centre Building Total	0	0	0	0	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Swimming Pool Areas</u>						
Swimming Pool Areas Revenue						
Revenue	(1,784,100)	(479,553)	(526,280)	(46,727)	10%	
Swimming Pool Areas Revenue Total	(1,784,100)	(479,553)	(526,280)	(46,727)	10%	
Swimming Pool Areas Indirect Revenue						
Allocations	(427,287)	(142,061)	(146,766)	(4,705)	3%	
Swimming Pool Areas Indirect Revenue Total	(427,287)	(142,061)	(146,766)	(4,705)	3%	
Swimming Pool Areas Expenditure						
Employee Costs	1,039,679	351,144	351,561	417	0%	
Other Employee Costs	20,800	8,661	6,372	(2,289)	-26%	
Other Expenses	256,270	88,360	57,784	(30,576)	-35%	\$17,158 plant maintenance not yet required as yet and \$12,896 timing variance on water treatment chemicals expenses.
Swimming Pool Areas Expenditure Total	1,316,749	448,165	415,717	(32,448)	-7%	
Swimming Pool Areas Indirect Costs						
Allocations	2,984,588	720,949	505,775	(215,174)	-30%	
Swimming Pool Areas Indirect Costs Total	2,984,588	720,949	505,775	(215,174)	-30%	
Swimming Pool Areas Total	2,089,950	547,500	248,447	(299,053)	-55%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Swim School</u>						
Swim School Revenue						
Revenue	(1,575,000)	(601,743)	(681,034)	(79,291)	13%	Revenue higher than anticipated.
Swim School Revenue Total	(1,575,000)	(601,743)	(681,034)	(79,291)	13%	
Swim School Indirect Revenue						
Allocations	(4,524)	(1,504)	(1,555)	(51)	3%	
Swim School Indirect Revenue Total	(4,524)	(1,504)	(1,555)	(51)	3%	
Swim School Expenditure						
Employee Costs	882,234	297,853	329,054	31,201	10%	Increase in casual hiring costs for swim school lessons.
Other Employee Costs	7,600	3,500	5,332	1,832	52%	
Other Expenses	39,750	28,608	10,558	(18,050)	-63%	
Swim School Expenditure Total	929,584	329,961	344,944	14,983	5%	
Swim School Indirect Costs						
Allocations	228,330	63,027	155,867	92,840	147%	
Swim School Indirect Costs Total	228,330	63,027	155,867	92,840	147%	
Swim School Total	(421,610)	(210,259)	(181,778)	28,481	-14%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Café</u>						
Cafe Revenue						
Revenue	(724,000)	(223,150)	(220,135)	3,015	-1%	
Cafe Revenue Total	(724,000)	(223,150)	(220,135)	3,015	-1%	
Cafe Indirect Revenue						
Allocations	(4,524)	(1,504)	(1,555)	(51)	3%	
Cafe Indirect Revenue Total	(4,524)	(1,504)	(1,555)	(51)	3%	
Cafe Expenditure						
Employee Costs	425,072	145,350	125,374	(19,976)	-14%	
Other Employee Costs	1,400	700	0	(700)	-100%	
Other Expenses	325,698	82,120	87,738	5,618	7%	
Cafe Expenditure Total	752,170	228,170	213,112	(15,058)	-7%	
Cafe Indirect Costs						
Allocations	116,779	31,965	69,964	37,999	119%	
Cafe Indirect Costs Total	116,779	31,965	69,964	37,999	119%	
Café Total	140,425	35,481	61,386	25,905	73%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Retail</u>						
Retail Revenue						
Revenue	(535,000)	(145,000)	(148,724)	(3,724)	3%	
Retail Revenue Total	(535,000)	(145,000)	(148,724)	(3,724)	3%	
Retail Indirect Revenue						
Allocations	(797)	(265)	(274)	(9)	4%	
Retail Indirect Revenue Total	(797)	(265)	(274)	(9)	4%	
Retail Expenditure						
Employee Costs	75,292	24,638	19,994	(4,644)	-19%	
Other Employee Costs	950	475	0	(475)	-100%	
Other Expenses	290,700	86,824	49,869	(36,955)	-43%	Timing variance on stock purchase.
Retail Expenditure Total	366,942	111,937	69,863	(42,074)	-38%	
Retail Indirect Costs						
Allocations	96,677	27,188	22,395	(4,793)	-18%	
Retail Indirect Costs Total	96,677	27,188	22,395	(4,793)	-18%	
Retail Total	(72,178)	(6,140)	(56,741)	(50,601)	824%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Health and Fitness</u>						
Health and Fitness Revenue						
Revenue	(170,500)	(55,168)	(55,413)	(245)	0%	
Health and Fitness Revenue Total	(170,500)	(55,168)	(55,413)	(245)	0%	
Health and Fitness Indirect Revenue						
Allocations	(1,472,463)	(489,554)	(505,772)	(16,218)	3%	
Health and Fitness Indirect Revenue Total	(1,472,463)	(489,554)	(505,772)	(16,218)	3%	
Health and Fitness Expenditure						
Employee Costs	541,883	180,183	188,124	7,941	4%	
Other Employee Costs	9,700	3,050	544	(2,506)	-82%	
Other Expenses	148,100	63,707	31,569	(32,138)	-50%	Timing variance relating to equipment leasing costs.
Health and Fitness Expenditure Total	699,683	246,940	220,236	(26,704)	-11%	
Health and Fitness Indirect Costs						
Allocations	659,832	178,607	156,054	(22,553)	-13%	
Health and Fitness Indirect Costs Total	659,832	178,607	156,054	(22,553)	-13%	
Health and Fitness Total	(283,448)	(119,175)	(184,895)	(65,720)	55%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
Group Fitness						
Group Fitness Revenue						
Revenue	(162,000)	(53,832)	(45,366)	8,466	-16%	
Group Fitness Revenue Total	(162,000)	(53,832)	(45,366)	8,466	-16%	
Group Fitness Indirect Revenue						
Allocations	(499,959)	(166,223)	(171,730)	(5,507)	3%	
Group Fitness Indirect Revenue Total	(499,959)	(166,223)	(171,730)	(5,507)	3%	
Group Fitness Expenditure						
Employee Costs	190,927	62,461	70,521	8,060	13%	
Other Employee Costs	4,100	1,150	785	(365)	-32%	
Other Expenses	138,250	49,938	48,009	(1,929)	-4%	
Group Fitness Expenditure Total	333,277	113,549	119,315	5,766	5%	
Group Fitness Indirect Costs						
Allocations	215,311	49,662	50,169	507	1%	
Group Fitness Indirect Costs Total	215,311	49,662	50,169	507	1%	
Group Fitness Total	(113,371)	(56,844)	(47,611)	9,233	-16%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Aqua Fitness</u>						
Aqua Fitness Revenue						
Revenue	(33,000)	(11,000)	(10,425)	575	-5%	
Aqua Fitness Revenue Total	(33,000)	(11,000)	(10,425)	575	-5%	
Aqua Fitness Indirect Revenue						
Allocations	(211,647)	(70,367)	(72,697)	(2,330)	3%	
Aqua Fitness Indirect Revenue Total	(211,647)	(70,367)	(72,697)	(2,330)	3%	
Aqua Fitness Expenditure						
Employee Costs	36,623	12,290	7,445	(4,845)	-39%	
Other Employee Costs	450	225	0	(225)	-100%	
Other Expenses	32,350	10,950	2,923	(8,027)	-73%	
Aqua Fitness Expenditure Total	69,423	23,465	10,368	(13,097)	-56%	
Aqua Fitness Indirect Costs						
Allocations	130,865	34,481	16,627	(17,854)	-52%	
Aqua Fitness Indirect Costs Total	130,865	34,481	16,627	(17,854)	-52%	
Aqua Fitness Total	(44,359)	(23,421)	(56,128)	(32,707)	140%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Crèche</u>						
Crèche Revenue						
Revenue	(24,500)	(8,168)	(9,379)	(1,211)	15%	
Crèche Revenue Total	(24,500)	(8,168)	(9,379)	(1,211)	15%	
Crèche Indirect Revenue						
Allocations	(40,999)	(13,631)	(14,082)	(451)	3%	
Crèche Indirect Revenue Total	(40,999)	(13,631)	(14,082)	(451)	3%	
Crèche Expenditure						
Employee Costs	235,718	79,601	71,134	(8,467)	-11%	
Other Employee Costs	1,425	713	96	(617)	-87%	
Other Expenses	8,375	4,867	380	(4,487)	-92%	
Crèche Expenditure Total	245,518	85,181	71,610	(13,571)	-16%	
Crèche Indirect Costs						
Allocations	113,246	28,678	52,906	24,228	84%	
Crèche Indirect Costs Total	113,246	28,678	52,906	24,228	84%	
Crèche Total	293,265	92,060	101,054	8,994	10%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Community Partnership Mgmt Administration</u>						
Community Partnerships Management Administration						
Employee Costs	549,046	179,722	171,815	(7,907)	-4%	
Other Employee Costs	5,050	1,680	0	(1,680)	-100%	
Other Expenses	206,100	43,368	12,609	(30,759)	-71%	Timing variance on Consultancy costs.
Community Partnerships Management Administration Total	760,196	224,770	184,425	(40,345)	-18%	
Community Partnerships Mgmt Admin Indirect Costs						
Allocations	208,622	65,966	53,197	(12,769)	-19%	
Library Occupancy Costs Allocations	14,649	2,065	0	(2,065)	-100%	
Community Partnerships Mgmt Admin Recove	(983,467)	(292,801)	(237,621)	55,180	-19%	
Community Partnerships Mgmt Admin Indirect Costs Total	(760,196)	(224,770)	(184,425)	40,345	-18%	
Community Partnership Mgmt Administration Total	0	0	0	0		
<u>Customer Service Centre</u>						
Customer Services Centre Expenditure						
Employee Costs	597,134	198,069	157,565	(40,504)	-20%	Favourable variance due to vacant position.
Other Employee Costs	7,700	2,900	0	(2,900)	-100%	
Other Expenses	41,000	13,668	5,842	(7,826)	-57%	
Customer Services Centre Expenditure Total	645,834	214,637	163,407	(51,230)	-24%	
Customer Services Centre Indirect Costs						
Allocations	(645,834)	(214,637)	(163,407)	51,230	-24%	
Customer Services Centre Indirect Costs Total	(645,834)	(214,637)	(163,407)	51,230	-24%	
Customer Service Centre Total	0	0	0	0		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20	YTD Budget 31/10/2019	YTD Actual 31/10/2019	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Library Services</u>						
Library Services Revenue						
Revenue	(19,700)	(6,564)	1,100	7,664	-117%	
Library Services Revenue Total	(19,700)	(6,564)	1,100	7,664	-117%	
Library Services Expenditure						
Employee Costs	886,248	291,714	297,971	6,257	2%	
Other Employee Costs	12,200	4,064	8	(4,056)	-100%	
Other Expenses	120,350	41,875	39,203	(2,672)	-6%	
Library Services Expenditure Total	1,018,798	337,653	337,182	(471)	0%	
Library Services Indirect Costs						
Allocations	447,661	141,499	128,262	(13,237)	-9%	
Community Partnerships Mgmt Admin Alloca	122,322	36,418	29,674	(6,744)	-19%	
Library Occupancy Costs Allocations	31,642	4,459	0	(4,459)	-100%	
Library Services Indirect Costs Total	601,625	182,376	157,936	(24,440)	-13%	
Library Services Total	1,600,723	513,465	496,217	(17,248)	-3%	
<u>Library Building</u>						
Library Occupancy Costs						
Building Maintenance	135,500	28,996	22,621	(6,375)	-22%	
Ground Maintenance	0	0	2,925	2,925	100%	
Other Expenses	157,937	11,316	8,724	(2,592)	-23%	
Library Occupancy Costs Total	293,437	40,312	34,271	(6,041)	-15%	
Library Indirect Costs						
Allocations	5,422	1,808	1,712	(96)	-5%	
Library Occupancy Costs Recovery	(59,770)	(8,425)	0	8,425	-100%	
Library Indirect Costs Total	(54,348)	(6,617)	1,712	8,329	-126%	
Library Building Total	239,089	33,695	35,983	2,288	7%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Director Strategy and Development Services</u>						
Director Strategy and Development Services						
Employee Costs	319,647	104,596	99,570	(5,026)	-5%	
Other Employee Costs	6,354	2,116	1,216	(900)	-43%	
Other Expenses	3,630	1,204	268	(936)	-78%	
Director Strategy and Development Services Total	329,631	107,916	101,054	(6,862)	-6%	
<u>Director Strategy and Development Ser Indirect Co</u>						
Director Strategy and Development Ser Indirect Co						
Allocations	(329,631)	(107,916)	(101,054)	6,862	-6%	
Director Strategy and Development Ser Indirect Co Total	(329,631)	(107,916)	(101,054)	6,862	-6%	
<u>Health Administration and Inspection</u>						
Health Administration and Inspection Revenue						
Revenue	(351,605)	(267,985)	(248,082)	19,903	-7%	
Health Administration and Inspection Revenue Total	(351,605)	(267,985)	(248,082)	19,903	-7%	
Health Administration and Inspection Expenditure						
Employee Costs	921,683	301,578	274,250	(27,328)	-9%	
Other Employee Costs	24,783	7,553	7,693	140	2%	
Other Expenses	108,300	24,950	6,142	(18,808)	-75%	
Health Administration and Inspection Expenditure Total	1,054,766	334,081	288,085	(45,996)	-14%	
Health Administration and Inspection Indirect Cost						
Allocations	541,662	151,412	132,635	(18,777)	-12%	
Health Administration and Inspection Indirect Cost Total	541,662	151,412	132,635	(18,777)	-12%	
Health Administration and Inspection Total	1,244,823	217,508	172,638	(44,870)	-21%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Food Control</u>						
Food Control Revenue						
Revenue	(500)	(125)	0	125	-100%	
Food Control Revenue Total	(500)	(125)	0	125	-100%	
Food Control Expenditure						
Other Expenses	15,500	7,875	8,813	938	12%	
Food Control Expenditure Total	15,500	7,875	8,813	938	12%	
Food Control Total	15,000	7,750	8,813	1,063	14%	
<u>Health Clinics</u>						
Health Clinics Revenue						
Revenue	(19,260)	(8,738)	(8,671)	67	-1%	
Health Clinics Revenue Total	(19,260)	(8,738)	(8,671)	67	-1%	
Health Clinics Expenditure						
Building Maintenance	17,650	6,356	3,401	(2,955)	-46%	
Ground Maintenance	0	0	1,753	1,753	100%	
Other Expenses	57,879	2,200	2,502	302	14%	
Health Clinics Expenditure Total	75,529	8,556	7,656	(900)	-11%	
Health Clinics Indirect Costs						
Allocations	1,751	584	548	(36)	-6%	
Health Clinics Indirect Costs Total	1,751	584	548	(36)	-6%	
Health Clinics Total	58,020	402	(467)	(869)	-216%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Statutory Planning Services</u>						
Statutory Planning Services Revenue						
Revenue	(919,551)	(219,780)	(133,857)	85,923	-39%	Revenue lower than anticipated.
Statutory Planning Services Revenue Total	(919,551)	(219,780)	(133,857)	85,923	-39%	
Statutory Planning Services Expenditure						
Employee Costs	1,071,753	350,688	369,657	18,969	5%	
Other Employee Costs	13,992	4,664	4,757	93	2%	
Other Expenses	330,584	135,672	52,552	(83,120)	-61%	Timing variance of \$28,817 DA panel expenses, \$10,551 Consultancy fees and \$35,990 legal fees. Other positive variances are individually immaterial.
Statutory Planning Services Expenditure Total	1,416,329	491,024	426,966	(64,058)	-13%	
Statutory Planning Services Indirect Costs						
Allocations	585,269	163,088	145,948	(17,140)	-11%	
Statutory Planning Services Indirect Costs Total	585,269	163,088	145,948	(17,140)	-11%	
Statutory Planning Services Total	1,082,047	434,332	439,057	4,725	1%	
<u>Compliance Services</u>						
Compliance Services Revenue						
Revenue	(19,800)	(6,600)	(33,810)	(27,210)	412%	Court fees revenue higher than anticipated.
Compliance Services Revenue Total	(19,800)	(6,600)	(33,810)	(27,210)	412%	
Compliance Services Expenditure						
Employee Costs	447,368	146,378	140,704	(5,674)	-4%	
Other Employee Costs	11,391	3,996	6,757	2,761	69%	
Other Expenses	98,400	32,796	13,772	(19,024)	-58%	
Compliance Services Expenditure Total	557,159	183,170	161,233	(21,937)	-12%	
Compliance Services Indirect Costs						
Allocations	267,016	74,456	66,721	(7,735)	-10%	
Compliance Services Indirect Costs Total	267,016	74,456	66,721	(7,735)	-10%	
Compliance Services Total	804,375	251,026	194,143	(56,883)	-23%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Policy and Place Services</u>						
Policy and Place Services Revenue						
Revenue	(1,800)	(600)	(629)	(29)	5%	
Policy and Place Services Revenue Total	(1,800)	(600)	(629)	(29)	5%	
Policy and Place Serv Expenditure						
Employee Costs	1,016,829	332,686	283,667	(49,019)	-15%	Favourable variance due to vacant position.
Other Employee Costs	21,884	6,168	4,675	(1,493)	-24%	
Other Expenses	498,165	79,200	74,058	(5,142)	-6%	
Operating Projects	241,000	0	6,821	6,821	100%	
Policy and Place Serv Expenditure Total	1,777,878	418,054	369,222	(48,832)	-12%	
Policy and Place Services Indirect Cost						
Allocations	551,965	153,726	138,326	(15,400)	-10%	
Policy and Place Services Indirect Cost Total	551,965	153,726	138,326	(15,400)	-10%	
Policy and Place Services Total	2,328,043	571,180	506,918	(64,262)	-11%	
<u>Building Control</u>						
Building Control Revenue						
Revenue	(356,300)	(120,018)	(97,374)	22,644	-19%	Revenue lower than anticipated.
Building Control Revenue Total	(356,300)	(120,018)	(97,374)	22,644	-19%	
Building Control Expenditure						
Employee Costs	316,347	103,511	110,784	7,273	7%	
Other Employee Costs	24,053	8,016	2,976	(5,040)	-63%	
Other Expenses	55,600	18,528	2,329	(16,199)	-87%	
Building Control Expenditure Total	396,000	130,055	116,089	(13,966)	-11%	
Building Control Indirect Costs						
Allocations	199,026	55,866	55,118	(748)	-1%	
Building Control Indirect Costs Total	199,026	55,866	55,118	(748)	-1%	
Building Control Total	238,726	65,903	73,834	7,931	12%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Director Infrastructure and Environment Expe</u>						
Director Infrastructure and Environment Expe						
Employee Costs	391,459	128,115	121,302	(6,813)	-5%	
Other Employee Costs	20,574	5,706	3,019	(2,687)	-47%	
Other Expenses	74,200	24,732	1,884	(22,848)	-92%	\$16,902 relating to timing variance on consultant fees.
Director Infrastructure and Environment Expe Total	486,233	158,553	126,205	(32,348)	-20%	
<u>Director Infrastructure and Environment Indirect</u>						
Director Infrastructure and Environment Indirect						
Allocations	(486,233)	(158,553)	(126,205)	32,348	-20%	
Director Infrastructure and Environment Indirect Total	(486,233)	(158,553)	(126,205)	32,348	-20%	
<u>Ranger Services Administration</u>						
Ranger Services Administration Revenue						
Revenue	(3,000)	(1,000)	(1,162)	(162)	16%	
Ranger Services Administration Revenue Total	(3,000)	(1,000)	(1,162)	(162)	16%	
Ranger Services Administration Expenditure						
Employee Costs	2,208,961	723,920	733,040	9,120	1%	
Other Employee Costs	52,047	14,478	20,546	6,068	42%	
Other Expenses	229,000	66,961	39,251	(27,710)	-41%	Timing variance of \$10,000 for consultant fees, \$5,038 for legal costs and \$15,625 for CCTV maintenance.
Ranger Services Administration Expenditure Total	2,490,008	805,359	792,837	(12,522)	-2%	
Ranger Services Administration Indirect Costs						
Allocations	(2,487,008)	(804,359)	(791,675)	12,684	-2%	
Ranger Services Administration Indirect Costs Total	(2,487,008)	(804,359)	(791,675)	12,684	-2%	
Ranger Services Administration Total	0	0	0	(0)	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Fire Prevention</u>						
Fire Prevention Revenue						
Revenue	(3,000)	0	0	0		
Fire Prevention Revenue Total	(3,000)	0	0	0		
Fire Prevention Indirect Costs						
Allocations	36,120	11,516	10,094	(1,422)	-12%	
Fire Prevention Indirect Costs Total	36,120	11,516	10,094	(1,422)	-12%	
Fire Prevention Total	33,120	11,516	10,094	(1,422)	-12%	
<u>Animal Control</u>						
Animal Control Revenue						
Revenue	(74,100)	(39,213)	(41,848)	(2,635)	7%	
Animal Control Revenue Total	(74,100)	(39,213)	(41,848)	(2,635)	7%	
Animal Control Expenditure						
Other Expenses	12,300	4,096	6,261	2,165	53%	
Animal Control Expenditure Total	12,300	4,096	6,261	2,165	53%	
Animal Control Indirect Costs						
Allocations	289,077	92,160	99,810	7,650	8%	
Animal Control Indirect Costs Total	289,077	92,160	99,810	7,650	8%	
Animal Control Total	227,277	57,043	64,223	7,180	13%	

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 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Local Laws (Law and Order)</u>						
Local Laws (Law and Order) Revenue						
Revenue	(48,850)	(19,019)	(19,363)	(344)	2%	
Local Laws (Law and Order) Revenue Total	(48,850)	(19,019)	(19,363)	(344)	2%	
Local Laws (Law and Order) Indirect Costs						
Allocations	462,524	147,456	148,367	911	1%	
Local Laws (Law and Order) Indirect Costs Total	462,524	147,456	148,367	911	1%	
Local Laws (Law and Order) Total	413,674	128,437	129,004	567	0%	
<u>Abandoned Vehicles</u>						
Abandoned Vehicles Revenue						
Revenue	(13,500)	(4,500)	(730)	3,770	-84%	
Abandoned Vehicles Revenue Total	(13,500)	(4,500)	(730)	3,770	-84%	
Abandoned Vehicles Expenditure						
Other Expenses	9,000	3,000	1,195	(1,805)	-60%	
Abandoned Vehicles Expenditure Total	9,000	3,000	1,195	(1,805)	-60%	
Abandoned Vehicles Indirect Costs						
Allocations	404,710	129,023	125,882	(3,141)	-2%	
Abandoned Vehicles Indirect Costs Total	404,710	129,023	125,882	(3,141)	-2%	
Abandoned Vehicles Total	400,210	127,523	126,347	(1,176)	-1%	

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 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Inspectorial Control</u>						
Inspectorial Control Revenue						
Revenue	(2,627,750)	(887,637)	(742,247)	145,390	-16%	Revenue lower than anticipated.
Inspectorial Control Revenue Total	(2,627,750)	(887,637)	(742,247)	145,390	-16%	
Inspectorial Control Expenditure						
Other Expenses	1,067,195	581,496	559,138	(22,358)	-4%	
Inspectorial Control Expenditure Total	1,067,195	581,496	559,138	(22,358)	-4%	
Inspectorial Control Indirect Costs						
Allocations	2,572,797	820,224	762,591	(57,633)	-7%	
Inspectorial Control Indirect Costs Total	2,572,797	820,224	762,591	(57,633)	-7%	
Inspectorial Control Total	1,012,242	514,083	579,482	65,399	13%	
<u>Car Park Control</u>						
Car Park Control Revenue						
Revenue	(2,891,579)	(963,860)	(1,005,480)	(41,620)	4%	
Car Park Control Revenue Total	(2,891,579)	(963,860)	(1,005,480)	(41,620)	4%	
Car Park Control Expenditure						
Ground Maintenance	108,650	36,220	46,761	10,541	29%	
Other Expenses	713,948	192,251	177,824	(14,427)	-8%	
Car Park Control Expenditure Total	822,598	228,471	224,585	(3,886)	-2%	
Car Park Control Total	(2,068,981)	(735,389)	(780,895)	(45,506)	6%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Kerbside Parking Control</u>						
Kerbside Parking Control Revenue						
Revenue	(2,525,598)	(841,868)	(861,797)	(19,929)	2%	
Kerbside Parking Control Revenue Total	(2,525,598)	(841,868)	(861,797)	(19,929)	2%	
Kerbside Parking Control Expenditure						
Other Expenses	550,761	205,042	240,230	35,188	17%	Timing variance of \$14,669 for equipment maintenance and \$13,144 for coin collection fees. \$70,886 leasing costs relating to parking ticket machines incurred earlier than anticipated.
Kerbside Parking Control Expenditure Total	550,761	205,042	240,230	35,188	17%	
Kerbside Parking Control Total	(1,974,837)	(636,826)	(621,567)	15,259	-2%	
<u>Dog Pound Expenditure</u>						
Dog Pound Expenditure						
Building Maintenance	1,300	432	3,108	2,676	619%	
Dog Pound Expenditure Total	1,300	432	3,108	2,676	619%	
Dog Pound Expenditure Total	1,300	432	3,108	2,676	619%	
<u>Community Connections</u>						
Community Connections Expenditure						
Employee Costs	51,572	16,875	21,144	4,269	25%	
Other Expenses	82,800	42,768	23,044	(19,724)	-46%	
Community Connections Expenditure Total	134,372	59,643	44,188	(15,455)	-26%	
Community Connections Indirect Costs						
Allocations	24,838	7,852	11,383	3,531	45%	
Community Partnerships Mgmt Admin Alloca	244,644	72,836	59,373	(13,463)	-18%	
Library Occupancy Costs Allocations	1,762	249	0	(249)	-100%	
Community Connections Indirect Costs Total	271,244	80,937	70,756	(10,181)	-13%	
Community Connections Total	405,616	140,580	114,944	(25,636)	-18%	

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 BY SERVICE AREAS
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	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Engineering Design Services</u>						
Engineering Design Services Revenue						
Revenue	(7,500)	(2,224)	(1,008)	1,216	-55%	
Engineering Design Services Revenue Total	(7,500)	(2,224)	(1,008)	1,216	-55%	
Engineering Design Services Expenditure						
Employee Costs	607,858	198,881	201,907	3,026	2%	
Other Employee Costs	32,514	11,586	30,279	18,693	161%	
Other Expenses	264,550	78,516	25,378	(53,138)	-68%	Timing variance of \$21,190 relating to Asset management costs (data collection & Building condition Survey), \$12,500 for road condition assessments, and \$8,390 for consultant fees.
Operating Projects	280,000	200,000	250,000	50,000	25%	Signalised Pedestrian crossing projects \$250,000 paid earlier than expected.
Engineering Design Services Expenditure Total	1,184,922	488,983	507,564	18,581	4%	
Engineering Design Services Indirect Costs						
Allocations	327,995	94,393	81,178	(13,215)	-14%	
Engineering Design Services Indirect Costs Total	327,995	94,393	81,178	(13,215)	-14%	
Engineering Design Services Total	1,505,417	581,152	587,734	6,582	1%	
<u>Bike Station Expenditure</u>						
Bike Station Expenditure						
Other Expenses	5,000	1,250	676	(574)	-46%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
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	Adopted Budget 2019/20	YTD Budget 31/10/2019	YTD Actual 31/10/2019	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Bike Station Expenditure Total	5,000	1,250	676	(574)	-46%	
Bike Station Expenditure Total	5,000	1,250	676	(574)	-46%	

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	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Street Lighting</u>						
Street Lighting Revenue						
Revenue	(24,500)	0	0	0		
Street Lighting Revenue Total	(24,500)	0	0	0		
Street Lighting Expenditure						
Other Expenses	765,000	252,914	184,871	(68,043)	-27%	Timing variance on electricity costs.
Street Lighting Expenditure Total	765,000	252,914	184,871	(68,043)	-27%	
Street Lighting Total	740,500	252,914	184,871	(68,043)	-27%	
<u>Bus Shelter</u>						
Bus Shelter Revenue						
Revenue	(109,000)	0	(19,542)	(19,542)	100%	
Bus Shelter Revenue Total	(109,000)	0	(19,542)	(19,542)	100%	
Bus Shelter Expenditure						
Other Expenses	118,864	4,200	5,198	998	24%	
Bus Shelter Expenditure Total	118,864	4,200	5,198	998	24%	
Bus Shelter Total	9,864	4,200	(14,344)	(18,544)	-442%	
<u>Parking and Street Name Signs Expenditure</u>						
Parking and Street Name Signs Expenditure						
Other Expenses	86,000	28,668	21,810	(6,858)	-24%	
Parking and Street Name Signs Expenditure Total	86,000	28,668	21,810	(6,858)	-24%	
Parking and Street Name Signs Expenditure Total	86,000	28,668	21,810	(6,858)	-24%	

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 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Crossovers</u>						
Crossovers Revenue						
Revenue	0	0	(250)	(250)	100%	
Crossovers Revenue Total	0	0	(250)	(250)	100%	
Crossovers Expenditure						
Other Expenses	15,000	5,000	1,707	(3,293)	-66%	
Crossovers Expenditure Total	15,000	5,000	1,707	(3,293)	-66%	
Crossovers Total	15,000	5,000	1,457	(3,543)	-71%	
<u>Roads Linemarking Expenditure</u>						
Roads Linemarking Expenditure						
Other Expenses	65,000	21,668	8,267	(13,401)	-62%	
Roads Linemarking Expenditure Total	65,000	21,668	8,267	(13,401)	-62%	
Roads Linemarking Expenditure Total	65,000	21,668	8,267	(13,401)	-62%	
<u>Tree Lighting Leederville Expenditure</u>						
Tree Lighting Leederville Expenditure						
Other Expenses	70,000	35,000	33,286	(1,714)	-5%	
Tree Lighting Leederville Expenditure Total	70,000	35,000	33,286	(1,714)	-5%	
Tree Lighting Leederville Expenditure Total	70,000	35,000	33,286	(1,714)	-5%	
<u>Parklets Expenditure</u>						
Parklets Expenditure						
Other Expenses	3,500	0	0	0		
Parklets Expenditure Total	3,500	0	0	0		

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	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Environmental Services</u>						
Environmental Services Revenue						
Revenue	(8,000)	(2,668)	(9,138)	(6,470)	243%	
Environmental Services Revenue Total	(8,000)	(2,668)	(9,138)	(6,470)	243%	
Environmental Services Expenditure						
Employee Costs	89,389	29,248	35,584	6,336	22%	
Other Expenses	233,300	67,932	72,133	4,201	6%	
Environmental Services Expenditure Total	322,689	97,180	107,716	10,536	11%	
Environmental Services Indirect Costs						
Allocations	45,558	13,537	12,541	(996)	-7%	
Environmental Services Indirect Costs Total	45,558	13,537	12,541	(996)	-7%	
Environmental Services Total	360,247	108,049	111,119	3,070	3%	
<u>Property Management Administration</u>						
Property Management Administration Revenue						
Revenue	(2,000)	(668)	(10,275)	(9,607)	1438%	
Property Management Administration Revenue Total	(2,000)	(668)	(10,275)	(9,607)	1438%	
Property Management Administration Expenditure						
Employee Costs	304,768	99,710	101,134	1,424	1%	
Other Employee Costs	4,770	1,592	1,592	0	0%	
Other Expenses	2,650	880	882	2	0%	
Property Management Administration Expenditure Total	312,188	102,182	103,608	1,425	1%	
Property Management Administration Indirect Costs						
Allocations	216,248	63,353	43,719	(19,634)	-31%	
Property Management Administration Indirect Costs Total	216,248	63,353	43,719	(19,634)	-31%	
Property Management Administration Total	526,436	164,867	137,052	(27,815)	-17%	

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 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Civic Centre Building</u>						
Civic Centre Building Expenditure						
Building Maintenance	284,400	90,860	84,374	(6,486)	-7%	
Ground Maintenance	66,100	21,196	11,383	(9,813)	-46%	
Other Expenses	809,485	36,248	35,738	(510)	-1%	
Civic Centre Building Expenditure Total	1,159,985	148,304	131,495	(16,809)	-11%	
Civic Centre Building Indirect Costs						
Allocations	(1,159,985)	(148,304)	(131,495)	16,809	-11%	
Civic Centre Building Indirect Costs Total	(1,159,985)	(148,304)	(131,495)	16,809	-11%	
Civic Centre Building Total	0	0	0	0	100%	
<u>Child Care Centres and Play Groups</u>						
Child Care Centres and Play Groups Revenue						
Revenue	(11,686)	(1,839)	(2,997)	(1,158)	63%	
Child Care Centres and Play Groups Revenue Total	(11,686)	(1,839)	(2,997)	(1,158)	63%	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	5,400	1,991	2,113	122	6%	
Ground Maintenance	500	168	478	310	184%	
Other Expenses	46,684	1,372	1,045	(327)	-24%	
Child Care Centres and Play Groups Expenditure Total	52,584	3,531	3,636	105	3%	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,171	724	676	(48)	-7%	
Child Care Centres and Play Groups Indirect Costs Total	2,171	724	676	(48)	-7%	
Child Care Centres and Play Groups Total	43,069	2,416	1,315	(1,101)	-46%	

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 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Pre Schools and Kindergartens</u>						
Pre Schools and Kindergartens Revenue						
Revenue	(47,433)	(15,192)	(27,534)	(12,342)	81%	
Pre Schools and Kindergartens Revenue Total	(47,433)	(15,192)	(27,534)	(12,342)	81%	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	2,775	827	461	(366)	-44%	
Ground Maintenance	4,000	4,000	232	(3,768)	-94%	
Other Expenses	47,805	1,400	1,353	(47)	-3%	
Pre Schools and Kindergartens Expenditure Total	54,580	6,227	2,046	(4,181)	-67%	
Pre Schools and Kindergartens Indirect Costs						
Allocations	1,591	532	484	(48)	-9%	
Pre Schools and Kindergartens Indirect Costs Total	1,591	532	484	(48)	-9%	
Pre Schools and Kindergartens Total	8,738	(8,433)	(25,004)	(16,571)	197%	
<u>Community and Welfare Centres</u>						
Community and Welfare Centres Revenue						
Revenue	(64,784)	(14,286)	(10,384)	3,902	-27%	
Community and Welfare Centres Revenue Total	(64,784)	(14,286)	(10,384)	3,902	-27%	
Community and Welfare Centres Expenditure						
Building Maintenance	26,450	8,020	2,773	(5,247)	-65%	
Ground Maintenance	3,150	1,052	633	(419)	-40%	
Other Expenses	224,628	2,900	2,730	(170)	-6%	
Community and Welfare Centres Expenditure Total	254,228	11,972	6,136	(5,836)	-49%	
Community and Welfare Centres Indirect Costs						
Allocations	7,145	2,380	2,132	(248)	-10%	
Community and Welfare Centres Indirect Costs Total	7,145	2,380	2,132	(248)	-10%	
Community and Welfare Centres Total	196,589	66	(2,117)	(2,183)	-3307%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Department of Sports and Recreation Building</u>						
Dept of Sports and Recreation Building Revenue	(770,115)	(251,536)	(278,524)	(26,988)		11% 2017/18 and 2018/19 final settlement of variable outgoings processed in this financial year. Budget to be adjusted at mid-year budget review.
Dept of Sports and Recreation Building Revenue Total	(770,115)	(251,536)	(278,524)	(26,988)	11%	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	98,000	30,250	34,620	4,370	14%	
Ground Maintenance	9,800	3,272	1,901	(1,371)	-42%	
Other Expenses	488,067	101,462	103,582	2,120	2%	
Dept of Sports and Recreation Building Expenditure Total	595,867	134,984	140,103	5,119	4%	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	12,469	4,156	3,548	(608)	-15%	
Dept of Sports and Recreation Building Indirect Costs Total	12,469	4,156	3,548	(608)	-15%	
Department of Sports and Recreation Building Total	(161,779)	(112,396)	(134,873)	(22,477)	20%	
<u>nib Stadium</u>						
nib Stadium Revenue						
Revenue	(27,765)	(27,765)	(27,847)	(82)	0%	
nib Stadium Revenue Total	(27,765)	(27,765)	(27,847)	(82)	0%	
nib Stadium Expenditure						
Other Expenses	17,835	0	0	0		
nib Stadium Expenditure Total	17,835	0	0	0		
nib Stadium Total	(9,930)	(27,765)	(27,847)	(82)	0%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Leederville Oval</u>						
Leederville Oval Revenue						
Revenue	(242,274)	(76,564)	(52,574)	23,990	-31%	Timing variance.
Leederville Oval Revenue Total	(242,274)	(76,564)	(52,574)	23,990	-31%	
Leederville Oval Expenditure						
Building Maintenance	33,600	8,800	917	(7,883)	-90%	
Ground Maintenance	100,000	33,332	9,496	(23,836)	-72%	No major maintenance required as yet.
Other Expenses	461,699	28,812	38,137	9,325	32%	
Leederville Oval Expenditure Total	595,299	70,944	48,550	(22,394)	-32%	
Leederville Oval Indirect Costs						
Allocations	11,872	3,956	3,704	(252)	-6%	
Leederville Oval Indirect Costs Total	11,872	3,956	3,704	(252)	-6%	
Leederville Oval Total	364,897	(1,664)	(320)	1,344	-81%	
<u>Loftus Centre</u>						
Loftus Centre Revenue						
Revenue	(660,984)	(211,553)	(218,579)	(7,026)	3%	
Loftus Centre Revenue Total	(660,984)	(211,553)	(218,579)	(7,026)	3%	
Loftus Centre Expenditure						
Building Maintenance	87,100	24,410	35,767	11,357	47%	
Ground Maintenance	35,850	11,948	8,268	(3,680)	-31%	
Other Expenses	844,268	49,401	52,996	3,595	7%	
Operating Projects	0	0	80,000	80,000	100%	Loftus centre external paint project. Budget to be adjusted as part of the November budget review.
Loftus Centre Expenditure Total	967,218	85,759	177,032	91,273	106%	
Loftus Centre Indirect Costs						
Allocations	21,685	7,232	6,768	(464)	-6%	
Loftus Centre Indirect Costs Total	21,685	7,232	6,768	(464)	-6%	
Loftus Centre Total	327,919	(118,562)	(34,779)	83,783	-71%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Public Halls</u>						
Public Halls Revenue						
Revenue	(164,319)	(54,640)	(42,512)	12,128	-22%	
Public Halls Revenue Total	(164,319)	(54,640)	(42,512)	12,128	-22%	
Public Halls Expenditure						
Building Maintenance	130,500	40,701	32,926	(7,775)	-19%	
Ground Maintenance	2,000	2,000	0	(2,000)	-100%	
Other Expenses	217,909	11,538	10,117	(1,421)	-12%	
Public Halls Expenditure Total	350,409	54,239	43,043	(11,196)	-21%	
Public Halls Indirect Costs						
Allocations	5,742	1,916	1,784	(132)	-7%	
Public Halls Indirect Costs Total	5,742	1,916	1,784	(132)	-7%	
Public Halls Total	191,832	1,515	2,314	799	53%	
<u>Reserves Pavilions and Facilities</u>						
Reserves Pavilions and Facilities Revenue						
Revenue	(77,631)	(27,839)	(29,606)	(1,767)	6%	
Reserves Pavilions and Facilities Revenue Total	(77,631)	(27,839)	(29,606)	(1,767)	6%	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	314,605	101,363	80,310	(21,053)	-21%	Major maintenance not required as yet.
Ground Maintenance	5,500	4,125	262	(3,863)	-94%	
Other Expenses	303,816	23,388	21,590	(1,798)	-8%	
Operating Projects	60,000	0	33,179	33,179	100%	Birdwood Square changeroom rationalisation project commenced ahead of schedule.
Reserves Pavilions and Facilities Expenditure Total	683,921	128,876	135,340	6,464	5%	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	7,392	2,468	1,980	(488)	-20%	
Reserves Pavilions and Facilities Indirect Costs Total	7,392	2,468	1,980	(488)	-20%	
Reserves Pavilions and Facilities Total	613,682	103,505	107,714	4,209	4%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Sporting Clubs Buildings</u>						
Sporting Clubs Buildings Revenue						
Revenue	(132,988)	(31,920)	(36,211)	(4,291)	13%	
Sporting Clubs Buildings Revenue Total	(132,988)	(31,920)	(36,211)	(4,291)	13%	
 Sporting Clubs Buildings Expenditure						
Building Maintenance	48,000	17,836	34,203	16,367	92%	
Ground Maintenance	2,000	1,000	0	(1,000)	-100%	
Other Expenses	718,704	26,372	24,445	(1,927)	-7%	
Operating Projects	0	0	(932)	(932)	100%	
Sporting Clubs Buildings Expenditure Total	768,704	45,208	57,716	12,508	28%	
 Sporting Clubs Buildings Indirect Costs						
Allocations	27,935	9,308	8,676	(632)	-7%	
Sporting Clubs Buildings Indirect Costs Total	27,935	9,308	8,676	(632)	-7%	
<u>Sporting Clubs Buildings Total</u>	663,651	22,596	30,181	7,585	34%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Parks and Reserves Administration</u>						
Parks and Reserves Administration Revenue						
Revenue	(3,200)	(1,068)	(1,315)	(247)	23%	
Parks and Reserves Administration Revenue Total	(3,200)	(1,068)	(1,315)	(247)	23%	
Parks and Reserves Administration Expenditure						
Employee Costs	976,551	319,819	362,587	42,768	13%	Timing variance.
Other Employee Costs	24,823	8,276	25,348	17,072	206%	
Other Expenses	122,647	33,828	16,878	(16,950)	-50%	
Parks and Reserves Administration Expenditure Total	1,124,021	361,923	404,813	42,890	12%	
Parks and Reserves Administration Indirect Costs						
Allocations	1,377,416	412,762	409,793	(2,969)	-1%	
On Costs Recovery	(1,420,564)	(473,520)	(451,659)	21,861	-5%	
Parks and Reserves Administration Indirect Costs Total	(43,148)	(60,758)	(41,866)	18,892	-31%	
Parks and Reserves Administration Total	1,077,673	300,097	361,632	61,535	21%	
<u>Parks and Reserves</u>						
Parks and Reserves Revenue						
Revenue	(50,950)	(7,192)	(5,063)	2,129	-30%	
Parks and Reserves Revenue Total	(50,950)	(7,192)	(5,063)	2,129	-30%	
Parks and Reserves Expenditure						
Ground Maintenance	2,255,450	817,748	766,380	(51,368)	-6%	
Other Expenses	694,577	19,844	10,975	(8,869)	-45%	
Parks and Reserves Expenditure Total	2,950,027	837,592	777,354	(60,238)	-7%	
Parks and Reserves Indirect Costs						
Allocations	324	108	100	(8)	-7%	
Parks and Reserves Indirect Costs Total	324	108	100	(8)	-7%	
Parks and Reserves Total	2,899,401	830,508	772,391	(58,117)	-7%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Sporting Grounds</u>						
Sporting Grounds Revenue						
Revenue	(57,000)	(36,804)	(7,589)	29,215	-79%	Revenue lower than anticipated.
Sporting Grounds Revenue Total	(57,000)	(36,804)	(7,589)	29,215	-79%	
Sporting Grounds Expenditure						
Ground Maintenance	1,221,700	438,846	422,454	(16,392)	-4%	
Other Expenses	564,286	696	1,152	456	66%	
Sporting Grounds Expenditure Total	1,785,986	439,542	423,606	(15,936)	-4%	
Sporting Grounds Total	1,728,986	402,738	416,017	13,279	3%	
<u>Road Reserves Expenditure</u>						
Road Reserves Expenditure						
Ground Maintenance	412,900	140,232	104,287	(35,945)	-26%	Timing variance of \$4,444 for Contractor fees and \$24,655 for labour costs.
Other Expenses	15,290	5,100	2,919	(2,181)	-43%	
Road Reserves Expenditure Total	428,190	145,332	107,206	(38,126)	-26%	
<u>Parks Other</u>						
Parks Other Revenue						
Revenue	(2,000)	(2,000)	(1,182)	818	-41%	
Parks Other Revenue Total	(2,000)	(2,000)	(1,182)	818	-41%	
Parks Other Expenditure						
Other Expenses	1,673,600	799,986	701,123	(98,863)	-12%	Timing variance of \$90,569 for street trees and contractor expenses.
Money/Monger Street Trees Surgery	20,000	20,000	20,408	408	2%	
Parks Other Expenditure Total	1,693,600	819,986	721,531	(98,455)	-12%	
Parks Other Total	1,691,600	817,986	720,350	(97,636)	-12%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Processable Waste Collection</u>						
Processable Waste Collection Revenue						
Revenue	(332,944)	(323,960)	(334,714)	(10,754)	3%	
Processable Waste Collection Revenue Total	(332,944)	(323,960)	(334,714)	(10,754)	3%	
Processable Waste Collection Expenditure						
Employee Costs	1,022,099	334,583	305,009	(29,574)	-9%	
Other Employee Costs	43,339	14,444	10,821	(3,623)	-25%	
Other Expenses	4,282,239	1,183,132	1,193,548	10,416	1%	
Operating Projects	80,000	0	4,047	4,047	100%	
Processable Waste Collection Expenditure Total	5,427,677	1,532,159	1,513,426	(18,733)	-1%	
Processable Waste Collection Indirect Costs						
Allocations	1,009,535	302,013	274,797	(27,216)	-9%	
On Costs Recovery	(880,657)	(293,552)	(252,268)	41,285	-14%	
Processable Waste Collection Indirect Costs Total	128,878	8,461	22,530	14,069	166%	
Processable Waste Collection Total	5,223,611	1,216,660	1,201,241	(15,419)	-1%	
<u>Other Waste Services</u>						
Other Waste Services Revenue						
Revenue	(5,750)	(1,916)	(3,283)	(1,367)	71%	
Other Waste Services Revenue Total	(5,750)	(1,916)	(3,283)	(1,367)	71%	
Other Waste Services Expenditure						
Other Expenses	617,159	212,989	28,498	(184,491)	-87%	Timing variance of \$145,718 for bulk verge collection as the supplier has not provided the invoices. The waste management team is following up on this with the supplier. In addition there is a timing variance of \$21,761 for the waste management program.
Other Waste Services Expenditure Total	617,159	212,989	28,498	(184,491)	-87%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
Other Waste Services Total	611,409	211,073	25,214	(185,859)	-88%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Recycling Expenditure</u>						
Recycling Expenditure	771,417	189,105	17,042	(172,063)	-91%	Timing variance on recyclable processing expenses. Invoices are being finalised for payment in November 2019.
Recycling Expenditure Total	771,417	189,105	17,042	(172,063)	-91%	
<u>Public Works Overhead</u>						
Public Works Overhead Revenue						
Revenue	(56,200)	(18,732)	(21,603)	(2,871)	15%	
Public Works Overhead Revenue Total	(56,200)	(18,732)	(21,603)	(2,871)	15%	
Public Works Overhead Expenditure						
Employee Costs	430,007	140,821	149,114	8,293	6%	
Other Employee Costs	45,559	15,188	22,895	7,707	51%	
Other Expenses	68,000	22,668	28,038	5,370	24%	
Public Works Overhead Expenditure Total	543,566	178,677	200,047	21,370	12%	
Public Works Overhead Indirect Costs						
Allocations	625,073	187,664	169,560	(18,104)	-10%	
On Costs Recovery	(289,370)	0	(196,509)	(196,509)	100%	
Public Works Overhead Indirect Costs Total	335,703	187,664	(26,949)	(214,613)	-114%	
Public Works Overhead Total	823,069	347,609	151,495	(196,114)	-56%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Plant Operating</u>						
Plant Operating Expenditure						
Other Expenses	1,481,092	257,164	254,107	(3,057)	-1%	
Plant Operating Expenditure Total	1,481,092	257,164	254,107	(3,057)	-1%	
Plant Operating Indirect Costs						
Allocations	(1,253,542)	(440,831)	(393,732)	47,099	-11%	
Plant Operating Indirect Costs Total	(1,253,542)	(440,831)	(393,732)	47,099	-11%	
Plant Operating Total	227,550	(183,667)	(139,625)	44,042	-24%	
<u>Recoverable Works</u>						
Recoverable Works Revenue						
Revenue	(50,000)	0	(13,637)	(13,637)	100%	
Recoverable Works Revenue Total	(50,000)	0	(13,637)	(13,637)	100%	
Recoverable Works Expenditure						
Other Expenses	50,000	0	18,982	18,982	100%	
Recoverable Works Expenditure Total	50,000	0	18,982	18,982	100%	
Recoverable Works Total	0	0	5,346	5,346	100%	
<u>Drainage Expenditure</u>						
Drainage Expenditure						
Other Expenses	370,435	43,504	24,318	(19,186)	-44%	
Drainage Expenditure Total	370,435	43,504	24,318	(19,186)	-44%	
Drainage Expenditure Total	370,435	43,504	24,318	(19,186)	-44%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Footpaths/Cycleways Expenditure</u>						
Footpaths/Cycleways Expenditure						
Other Expenses	988,195	111,616	116,133	4,517	4%	
Footpaths/Cycleways Expenditure Total	988,195	111,616	116,133	4,517	4%	
Footpaths/Cycleways Expenditure Total	988,195	111,616	116,133	4,517	4%	
<u>Rights of Way Expenditure</u>						
Rights of Way Expenditure						
Other Expenses	286,532	25,856	13,216	(12,640)	-49%	
Rights of Way Expenditure Total	286,532	25,856	13,216	(12,640)	-49%	
Rights of Way Expenditure Total	286,532	25,856	13,216	(12,640)	-49%	
<u>Roads Expenditure</u>						
Roads Expenditure						
Other Expenses	3,041,958	43,540	40,975	(2,565)	-6%	
Roads Expenditure Total	3,041,958	43,540	40,975	(2,565)	-6%	
Roads Expenditure Total	3,041,958	43,540	40,975	(2,565)	-6%	
<u>Street Cleaning Expenditure</u>						
Street Cleaning Expenditure						
Other Expenses	1,307,070	442,473	388,818	(53,655)	-12%	Timing variance of \$46,705 for street cleaning contractors.
Street Cleaning Expenditure Total	1,307,070	442,473	388,818	(53,655)	-12%	
Street Cleaning Expenditure Total	1,307,070	442,473	388,818	(53,655)	-12%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Traffic Control for Roadworks Expenditure</u>						
Traffic Control for Roadworks Expenditure						
Other Expenses	166,000	55,332	45,768	(9,564)	-17%	
Traffic Control for Roadworks Expenditure Total	166,000	55,332	45,768	(9,564)	-17%	
Traffic Control for Roadworks Expenditure Total	166,000	55,332	45,768	(9,564)	-17%	
<u>Roadwork Signs and Barricades Expenditure</u>						
Roadwork Signs and Barricades Expenditure						
Other Expenses	5,000	1,668	0	(1,668)	-100%	
Roadwork Signs and Barricades Expenditure Total	5,000	1,668	0	(1,668)	-100%	
Roadwork Signs and Barricades Expenditure Total	5,000	1,668	0	(1,668)	-100%	
<u>Works Depot Revenue</u>						
Works Depot Revenue						
Revenue	0	0	(387)	(387)	100%	
Works Depot Revenue Total	0	0	(387)	(387)	100%	
Works Depot Revenue Total	0	0	(387)	(387)	100%	
<u>Works Depot</u>						
Works Depot Expenditure						
Employee Costs	185,958	60,840	67,751	6,911	11%	
Other Employee Costs	3,300	1,100	681	(419)	-38%	
Other Expenses	10,250	3,412	2,631	(781)	-23%	
Works Depot Expenditure Total	199,508	65,352	71,063	5,711	9%	
Works Depot Indirect Costs						
Allocations	(199,508)	(65,352)	(70,676)	(5,324)	8%	
Works Depot Indirect Costs Total	(199,508)	(65,352)	(70,676)	(5,324)	8%	
Works Depot Total	0	0	387	387	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20 \$	YTD Budget 31/10/2019 \$	YTD Actual 31/10/2019 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Depot Building</u>						
Depot Occupancy Costs						
Building Maintenance	130,000	26,668	22,719	(3,950)	-15%	
Ground Maintenance	0	0	564	564	100%	
Other Expenses	238,284	39,150	37,344	(1,806)	-5%	
Depot Occupancy Costs Total	368,284	65,818	60,627	(5,191)	-8%	
Depot Indirect Costs						
Allocations	(368,284)	(65,818)	(60,642)	5,176	-8%	
Depot Indirect Costs Total	(368,284)	(65,818)	(60,642)	5,176	-8%	
Depot Building Total	0	0	(15)	(15)	100%	
Net Operating	4,116,615	(26,439,603)	(27,886,120)	(1,446,517)	5%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 OCTOBER 2019

Description	Adopted Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Variance Commentary
LAND & BUILDING ASSETS						
ADMIN CENTRE						
Solar Photovoltaic Panel System Installation - Administration and Civic Centre	179,201	179,201	56,513	(122,688)	-68%	Obtained Western Power approval. Works in progress.
Administration & Civic Centre Upgrade/Renewals - Workforce Accommodation Upgrade	225,000	70,000	144,794	74,794	107%	Works in progress.
BEATTY PARK LEISURE CENTRE						
Beatty Park Leisure Centre - Risk Renewals	370,000	100,000	2,936	(97,064)	-97%	Currently in tender process and works scheduled to commence in February 2020.
Solar Photovoltaic Panel System Installation - Beatty Park	138,932	69,500	66,617	(2,883)	-4%	Project completed. The budget to be adjusted as part of the carry forward budget review.
Beatty Park - Ground floor switchboards and cabling	250,000	10,000	-	(10,000)	-100%	Pending final outcome of BPLC 2062 steering committee in November 2019. Electrical engineer has been appointed.
LIBRARY						
Co-location of reception to library	225,000	120,000	7,038	(112,962)	-94%	Works in progress.
DEPARTMENT OF SPORTS AND RECREATION						
Carpet Replacement - DSR	120,000	30,000	25,938	(4,062)	-14%	Works in progress.
MISCELLANEOUS						
Mt Hawthorn main hall Renewal/Upgrade	175,000	60,000	168	(59,832)	-100%	Project to commence in November 2019.
Leederville Oval Stadium - Electrical renewal - 3 boards	130,000	10,000	-	(10,000)	-100%	Electrical engineer has been appointed and to be completed by January 2020.
Air Conditioning & HVAC Renewal - Belgravia Leisure	96,000	5,000	-	(5,000)	-100%	Project at planning stage and expected to be completed in March 2020.
Air Conditioning & HVAC Renewal - Mt Hawthorn main hall	49,000	-	3,978	3,978	100%	Project commenced and expected to be completed by December 2019.
North Perth bowling club-removal of ACM and reinstatement of soffit	60,000	60,000	-	(60,000)	-100%	Project to commence in November 2019.
FOR LAND & BUILDING ASSETS	3,019,133	788,701	308,146	(480,555)	-61%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 OCTOBER 2019

Description	Adopted Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Variance Commentary
INFRASTRUCTURE ASSETS						
TRAFFIC MANAGEMENT						
Improved pedestrian crossings at signalised intersections (Walcott St. & William St. ; Bulwer St. Fitzgerald St.)	180,000	-	3,300	3,300	100%	Awaiting approval from Main Roads.
40kph area wide speed zone trial	35,000	10,000	13,613	3,613	36%	Works in progress.
Intersection Modifications Scarborough Beach Road, Green, Main and Brady Streets	30,000	15,000	-	(15,000)	-100%	Design work in progress.
Minor Traffic Management Improvement Program	85,000	25,000	22,782	(2,218)	-9%	Works in progress.
Clevedon and Hunter St Intersection	30,000	30,000	1,966	(28,034)	-93%	Works commenced and expected to be completed by December 2019.
LOCAL ROADS PROGRAM						
Norfolk St - North Perth/Mt Lawley - Burt to Monmouth St	119,000	119,000	60,937	(58,063)	-49%	Project complete. Awaiting final invoices.
Blake St - North Perth - Knutsford St to Norham St	47,000	47,000	48,209	1,209	3%	Project complete. Awaiting final invoices.
East St - Mt Hawthorn - Berryman St to Ashby St	98,000	98,000	70,521	(27,479)	-28%	Project complete. Awaiting final invoices.
East St - Mt Hawthorn - Ashby St to Anzac Rd	119,000	119,000	73,495	(45,505)	-38%	Project complete. Awaiting final invoices.
Larne St - Mt Hawthorn - The Boulevard to Matlock St	41,000	41,000	26,195	(14,805)	-36%	Project complete. Awaiting final invoices.
Wylie Pl - Leederville - Oxford to Cul-de-Sac	38,000	38,000	41,664	3,664	10%	Project complete.
Egina St - Mt Hawthorn - Anzac Rd to Britannia Rd	61,000	61,000	24,099	(36,901)	-60%	Project complete. Awaiting final invoices.
Buxton - Mt Hawthorn - Anzac Rd to Britannia Rd	57,000	57,000	28,450	(28,550)	-50%	Project complete. Awaiting final invoices.
BLACK SPOT PROGRAM						
Intersection Lincoln and Wright Streets Roundabout	132,000	-	4,556	4,556	100%	Project complete. Budget to be adjusted as part of carry forward budget review.
Vincent - Fitzgerald St to Chelmsford Rd	75,000	-	2,200	2,200	100%	Project commenced ahead of schedule.
STREETSCAPE IMPROVEMENTS						
Greening (Streetscapes)	189,669	100,000	89,147	(10,853)	-11%	Works in progress.
Minor streetscape improvements	30,000	7,500	3,723	(3,777)	-50%	Works in progress.

**CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 OCTOBER 2019**

Description	Adopted Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Variance Commentary
ROADWORKS - REHABILITATION (MRRG PROGRAM)						
William St 2 Way Project	360,000	300,000	164,458	(135,542)	-45%	Works in progress.
Newcastle Street, Loftus Street to Charles Street	50,000	50,000	-	(50,000)	-100%	Works completed and waiting invoices from Main Roads.
Bulwer St - Beaufort St to Williams St	194,400	194,400	1,995	(192,405)	-99%	Works in progress.
Newcastle St EB - Fitzgerald St to Money St	192,100	192,100	52,727	(139,373)	-73%	Project completed. Awaiting final invoices.
Vincent St - Loftus St to Morriston St	76,700	76,700	24,896	(51,804)	-68%	Project completed. Awaiting final invoices.
Loftus St - Bourke St to Scarborough Beach Rd	619,300	-	1,995	1,995	100%	Works in progress.
ROADS TO RECOVERY						
R2R - Ellesmere St - Mt Hawthorn - Scar Bch to matlock St	186,992	100,000	119,213	19,213	19%	Project completed. Awaiting final invoices.
SLAB FOOTPATH PROGRAMME						
Tactile Indicators Installation Program	20,000	5,000	-	(5,000)	-100%	Works to commence in November 2019.
Mount Hawthorn Main Hall - Footpath Upgr	5,500	5,500	6,433	933	17%	Project complete.
BICYCLE NETWORK						
Bike Network Implementation (Loftus Street - Vincent to Richmond St)	368,000	40,000	37,152	(2,848)	-7%	Project completed. Budget to be adjusted as part of carry forward budget review.
Bike Parking	-	-	3,006	3,006	100%	Budget to be adjusted as part of the carry forward budget review.
DRAINAGE						
Gully Soak-well program	80,000	40,000	48,672	8,672	22%	Works in progress.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 OCTOBER 2019

Description	Adopted Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Variance Commentary
CAR PARK DEVELOPMENT						
Brisbane St carpark WSUD Project	180,000	180,000	20,556	(159,444)	-89%	Works in progress.
PARKS AND RESERVES						
Public Open Space Strategy Implementation	540,000	125,000	59,397	(65,603)	-52%	Works in progress. Budget to be adjusted as part of carry forward budget review.
Banks Reserve Master Plan Implementation - Stage 1	687,000	687,000	43,618	(643,382)	-94%	Works in progress. Budget to be adjusted as part of carry forward budget review.
Central Control Irrigation System	60,000	60,000	45,076	(14,924)	-25%	Project completed.
Netball Installation Public Open Space	12,000	12,000	-	(12,000)	-100%	Works completed. Awaiting final invoices.
Greening Plan - Brisbane St carpark redevelopment (stage 2)	200,000	48,000	201,993	153,993	321%	Works in progress. Budget to be adjusted in mid-year budget review.
Greening Plan - Redfern St	25,000	8,000	-	(8,000)	-100%	Works completed. Awaiting final invoices. Budget to be adjusted in mid-year budget review.
Greening Plan - Clevedon St	25,000	8,000	1,271	(6,729)	-84%	Works completed. Awaiting final invoices. Budget to be adjusted in mid-year budget review.
Greening Plan - Sydney St	25,000	6,000	-	(6,000)	-100%	Works completed. Awaiting final invoices. Budget to be adjusted in mid-year budget review.
Greening Plan - Berryman St	25,000	6,000	-	(6,000)	-100%	Works completed. Awaiting final invoices. Budget to be adjusted in mid-year budget review.
Leederville Oval - Various assets renewal work	245,000	40,000	29,682	(10,318)	-26%	Works in progress.
PARKS FURNITURE						
Fencing - Beatty park reserve - replacement bollard fencing	25,000	25,000	23,359	(1,641)	-7%	Works to be completed by November 2019.
Fencing - Keith frame reserve - replacement bollard fencing	15,000	15,000	-	(15,000)	-100%	Project not proceeding. To be adjusted in mid-year budget review.
Fencing - Birdwood square - replacement chain wire fencing	70,000	70,000	24,063	(45,937)	-66%	Works completed and awaiting final invoices.
Hyde park - replacement of existing high pressure sodium park lights with LED (stage 2 of 2)	50,000	50,000	49,784	(216)	0%	Project completed.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 OCTOBER 2019

Description	Adopted Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Variance Commentary
RETICULATION						
Reticulation - Aukland/Hobart st reserve - upgrade irrigation system	50,000	-	1,400	1,400	100%	Works in progress.
STREET FURNITURE						
Bike parking	20,000	5,000	-	(5,000)	-100%	Works not commenced as yet.
Bus Shelter Replacement	40,000	15,000	6,200	(8,800)	-59%	Works in progress.
Street Lighting - Kadina, Albert St and Tay Place, North Perth	50,000	50,000	6,830	(43,171)	-86%	Works completed and awaiting final invoices.
FOR INFRASTRUCTURE ASSETS	7,297,661	3,426,825	1,508,074	(1,918,751)	-56%	
PLANT & EQUIPMENT ASSETS						
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME						
Light Fleet - Annual Changeover	715,500	650,750	432,302	(218,448)	-34%	Fleet replacement programme progressing as planned.
MAJOR PLANT REPLACEMENT PROGRAMME						
Single Axle Truck (Flocon)	215,000	-	168	168	100%	
Single Axle Truck (Parks Mowing Operations)	129,000	-	128,602	128,602	100%	Truck delivered
Replace Existing Rear Loader (Rubbish Truck)	392,368	-	168	168	100%	
Replace Existing Side Loader (Rubbish Truck)	420,668	-	-	0	0%	
Ride on Mower	35,000	-	33,227	33,227	100%	Mower delivered
Single Axle Tipper Truck	170,000	-	-	0	0%	
Gang Mower	55,000	-	12,000	12,000	100%	Mower delivered
Road Sweeper	380,000	-	-	0	0%	
Rubbish Compactor 10T Lge Rear Loader	470,000	-	-	0	0%	
Single Axle Truck	80,000	-	-	0	0%	

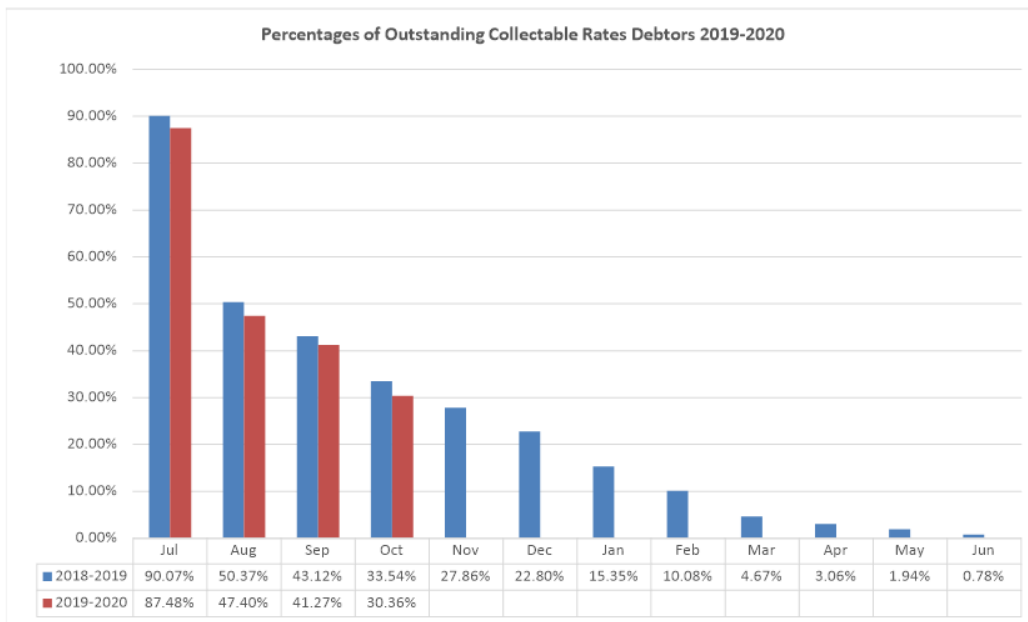
CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 OCTOBER 2019

Description	Adopted Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Variance Commentary
MISCELLANEOUS						
Water and Energy Efficiency Initiatives	100,000	50,000	41,780	(8,220)	-16%	Works in progress.
Laneway Lighting Program (Right of Way)	84,990	84,990	18,804	(66,186)	-78%	Works completed, awaiting final invoices.
Beaufort Street CCTV Network Upgrade	305,510	305,510	168	(305,342)	-100%	Substantial amount of work is completed and awaiting invoices.
Laneway Lighting Between Fairfield st & Oxford st, leederville. Laneway	13,750	-	1,807	1,807	100%	
Laneway Lighting Between Pennant st and Coronation st North Perth	13,750	-	-	0	0%	
Laneway 3	13,750	-	-	0	0%	
Laneway 4	13,750	-	-	0	0%	
TOTAL EXPENDITURE						
FOR PLANT & EQUIPMENT ASSETS	3,608,036	1,091,250	669,026	(422,224)	-39%	
FURNITURE & EQUIPMENT ASSETS						
ADMINISTRATION & CIVIC CENTRE						
INFORMATION TECHNOLOGY						
Replacement of CARs system	-	-	9,698	9,698	100%	Cost incurred for clean up of NAR records. Budget to be adjusted as part of carry forward budget review.
Upgrade of IT Firewall	39,000	-	4,110	4,110	100%	Works commenced ahead of schedule. Firewall has been implemented. The configuration will be finalised by December 2019.
Upgrade IT Network Remote Access Facility	20,000	20,000	-	(20,000)	-100%	Works has commenced and awaiting invoices.
Online Lodgement of Applications	27,547	27,547	-	(27,547)	-100%	Works completed, awaiting invoices.
Backup Server	35,000	-	-	0	0%	
Renew Switches	35,000	35,000	-	(35,000)	-100%	Works in progress.
Wi-Fi Installation	35,000	35,000	-	(35,000)	-100%	Works in progress.
ICT Strategy Implementation	300,000	-	-	0	0%	
Disc for Storage System	-	-	9,900	9,900	100%	Budget will be adjusted as part of carry forward budget review.
MARKETING & COMMUNICATIONS						
Mount Lawley/ Highgate Town Centre Streetscape Upgrades	75,000	25,000	15,125	(9,875)	-40%	Works in progress.
Public Art Project	200,000	25,000	-	(25,000)	-100%	Pending approval at the December 2019 Council meeting. Works scheduled to commence in February 2020.
MISCELLANEOUS						
Purchase of portable water fountain/refill station	7,000	7,000	-	(7,000)	-100%	Commenced sourcing the refill station and works to be completed by December 2019
Install additional Christmas tree lights in large spotted gum inter. Carr place and Newcastle st	10,000	-	4,307	4,307	100%	Works in progress.
Miscellaneous Assets Renewal	50,000	45,000	14,118	(30,882)	-69%	Works in progress.
TOTAL EXPENDITURE						
FOR FURNITURE & EQUIPMENT ASSETS	850,547	219,547	57,257	(162,290)	-74%	
TOTAL CAPITAL EXPENDITURE	14,778,377	5,526,323	2,542,502	(2,983,821)	-54%	

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 31 OCTOBER 2019

Reserve Particulars	Budget Opening Balance 01/07/2019 \$	Actual Opening Balance 01/07/2019 \$	Budget Transfers to Reserve 30/06/2020 \$	YTD Actual Transfers to Reserve 31/10/2019 \$	Budget Interest Earned 30/06/2020 \$	YTD Actual Interest Earned 31/10/2019 \$	Budget Transfers from Reserve 30/06/2020 \$	YTD Actual Transfers from Reserve 31/10/2019 \$	Budget Closing Balance 30/06/2020 \$	Actual Closing Balance 31/10/2019 \$
Asset Sustainability Reserve	4,198,844	4,181,401	(0)	0	106,956	32,575	(440,000)	(59,450)	3,865,800	4,154,526
Beatty Park Leisure Centre Reserve	99,278	99,246	0	0	2,681	774	0	0	101,959	100,020
Cash in Lieu Parking Reserve	1,846,678	1,855,373	50,000	9,635	45,878	14,456	(320,000)	0	1,622,556	1,879,464
Hyde Park Lake Reserve	156,142	156,166	0	0	4,216	1,216	0	0	160,358	157,382
Land and Building Acquisition Reserve	291,632	291,677	(0)	0	7,874	2,271	0	0	299,506	293,948
Leederville Oval Reserve	163,981	164,016	(0)	0	2,672	1,277	(130,000)	(29,682)	36,653	135,611
Loftus Community Centre Reserve	31,475	31,481	0	3,165	850	254	0	0	32,325	34,900
Loftus Recreation Centre Reserve	117,941	118,291	(0)	19,372	3,184	916	0	0	121,125	138,579
Office Building Reserve - 246 Vincent Street	445,105	425,187	0	0	9,318	3,387	(120,000)	(25,938)	334,423	402,636
Parking Facility Reserve	103,535	103,550	(0)	0	2,795	806	0	0	106,330	104,356
Percentage For Public Art Reserve	200,000	200,000	260,200	260,240	5,400	3,075	(200,000)	0	265,600	463,315
Plant and Equipment Reserve	188,701	188,734	0	0	3,565	1,471	(170,000)	(168)	22,266	190,037
State Gymnastics Centre Reserve	102,652	102,201	0	482	2,772	795	0	0	105,424	103,478
Strategic Waste Management Reserve	21,962	21,965	500,000	0	10,718	172	0	0	532,680	22,137
Tamala Park Land Sales Reserve	4,258,875	4,259,422	(0)	0	58,054	33,163	(4,217,436)	0	99,493	4,292,585
Underground Power Reserve	205,930	205,961	(0)	0	5,560	1,603	0	0	211,490	207,564
Waste Management Plant and Equipment Reserve	215,632	215,665	(0)	0	5,822	1,680	0	0	221,454	217,345
	12,648,362	12,620,336	810,200	307,265	278,315	99,891	(5,597,436)	(115,238)	8,139,441	12,912,254

**CITY OF VINCENT
NOTE 7 - RATING INFORMATION
AS AT 31 OCTOBER 2019**



**CITY OF VINCENT
NOTE 7 - RATING INFORMATION
FOR THE MONTH ENDED 31 OCTOBER 2019**

	Rateable Value	Rate in Dollar Cents	Budget	Actual	Rates Levied to Budget
	\$		\$	\$	%
Rate Revenue					
General Rate					
11,349 Residential	291,826,984	0.0665	19,406,494	19,406,494	100.0%
1620 Other	128,941,186	0.0672	8,662,269	8,651,382	99.9%
41 Vacant Other	2,482,850	0.1282	318,227	318,227	100.0%
Minimum Rate					
5678 Residential @ \$1,211.9	86,934,020	0.0665	6,882,380	6,882,380	100.0%
147 Other @ \$1,197.7	1,763,734	0.0672	176,062	176,062	100.0%
4 Vacant Other @ \$1,516.4	41,700	0.1282	6,066	6,066	100.0%
Interim Rates	0		220,000	181,770	82.6%
Rates Waiver	0		(145,000)	(138,421)	95.5%
Total Amount Made up from Rates	511,990,474		35,526,498	35,483,960	
Non Payment Penalties					
Instalment Interest @ 5.5%			185,000	193,758	104.7%
Penalty Interest @ 11%			145,000	34,179	23.6%
Administration Charge - \$13 per instalment			260,000	253,890	97.7%
Legal Costs Recovered			45,000	10,473	23.3%
			36,161,498	35,976,259	
Other Revenue					
Exempt Bins - Non Rated Properties			155,021	171,741	110.8%
Commercial / Residential Additional Bins			166,223	161,039	96.9%
Swimming Pools Inspection Fees			18,800	13,602	72.4%
			36,501,542	36,322,642	
Opening Balance				142,599	
Total Collectable			36,501,542	36,465,240	99.90%
Less					
Cash Received				24,297,180	
Rebates Allowed				1,085,494	
Rates write off				1,301	
Rates Balance To Be Collected			36,501,542	11,081,265	30.36%
Add					
ESL Debtors				307,928	
Pensioner Rebates Not Yet Claimed				418,454	
ESL Rebates Not Yet Claimed				13,960	
Less					
Deferred Rates Debtors				(242,354)	
Current Rates Debtors Balance				11,579,252	

CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 31 OCTOBER 2019

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	5,097	41,715	49,637	31,015	127,464
DEBTOR CONTROL - CASH IN LIEU CAR PARKING *	0	0	0	167,291	167,291
DEBTOR CONTROL - PROPERTY INCOME	0	9,225	7,527	21,060	37,812
DEBTOR CONTROL - RECOVERABLE WORKS	8,337	0	0	0	8,337
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	0	0	0	0	0
DEBTOR CONTROL - OTHER	100,218	0	22,115	62,479	184,812
DEBTOR CONTROL - % ART CONTRIBUTIONS	0	0	0	0	0
DEBTOR CONTROL - PLANNING SERVICES FEES	630	0	0	0	630
DEBTOR CONTROL - INFRINGEMENT *	90,590	55,022	35,881	1,687,685	1,869,178
PROVISION FOR DOUBTFUL DEBT	0	(139,788)	0	(146,832)	(286,620)
TOTAL DEBTORS OUTSTANDING AS AT 31/10/2019	204,872	(33,826)	115,160	1,822,697	2,108,905

ACCRUED INTEREST	206,430
PREPAYMENTS	467,824
TOTAL TRADE AND OTHER RECEIVABLES	2,783,159






DATE	DEBTOR OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	4,279.99	Building Insurance 2018/19	Final reminder issued before proceeding with legal action.
25/02/2015	Subiaco Football Club	16,202.10	Turf maintenance & top dressing	In the process of finalising.
25/02/2015	East Perth Football Club	26,862.09	Turf maintenance & top dressing	In the process of finalising.
21/02/2019	Loftus Community Centre	7,981.21	Building Ins, Lease, Utility & maintenance	In discussion with LCC.
07/03/2019	Tuart Hill Cricket Club	2,001.40	Water recoup	Dispute percentage, refer Property Officer/Community Partnerships/Park
04/11/2016	C Caferelli	28,600.00	Breaches of Planning Development Act	Have been handed over to FER.
22/08/2018	C D Hunter	14,655.25	Cost for court case	Have been handed over to FER.
21/01/2019	Matthew Slinger	21,800.30	Cost for court fine	Have been handed over to FER.
09/07/2019	R Cox	1,170.00	Breach of condition of hall hire	Final reminder issued before proceeding with legal action.
BALANCE OF 90 DAY DEBTORS OVER \$500.00		123,552.34		

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 OCTOBER 2019

	Adopted Budget 2019/20	YTD Budget Oct-19	YTD Actuals Oct-19	YTD Actuals Oct-18	Month Actuals Oct-19	Month Actuals Oct-18
	\$	\$	\$	\$	\$	\$
ADMINISTRATION						
Revenue	0	0	(2,295)	0	0	0
Expenditure	0	0	2,295	6,867	0	1,273
Surplus/(Deficit)	0	0	(0)	6,867	0	1,273
SWIMMING POOLS AREA						
Revenue	2,211,387	621,614	673,046	710,448	224,296	220,664
Expenditure	(4,301,337)	(1,169,114)	(921,492)	(1,210,277)	(285,933)	(392,339)
Surplus/(Deficit)	(2,089,950)	(547,500)	(248,447)	(499,829)	(61,637)	(171,675)
SWIM SCHOOL						
Revenue	1,579,524	603,247	682,588	818,099	176,942	237,459
Expenditure	(1,157,914)	(392,988)	(500,811)	(530,058)	(128,968)	(174,959)
Surplus/(Deficit)	421,610	210,259	181,778	288,041	47,974	62,500
CAFÉ						
Revenue	728,524	224,654	221,690	302,858	72,581	88,795
Expenditure	(868,949)	(260,135)	(283,076)	(296,643)	(86,802)	(99,010)
Surplus/(Deficit)	(140,425)	(35,481)	(61,386)	6,215	(14,221)	(10,215)
RETAIL SHOP						
Revenue	535,797	145,265	148,999	151,871	46,397	46,957
Expenditure	(463,619)	(139,125)	(92,258)	33,775	(22,079)	114,076
Surplus/(Deficit)	72,178	6,140	56,741	185,647	24,317	161,033
HEALTH & FITNESS						
Revenue	1,642,963	544,722	561,185	179,300	168,017	47,964
Expenditure	(1,359,515)	(425,547)	(376,290)	(501,320)	(102,394)	(181,264)
Surplus/(Deficit)	283,448	119,175	184,895	(322,020)	65,623	(133,300)
GROUP FITNESS						
Revenue	661,959	220,055	217,096	99,060	63,031	24,936
Expenditure	(548,588)	(163,211)	(169,485)	(225,999)	(43,552)	(89,558)
Surplus/(Deficit)	113,371	56,844	47,611	(126,940)	19,479	(64,622)
AQUAROBICS						
Revenue	244,647	81,367	83,122	17,045	23,943	4,042
Expenditure	(200,288)	(57,946)	(26,995)	(71,115)	(5,089)	(25,860)
Surplus/(Deficit)	44,359	23,421	56,128	(54,071)	18,854	(21,819)
CRECHE						
Revenue	65,499	21,799	23,462	79,006	6,571	20,660
Expenditure	(358,764)	(113,859)	(124,516)	(144,180)	(33,087)	(47,224)
Surplus/(Deficit)	(293,265)	(92,060)	(101,054)	(65,173)	(26,516)	(26,565)
Net Surplus/(Deficit)	(1,588,674)	(259,202)	116,265	(581,262)	73,873	(203,390)
Less: Depreciation	(1,131,369)	0	0	0	0	0
Cash Surplus/(Deficit)	(457,305)	(259,202)	116,265	(581,262)	73,873	(203,390)

11.6 NOVEMBER 2019 BUDGET REVIEW (INCLUDING CARRY FORWARDS)**TRIM Ref:** D19/176955**Author:** Vanisha Govender, Manager Financial Services**Authoriser:** John Corbellini, A/Executive Director Community and Business Services

Attachments:

1. Comprehensive Income by Nature and Type [↓](#) 
2. Comprehensive Income by Program [↓](#) 
3. Rate Setting Statement [↓](#) 
4. List of other proposed Budget Amendments [↓](#) 
5. List of proposed Capital Budget Amendments [↓](#) 

RECOMMENDATION:

That Council BY ABSOLUTE MAJORITY APPROVES the following amendments to the 2019/2020 Annual Budget:

- a) An increase in the Operating Budget of \$120,827 as per the individual line item adjustments listed in Attachments 1 and 2;
- b) A net increase in Reserve movement totalling \$93,295 as reflected in Attachment 3; and
- c) A reduction in the Capital Expenditure Budget of \$352,595 as per the individual line item amendments listed in Attachment 5
- d) A decreased in the opening surplus of \$118,813 as per Attachment 3.

PURPOSE OF REPORT:

The purpose of this report is to consider and authorise the proposed budget amendments including amendments to the 2018/2019 capital carry forward items.

BACKGROUND:

During the preparation for the 2019/2020 annual budget, an allowance was made to carry forward funds for incomplete capital projects from 2018/2019. The value of the carry forwards was based on estimates of expenditure that would be unspent as at 30 June 2019. The Annual Financial Statement for the year ended 30 June 2019 has recently been finalised and audited, therefore the estimated funds available to be carried forward can be updated.

A further mid-year budget review as required under Regulation 33A of the *Local Government (Financial Management) Regulations* will be tabled at the March 2020 Ordinary Meeting of Council. This will address further budget amendments identified during the coming months based on the actual level of expenditure this financial year.

DETAILS:

The budget amendments from this review result in an overall decrease in the 2019/20 Budget of \$19,660 based on the following:

- Operating budget increase of \$120,827 as per **Attachment 1, 2** and 4;
- A net movement in Reserves of \$93,295 as reflected in **Attachment 3** and 4;
- A decrease in the capital budget of \$352,595 as per **Attachment 5**; and
- A decrease in the opening surplus of \$118,813.

Capital Expenditure

The 2019/2020 adopted budget included a capital expenditure program totalling \$14,775,377 including carry forward funding of \$4,684,385.

In most instances, the estimated expenditure and the available funds carried forward closely align to the actual outcome for 2018/2019. Overall, the capital expenditure for carry forward projects as at 30 June 2019 was over-estimated by \$352,595 and the budget available in 2019/2020 for these projects should now be reduced accordingly. As a result the capital expenditure program for 2019/2020 is now proposed to be \$14,442,782.

Attachment 5 lists the capital projects to be amended in the 2019/2020 budget. Some of the key capital budget amendments are summarised in the table below:

Capital Expenditure	Revised Budget \$	New Budget \$	Difference \$	Comment
Intersection Lincoln and Wright Streets Roundabout	132,000	14,343	-117,657	Reduction of \$117,657 as these funds were spent in 2018-19.
Bike Network Plan 2015-16 Implementation (Loftus Street - Vincent to Richmond St)	368,000	170,955	-197,045	Reduction of \$197,045 as these funds were spent in 2018-19.
Parking Sensors Pilot Project	0	51,410	51,410	Works for parking sensors project was incomplete at 30 June 2019 and was not carried forward.
Replacement of CARs system	0	28,148	28,148	Replacement of CARS was not carried forward.
Relocate UMS supply for the CCTV Camera in Oxford street	0	20,000	20,000	No carry forward budget for invoices received in 2019/2020.
Light Fleet - Annual Changeover	715,500	674,874	-40,626	Reduction of \$40,626 as one of the vehicle was replaced in 2018/2019.
Banks Reserve Master Plan Implementation - Stage 1	687,000	759,610	72,610	\$72,610 of the 2018/2019 budget was not carried forward.

Other budget amendments:

Detail on all other budget amendments are included in **Attachment 4**. Key amendments from this attachment include:

- An increase of materials and contracts of \$139,050 mainly due to painting works for Loftus Centre (\$130,000) not being carried forward in 2018/2019;
- An increase of \$80,333 for other operating expenditure due to various operating projects not carried forward;
- An increase in transfer to reserves of \$58,116 for Loftus Recreation Centre, this was not omitted in the 2019/2020 adopted budget; and
- A decrease in transfer from reserves of \$35,179 as a result of capital carry forward amendments.

Opening operating surplus:

The estimated opening surplus for the 2019/2020 budget was \$5,929,991. The 2018/2019 audit has now been finalised and the budgeted opening surplus has been confirmed as \$5,811,178, resulting in a deficit of \$118,813 due to various operating and capital variances.

CONSULTATION/ADVERTISING:

Not applicable

LEGAL/POLICY:

This budget review is performed as a matter of good governance and is not required by the Act or associated regulations. The review is in accordance with the functions of the CEO as set out in section 5.41 of the Act:

5.41(d) *"manage the day to day operations of the local government."*

RISK MANAGEMENT IMPLICATIONS:

Low: Conducting this budget review ensures Council is aware of any proposed expenditure which varies from that in the approved budget.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

Our community is satisfied with the service we provide

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

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

SUSTAINABILITY IMPLICATIONS:

Not applicable

FINANCIAL/BUDGET IMPLICATIONS:

The overall effect of the various budget amendments would result in a budget surplus of \$24,220 for 2019/2020 compared to the budget surplus projected in the Current 2019/20 Budget of \$4,560.

CITY OF VINCENT
NOVEMBER 2019 BUDGET REVIEW (INCLUDING CARRY FORWARDS)

Attachment - 1

STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE

Note	Adopted Budget	Current Budget	Proposed Revised Budget	Budget Increase/ (Decrease)
	2019/20	2019/20	2019/20	2019/20
	\$	\$	\$	\$
Revenue				
Rates	35,526,498	35,526,498	35,526,498	0
Operating grants, subsidies and contributions	947,389	947,389	980,197	32,808
Fees and charges	19,680,225	19,672,310	19,691,310	19,000
Interest earnings	1,033,288	1,033,288	1,033,288	0
Other revenue	1,226,243	1,226,243	1,226,243	0
	58,413,643	58,405,728	58,457,536	51,808
Expenses				
Employee costs	(25,440,892)	(25,440,892)	(25,440,892)	0
Materials and contracts	(19,559,718)	(19,553,513)	(19,692,563)	(139,050)
Utility charges	(1,718,630)	(1,718,630)	(1,718,630)	0
Depreciation on non-current assets	(11,191,787)	(11,191,787)	(11,191,787)	0
Interest expenses	(723,058)	(723,058)	(723,058)	0
Insurance expenses	(534,879)	(534,879)	(534,879)	0
Other expenditure	(3,359,584)	(3,359,584)	(3,439,917)	(80,333)
	(62,528,548)	(62,522,343)	(62,741,726)	(219,383)
Gross result	(4,114,905)	(4,116,615)	(4,284,190)	(167,575)
Non-operating grants, subsidies and contributions	1,843,230	1,843,230	1,889,978	46,748
Profit on asset disposals	241,185	241,185	241,185	0
(Loss) on asset disposals	(207,112)	(207,112)	(207,112)	0
Fixed assets expensed	0	0	0	0
(Loss) on revaluation of Infrastructure	0	0	0	0
Change in Equity WALGA Local Govt House Trust	0	0	0	0
Net share of interest in Joint Ventures	0	0	0	0
Profit on Assets Held for Sale (TPRC Joint Venture)	0	0	0	0
Change in Equity WALGA Local Govt House Trust	0	0	0	0
Net result	(2,237,602)	(2,239,312)	(2,360,139)	(120,827)
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes on revaluation of non-current assets	0	0	0	0
Total other comprehensive income	0	0	0	0
Total comprehensive income	(2,237,602)	(2,239,312)	(2,360,139)	(120,827)

CITY OF VINCENT
 NOVEMBER 2019 BUDGET REVIEW (INCLUDING CARRY FORWARDS)
 STATEMENT OF COMPREHENSIVE INCOME
 BY PROGRAM

Attachment - 2

	Adopted Budget	Current Budget	Proposed Revised Budget	Proposed Budget Amendments
	2019/20	2019/20	2019/20	2019/20
	\$	\$	\$	\$
Revenue				
Governance	41,000	41,000	41,000	0
General purpose funding	37,547,786	37,547,786	37,580,594	32,808
Law, order, public safety	128,950	128,950	128,950	0
Health	379,280	371,365	371,365	0
Education and welfare	135,903	135,903	144,903	9,000
Community amenities	1,402,345	1,402,345	1,412,345	10,000
Recreation and culture	10,045,133	10,045,133	10,045,133	0
Transport	8,127,427	8,127,427	8,127,427	0
Economic services	358,300	358,300	358,300	0
Other property and services	247,519	247,519	247,519	0
	58,413,643	58,405,728	58,457,536	51,808
Expenses				
Governance	(3,861,338)	(3,855,133)	(3,769,554)	85,579
General purpose funding	(839,040)	(839,040)	(842,267)	(3,227)
Law, order, public safety	(1,435,802)	(1,287,687)	(1,130,681)	157,006
Health	(1,689,208)	(1,689,208)	(1,686,354)	2,854
Education and welfare	(1,356,463)	(1,356,463)	(1,211,956)	144,507
Community amenities	(13,246,867)	(12,854,617)	(13,303,727)	(449,110)
Recreation and culture	(22,105,297)	(22,100,297)	(22,334,424)	(234,127)
Transport	(13,987,463)	(14,532,828)	(14,431,328)	101,500
Economic services	(639,026)	(639,026)	(637,934)	1,092
Other property and services	(2,644,986)	(2,644,986)	(2,670,443)	(25,457)
	(61,805,490)	(61,799,285)	(62,018,668)	(219,383)
Finance Costs				
Law, order, public safety	0	0	0	0
Education and welfare	0	0	0	0
Recreation and culture	(723,058)	(723,058)	(723,058)	0
Transport	0	0	0	0
Economic services	0	0	0	0
Other property and services	0	0	0	0
	(723,058)	(723,058)	(723,058)	0
	(4,114,905)	(4,116,615)	(4,284,190)	(167,575)
Non-operating grants, subsidies and contributions	1,843,230	1,843,230	1,889,978	46,748
Profit on disposal of assets	241,185	241,185	241,185	0
(Loss) on disposal of assets	(207,112)	(207,112)	(207,112)	0
Fixed assets written off	0	0	0	0
(Loss) on revaluation of Infrastructure	0	0	0	0
Change in Equity - WALGA LG House Trust	0	0	0	0
Net share of interest in joint ventures	0	0	0	0
Profit on Assets Held for Sale (TPRC Joint Venture)	0	0	0	0
	1,877,303	1,877,303	1,924,051	46,748
Net result	(2,237,602)	(2,239,312)	(2,360,139)	(120,827)
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes on revaluation of non-current assets	0	0	0	0
Total other comprehensive income	0	0	0	0
Total comprehensive income	(2,237,602)	(2,239,312)	(2,360,139)	(120,827)

**CITY OF VINCENT
NOVEMBER 2019 BUDGET REVIEW (INCLUDING CARRY FORWARDS)**

Attachment - 3

RATE SETTING STATEMENT

Note	Adopted Budget 2019/20 \$	Current Budget 2019/20 \$	Proposed Revised Budget 2019/20 \$	Budget Increase/ (Decrease) 2019/20 \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	5,929,991	5,929,991	5,811,178	(118,813)
	5,929,991	5,929,991	5,811,178	(118,813)
Revenue from operating activities (excluding rates)				
Governance	41,000	41,000	41,000	0
General purpose funding	2,021,288	2,021,288	2,054,096	32,808
Law, order, public safety	168,751	128,950	128,950	0
Health	386,779	378,864	378,864	0
Education and welfare	135,903	135,903	144,903	9,000
Community amenities	1,408,540	1,402,345	1,412,345	10,000
Recreation and culture	10,045,133	10,045,133	10,045,133	0
Transport	8,127,427	8,173,423	8,173,423	0
Economic services	366,171	366,171	366,171	0
Other property and services	427,338	427,338	427,338	0
	23,128,330	23,120,415	23,172,223	51,808
Expenditure from operating activities				
Governance	(3,861,338)	(3,855,133)	(3,769,554)	85,579
General purpose funding	(839,040)	(839,040)	(842,267)	(3,227)
Law, order, public safety	(1,435,802)	(1,287,687)	(1,130,681)	157,006
Health	(1,689,208)	(1,689,208)	(1,686,354)	2,854
Education and welfare	(1,356,463)	(1,356,463)	(1,211,956)	144,507
Community amenities	(13,246,867)	(12,854,617)	(13,303,727)	(449,110)
Recreation and culture	(22,828,355)	(22,830,150)	(23,064,277)	(234,127)
Transport	(13,988,232)	(14,539,871)	(14,438,371)	101,500
Economic services	(639,026)	(639,026)	(637,934)	1,092
Other property and services	(2,851,329)	(2,838,260)	(2,863,717)	(25,457)
	(62,735,660)	(62,729,455)	(62,948,838)	(219,383)
Net Operating excluding Rates	(39,607,330)	(39,609,040)	(39,776,615)	(167,575)
Operating activities excluded				
(Profit) on disposal of assets	(241,185)	(241,185)	(241,185)	0
Loss on disposal of assets	207,112	207,112	207,112	0
Fixed assets written off	0	0	0	0
Assets expensed during the year	0	0	0	0
Less: Fair value adjustments to financial assets at amortised cost		0	0	0
Less: Change in accounting policy		0	0	0
Movement in deferred pensioner rates (non-current)	0	0	0	0
Movement in employee benefit provisions (non-current)	0	0	0	0
Depreciation and amortisation on assets	11,191,787	11,191,787	11,191,787	0
Equity in Local Government House in Trust	0	0	0	0
Movement in Joint Venture Operations	0	0	0	0
Profit/loss on Assets Held for Sale - TPRC Joint Venture	0	0	0	0
Restricted Unspent Grant	0	0	0	0
Movement in Infringement Debtors provisions (non-current)		0	0	0
	11,157,714	11,157,714	11,157,714	0
Amount attributable to operating activities	(28,449,616)	(28,451,326)	(28,618,901)	(167,575)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	1,843,230	1,843,230	1,889,978	46,748
Proceeds from disposal of assets	555,000	555,000	555,000	0
Proceeds from Joint Ventures	0	0	0	0
Purchase of property, plant and equipment	(7,477,716)	(7,337,726)	(7,334,515)	3,211
Purchase and construction of infrastructure	(7,297,661)	(7,437,651)	(7,088,267)	349,384
Amount attributable to investing activities	(12,377,147)	(12,377,147)	(11,977,804)	399,343

CITY OF VINCENT
 NOVEMBER 2019 BUDGET REVIEW (INCLUDING CARRY FORWARDS)
 RATE SETTING STATEMENT

Attachment - 3

	Note	Adopted Budget 2019/20 \$	Current Budget 2019/20 \$	Proposed Revised Budget 2019/20 \$	Budget Increase/ (Decrease) 2019/20 \$
FINANCING ACTIVITIES					
Repayment of long term borrowings		(6,132,377)	(6,132,377)	(6,132,377)	0
Proceeds from new borrowings		1,000,000	1,000,000	1,000,000	0
Transfers to reserves (restricted assets)		(1,088,515)	(1,088,515)	(1,146,631)	(58,116)
Transfers from reserves (restricted assets)		5,597,436	5,597,436	5,562,257	(35,179)
Amount attributable to financing activities		(623,456)	(623,456)	(716,751)	(93,295)
Surplus(deficiency) before general rates		(35,520,228)	(35,521,938)	(35,502,278)	19,660
Total amount raised from general rates		35,526,498	35,526,498	35,526,498	0
Net current assets at June 30 c/fwd - surplus/(deficit)		6,270	4,560	24,220	19,660

CITY OF VINCENT
NOVEMBER 2019 BUDGET REVIEW (INCLUDING CARRY FORWARDS)
LIST OF OTHER BUDGET AMENDMENTS

Attachment - 4

	Current Budget	Proposed Budget Amendments	Proposed Revised Budget	
	2019/20	2019/20	2019/20	
	\$	\$	\$	
Operating Revenue				
Operating grants, subsidies and contributions	947,389	980,197	(32,808)	FAGS grant adjusted to the actual amounts to be received for 2019/2020 financial year.
Fees and charges	19,672,310	19,691,310	(19,000)	Budget amendments for commercial parking revenue(\$9,000) and statutory planning advertising fees revenue(\$10,000).
Operating Expenses				
Materials and contracts	(19,553,513)	(19,692,563)	139,050	Budget amendment for Ranger Community Safety branding (\$9,050) and painting for Loftus Centre (\$130,000) which were not carried forward.
Other expenditure	(3,359,584)	(3,439,917)	80,333	Amendments to carried forward budgets for operating initiatives namely: Integrated Transport plan (\$54,930), Recreation programmes (\$15,920) and Economic Development Strategy (\$7,482). Included was \$2,000 for Mindarie Regional Council catering costs.
Non-operating grants, subsidies and contributions	1,843,230	1,889,978	(46,748)	Additional grants received from Road to Recovery.
Capital Expenditure/Income				
Transfers to reserves (restricted assets)	(1,088,515)	(1,146,631)	58,116	Transfer to Loftus Recreation Centre Reserve.
Transfers from reserves (restricted assets)	5,597,436	5,562,257	35,179	Transfer \$15,651 from Asset Sustainability Reserve and \$19,528 from DSR Office Building Reserve due to carry forward adjustments.
TOTAL OTHER BUDGET ADJUSTMENTS (non capital)			214,122	

CITY OF VINCENT
NOVEMBER 2019 BUDGET REVIEW (INCLUDING CARRY FORWARDS)
LIST OF CAPITAL EXPENDITURE AMENDMENTS

Attachment - 5

<u>CAPITAL EXPENDITURE</u>	Carry Forward	New Capital	Current Budget	Proposed Budget Amendments	Proposed Revised Budget
	2018/19	2019/20	2019/20	2019/20	2019/20
	\$	\$	\$	\$	\$
<u>LAND & BUILDING ASSETS</u>					
ADMIN CENTRE					
Solar Photovoltaic Panel System Installation - Administration and Civic Centre	109,201	70,000	179,201		179,201
Administration & Civic Centre Upgrade/Renewals - Workforce Accommodation Upgrade		225,000	225,000		225,000
BEATTY PARK LEISURE CENTRE					
Beatty Park Leisure Centre - Risk Renewals	370,000		370,000	- 15,650	354,350
Solar Photovoltaic Panel System Installation - Beatty Park	138,932		138,932	- 69,190	69,742
Beatty Park - Ceiling renewal passive pool slides		60,000	60,000		60,000
Beatty Park - Landscape renewal passive pool		30,000	30,000		30,000
Beatty Park - Roof sheet and screw renewal		100,000	100,000		100,000
Beatty Park - Ground floor switchboards and cabling		250,000	250,000		250,000
Beatty Park - Replacement of gym carpet		70,000	70,000		70,000
Beatty Park - Replacement of studio 2 carpet		30,000	30,000		30,000
LIBRARY					
Library - Reception Desk Fit-Out Renewal	35,000		35,000	- 4,250	30,750
Co-location of reception to library		225,000	225,000		225,000
DEPARTMENT OF SPORTS AND RECREATION					
Carpet Replacement - DSR	40,000	80,000	120,000	- 19,529	100,471
Sub water meter installation - DSR				25,000	25,000
MISCELLANEOUS					
Mt Hawthorn main hall Renewal		122,500	122,500		122,500
Mt Hawthorn main hall Upgrade		52,500	52,500		52,500
Mt Hawthorn - Additional Flooring		20,000	20,000		20,000
Loftus Recreation Centre - Change room upgrade		184,000	184,000		184,000
Charles Veryard - Change Room Upgrade		40,000	40,000		40,000
Charles Veryard - Change Room Renewal		10,000	10,000		10,000
Leederville Oval Stadium - Electrical renewal - 3 boards		130,000	130,000		130,000
Loftus Community Centre - Ceiling Fabric and Lighting Renewal		60,000	60,000		60,000
Loftus Community Centre - Ceiling Fabric and Lighting Upgrade		60,000	60,000		60,000
Air Conditioning & HVAC Renewal - Depot		75,000	75,000		75,000
Air Conditioning & HVAC Renewal - Belgravia Leisure		96,000	96,000		96,000
Air Conditioning & HVAC Renewal - Menzies Pavilion		10,000	10,000		10,000
Air Conditioning & HVAC Renewal - Mt Hawthorn main hall		49,000	49,000		49,000
North Perth bowling club-removal of ACM and reinstatement of soffit		60,000	60,000		60,000
Belgravia Leisure - Non-fixed assets renewal		50,000	50,000		50,000

CITY OF VINCENT
NOVEMBER 2019 BUDGET REVIEW (INCLUDING CARRY FORWARDS)
LIST OF CAPITAL EXPENDITURE AMENDMENTS

Attachment - 5

<u>CAPITAL EXPENDITURE</u>	Carry Forward	New Capital	Current Budget	Proposed Budget Amendments	Proposed Revised Budget
	2018/19	2019/20	2019/20	2019/20	2019/20
Public Toilet - Hyde park east - renewal		65,000	65,000		65,000
Roof Renewal - Menzies Pavilion		51,000	51,000		51,000
Roof Renewal - Depot		51,000	51,000		51,000
FOR LAND & BUILDING ASSETS	693,133	2,326,000	3,019,133	-	83,619
2,935,514					
<u>INFRASTRUCTURE ASSETS</u>					
TRAFFIC MANAGEMENT					
Improved pedestrian crossings at signalised intersections	180,000		180,000		180,000
40kph area wide speed zone trial	35,000		35,000		35,000
Intersection Modifications Scarborough Beach Road, Green, Main and Brady Streets	30,000		30,000		30,000
Minor Traffic Management Improvement Program		85,000	85,000		85,000
Alma/Claverton Local Area Traffic Management		50,000	50,000		50,000
Britannia Rd Traffic Calming - Seabrook St to Federation St		62,000	62,000		62,000
Cleveland and Hunter St Intersection		30,000	30,000		30,000
Harold and Lord St Intersection		25,000	25,000		25,000
LOCAL ROADS PROGRAM					
Norfolk St - North Perth/Mt Lawley - Burt to Monmouth St		119,000	119,000		119,000
Blake St - North Perth - Knutsford St to Norham St		47,000	47,000		47,000
East St - Mt Hawthorn - Berryman St to Ashby St		98,000	98,000		98,000
East St - Mt Hawthorn - Ashby St to Anzac Rd		119,000	119,000		119,000
Larne St - Mt Hawthorn - The Boulevard to Matlock St		41,000	41,000		41,000
Wylie Pl - Leederville - Oxford to Cul-de-Sac		38,000	38,000		38,000
Egina St - Mt Hawthorn - Anzac Rd to Britannia Rd		61,000	61,000		61,000
Buxton - Mt Hawthorn - Anzac Rd to Britannia Rd		57,000	57,000		57,000
BLACK SPOT PROGRAM					
Intersection Lincoln and Wright Streets Roundabout	132,000		132,000	-	117,657
Vincent - Fitzgerald St to Chelmsford Rd		75,000	75,000		75,000
Vincent - Beaufort St to Grosvenor Rd		12,000	12,000		12,000
STREETSCAPE IMPROVEMENTS					
Greening (Streetscapes)	189,669		189,669	-	29,144
Planned Fitzgerald Street Upgrades	9,000		9,000	-	9,000
Streetscape Improvements/Place Making	6,500		6,500	-	3,215
- Miscellaneous Renewals					3,285
Minor streetscape improvements		30,000	30,000		30,000
Barlee St shared space, project initiation, design and construction (staged over 2 yrs)		20,000	20,000		20,000

**CITY OF VINCENT
NOVEMBER 2019 BUDGET REVIEW (INCLUDING CARRY FORWARDS)
LIST OF CAPITAL EXPENDITURE AMENDMENTS**

Attachment - 5

<u>CAPITAL EXPENDITURE</u>	Carry Forward	New Capital	Current Budget	Proposed Budget Amendments	Proposed Revised Budget
	2018/19	2019/20	2019/20	2019/20	2019/20
ROADWORKS - REHABILITATION (MRRG PROGRAM)					
William St 2 Way Project	360,000		360,000		360,000
Newcastle Street, Loftus Street to Charles Street	50,000		50,000	- 42,505	7,495
Bulwer St - Beaufort St to Williams St		194,400	194,400		194,400
Newcastle St EB - Fitzgerald St to Money St		192,100	192,100		192,100
Vincent St - Loftus St to Morrison St		76,700	76,700		76,700
Loftus St - Bourke St to Scarborough Beach Rd		619,300	619,300		619,300
RIGHTS OF WAY					
Annual review based upon the most recent condition assessment survey		75,000	75,000		75,000
ROADS TO RECOVERY					
R2R - Ellesmere St - Mt Hawthorn - Scar Bch to mallock St		186,992	186,992		186,992
SLAB FOOTPATH PROGRAMME					
Golding St - Newcastle St to Old Aberdeen Place	13,000		13,000	- 12,894	106
Florence/Carr bike network plan construction		450,000	450,000		450,000
Footpath upgrade and construction		180,000	180,000		180,000
Footpath - Ellesmere St shared path-stage 4		55,000	55,000		55,000
Tactile Indicators Installation Program		20,000	20,000		20,000
BICYCLE NETWORK					
Bike Network Plan 2015-16 Implementation (Loftus Street - Vincent to Richmond St)	368,000		368,000	- 197,045	170,955
Bike Parking				3,006	3,006
DRAINAGE					
Beatty Park Reserve - Drainage Improvements	30,000		30,000		30,000
Minor drainage improvement program		50,000	50,000		50,000
Gully Soak-well program		80,000	80,000		80,000
CAR PARK DEVELOPMENT					
The Avenue carpark, stage 1 upgrade lights to LED, stage 2 resurfacing		30,000	30,000		30,000
Frame court carpark, stage 1 upgrade lights to LED, stage 2 resurfacing		30,000	30,000		30,000
Brisbane St carpark WSUD Project		180,000	180,000		180,000
PARKS AND RESERVES					
Public Open Space Strategy Implementation	260,000	280,000	540,000	- 13,540	526,460
Banks Reserve Master Plan Implementation - Stage 1	230,000	457,000	687,000	72,610	759,610
Central Control Irrigation System		60,000	60,000		60,000
Netball Installation Public Open Space	12,000		12,000		12,000
Greening Plan - Brisbane St carpark redevelopment (stage 2)		200,000	200,000		200,000

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	2018/19	2019/20	2019/20	2019/20	2019/20
Greening Plan - Redfern St		25,000	25,000		25,000
Greening Plan - Clevedon St		25,000	25,000		25,000
Greening Plan - Sydney St		25,000	25,000		25,000
Greening Plan - Berryman St		25,000	25,000		25,000
Synthetic cricket wicket surfaces replacement - Various Locations		25,000	25,000		25,000
Brentham st reserve - installation of pathways (greenway link)		80,000	80,000		80,000
Blackford st reserve - replace playground rubber soft fall		25,000	25,000		25,000
Les Lilleyman Reserve - Fencing		25,000	25,000		25,000
Lynton Street Park Upgrade		25,000	25,000		25,000
Leederville Oval - Various assets renewal work		245,000	245,000		245,000
Eco Zoning - Brentham St reserve		30,000	30,000		30,000

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	2018/19	2019/20	2019/20	2019/20	2019/20
PARKS FURNITURE					
Gladstone St reserve - replace electric BBQ		15,000	15,000		15,000
Fencing - Beatty park reserve - replacement bollard fencing		25,000	25,000		25,000
Fencing - Keith frame reserve - replacement bollard fencing		15,000	15,000		15,000
Fencing - Leake/Alma reserve - replacement pine-log fencing		15,000	15,000		15,000
Fencing - Birdwood square - replacement chain wire fencing		70,000	70,000		70,000
Hyde park - replacement of existing high pressure sodium park lights with LED (stage 2 of 2)		50,000	50,000		50,000
PLAYGROUND EQUIPMENT					
Playground Equipment - Forrest park - replace exercise equipment		60,000	60,000		60,000
RETICULATION					
Reticulation - Aukland/Hobart st reserve - upgrade irrigation system		50,000	50,000		50,000
Reticulation - Robertson park reserve - replace irrigation cubicle		15,000	15,000		15,000
Reticulation - Brisbane/Wase st reserve - replace irrigation cubicle		15,000	15,000		15,000
STREET FURNITURE					
Bike parking		20,000	20,000		20,000
Scarborough Beach road and Oxford streets - Bus Shelter		40,000	40,000		40,000
Upgrade lighting at Oxford st/Anzac Rd roundabout		12,000	12,000		12,000
Street Lighting - Kadina, Albert St and Tay Place, North Perth		50,000	50,000		50,000
FOR INFRASTRUCTURE ASSETS	1,905,169	5,392,492	7,297,661	- 349,384	6,948,277
<u>PLANT & EQUIPMENT ASSETS</u>					
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME					
Light Fleet - Annual Changeover	72,000	643,500	715,500	- 40,626	674,874
MAJOR PLANT REPLACEMENT PROGRAMME					
Single Axle Truck (Flocon)	215,000		215,000		215,000
Single Axle Truck (Parks Mowing Operations)	129,000		129,000		129,000
Replace Existing Rear Loader (Rubbish Truck)	392,368		392,368		392,368
Replace Existing Side Loader (Rubbish Truck)	420,668		420,668		420,668
Ride on Mower		35,000	35,000		35,000
Single Axle Tipper Truck		170,000	170,000		170,000
Gang Mower		55,000	55,000		55,000
Road Sweeper		380,000	380,000		380,000
Rubbish Compactor 10T Lge Rear Loader		470,000	470,000		470,000
Single Axle Truck		80,000	80,000		80,000

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<u>CAPITAL EXPENDITURE</u>	Carry Forward	New Capital	Current Budget	Proposed Budget Amendments	Proposed Revised Budget
	2018/19	2019/20	2019/20	2019/20	2019/20
MISCELLANEOUS					
Water and Energy Efficiency Initiatives		100,000	100,000		100,000
Laneway Lighting Program (Right of Way)	84,990		84,990		84,990
Beaufort Street CCTV Network Upgrade	305,510		305,510		305,510
Laneway Lighting Between Fairfield st & Oxford st, leederville. Laneway		13,750	13,750		13,750
Laneway Lighting Between Pennant st and Coronation st North Perth		13,750	13,750		13,750
Laneway 3		13,750	13,750		13,750
Laneway 4		13,750	13,750		13,750
Relocate UMS supply for the CCTV Camera in Oxford street				20,000	20,000
Parking Sensors Pilot Project				51,410	51,410
TOTAL EXPENDITURE					
FOR PLANT & EQUIPMENT ASSETS	1,619,536	1,988,500	3,608,036	30,784	3,638,820
<u>FURNITURE & EQUIPMENT ASSETS</u>					
ADMINISTRATION & CIVIC CENTRE					
INFORMATION TECHNOLOGY					
Replacement of C&ARs system				28,148	28,148
Upgrade of IT Firewall	39,000		39,000	2,029	41,029
Upgrade IT Network Remote Access Facility	20,000		20,000		20,000
Online Lodgement of Applications	27,547		27,547	2,453	30,000
Backup Server	35,000		35,000		35,000
Renew Switches	35,000		35,000	6,994	41,994
Disc for Storage System				10,000	10,000
Wi-Fi Installation	35,000		35,000		35,000
ICT Strategy Implementation		300,000	300,000		300,000




**CITY OF VINCENT
NOVEMBER 2019 BUDGET REVIEW (INCLUDING CARRY FORWARDS)
LIST OF CAPITAL EXPENDITURE AMENDMENTS**

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<u>CAPITAL EXPENDITURE</u>	Carry Forward	New Capital	Current Budget	Proposed Budget Amendments 2019/20	Proposed Revised Budget 2019/20
	2018/19	2019/20	2019/20		
MARKETING & COMMUNICATIONS					
Mount Lawley/ Highgate Town Centre Streetscape Upgrades	75,000		75,000		75,000
Public Art Project	200,000		200,000		200,000
MISCELLANEOUS					
Purchase of portable water fountain/refill station		7,000	7,000		7,000
Install colour change LED up-lights for Albert square Ficus tree		12,000	12,000		12,000
Install additional Christmas tree lights in large spotted gum inter. Carr place and Newcastle st		10,000	10,000		10,000
Installation of public recycling stations		5,000	5,000		5,000
Miscellaneous Assets Renewal		50,000	50,000		50,000
TOTAL EXPENDITURE FOR FURNITURE & EQUIPMENT ASSETS	466,547	384,000	850,547	49,624	900,171
TOTAL CAPITAL EXPENDITURE	4,684,385	10,090,992	14,775,377	- 352,595	14,422,782

11.7 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 22 OCTOBER 2019 TO 18 NOVEMBER 2019

TRIM Ref: D19/178532
Author: Nikki Hirrill, Accounts Payable Officer
Authoriser: John Corbellini, A/Executive Director Community and Business Services
Attachments:

1. Payments by EFT, BPAY and Payroll November 19 [↓](#) 
2. Payments by Cheque November 19 [↓](#) 
3. Payments by Direct Debit November 19 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 22 October 2019 to 18 November 2019 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT and BPAY payments, including payroll	\$5,271,352.39
Cheques	\$8,025.11
Direct debits, including credit cards	\$193,330.14
Total payments for November 2019	\$5,472,707.64

PURPOSE OF REPORT:

To present to Council the expenditure and list of accounts paid for the period 22 October 2019 to 18 November 2019.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 1.14) the power to make payments from the City's Municipal and Trust funds. In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

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

DETAILS:

The Schedule of Accounts paid for the period 22 October 2019 to 18 November 2019, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT and BPAY Payments	2476 - 2486	\$4,009,330.71
Payroll by Direct Credit	November 2019	\$1,262,021.68
Sub Total		\$5,271,352.39
Cheques		
Cheques	82548 - 82577	\$8,025.11
Sub Total		\$8,025.11

Direct Debits (including Credit Cards)

Lease Fees	\$385.00
Loan Repayments	\$150,007.65
Bank Charges – CBA	\$31,739.28
Credit Cards	\$11,198.21
Sub Total	\$193,330.14

Total Payments **\$5,472,707.64**

CONSULTING/ADVERTISING:

Not applicable.

LEGAL/POLICY:

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

“12. Payments from municipal fund or trust fund, restrictions on making

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

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

“13. Lists of Accounts

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

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

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

Creditors Report - Payments by EFT, BPAY and Payroll 22/10/19 to 18/11/19			
<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
22/10/2019	Australian Taxation Office	Business activity statement for the quarter ended 30 September 2019	\$ 21,462.00
24/10/2019	Australian Taxation Office	Payroll deduction	\$ 191,691.00
24/10/2019	Australian Services Union	Payroll deduction	\$ 310.80
24/10/2019	Child Support Agency	Payroll deduction	\$ 1,663.69
24/10/2019	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
24/10/2019	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,243.46
24/10/2019	City of Vincent Staff Social Club	Payroll deduction	\$ 504.00
24/10/2019	Depot Social Club	Payroll deduction	\$ 72.00
24/10/2019	Health Insurance Fund of WA	Payroll deduction	\$ 152.40
24/10/2019	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 1,416.60
24/10/2019	Cr Ashley Wallace	Council meeting fee - first payment	\$ 1,999.35
24/10/2019	Cr Sally Smith	Council meeting fee - first payment	\$ 1,999.35
24/10/2019	Cr S Gontaszewski	Council meeting fee	\$ 2,425.11
29/10/2019	M Slater	Fitness instructor fees	\$ 180.87
29/10/2019	Eclipse Soils Pty Ltd	Supply of mulch - Brisbane Street car park	\$ 23,086.80
29/10/2019	K Oliver	Fitness instructor fees	\$ 180.87
29/10/2019	WA Profiling & Stabilisation Pty Ltd	Profiling services - various locations	\$ 2,970.00
29/10/2019	Cleantex Pty Ltd	Washroom consumables - Admin (2 months)	\$ 579.90
29/10/2019	DNX Energy Pty Ltd	Supply and install solar photovoltaic system - Admin (progress claim)	\$ 53,872.50
29/10/2019	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 2,641.41
29/10/2019	Print and Sign Co	Printing services - various departments and events	\$ 1,135.75
29/10/2019	S Jamieson	Expense reimbursement - Ride to work day breakfast	\$ 303.52
29/10/2019	Trophy Choice	Supply of medals - Student citizenship awards	\$ 31.00
29/10/2019	M H Wong	Design services - COV youth action plan	\$ 960.00
29/10/2019	ES2 Pty Ltd	Technical security review for user, systems and network access	\$ 6,463.88
29/10/2019	Focus Networks	Onsite managed network support	\$ 8,152.65
29/10/2019	Select Fresh	Beatty Park Café supplies	\$ 496.26
29/10/2019	Civiq Pty Ltd	Supply of cycle rack - Rangers e-bikes	\$ 193.60
29/10/2019	Weststyle Design & Development	Refund of infrastructure bond	\$ 5,000.00
29/10/2019	Prompt Roofing	Refund of infrastructure bond	\$ 500.00
29/10/2019	Mend Consulting Pty Ltd	Carbonation and chloride ingress testing - BPLC	\$ 6,644.00
29/10/2019	VHT Perth Pty Ltd	Refund of infrastructure bonds and admin fee	\$ 2,100.00
29/10/2019	YogaNut	Fitness instructor fees	\$ 120.00
29/10/2019	Afgri Equipment Australia Pty Ltd	Purchase of roller mower	\$ 13,200.00
29/10/2019	M Lewis	Fitness instructor fees	\$ 180.00

Date	Payee	Description	Amount
29/10/2019	B Robbins	Speaker fee - COV Youth forum	\$ 500.00
29/10/2019	Karri Real Estate	Parking revenue distribution - July to September	\$ 28,104.17
29/10/2019	W L Palmer	Refund of infrastructure bond	\$ 275.00
29/10/2019	N A Wood	Part refund of Beatty Park Leisure Centre fees	\$ 801.00
29/10/2019	D R Fletcher	Refund of infrastructure bond	\$ 1,500.00
29/10/2019	Aeroture	Video production - COV Youth forum	\$ 550.00
29/10/2019	Z Majimbi	Part refund of Beatty Park Leisure Centre fees	\$ 170.00
29/10/2019	P Grimes	Part refund of Beatty Park Leisure Centre fees	\$ 37.71
29/10/2019	V D'Cunha	Part refund of Beatty Park Leisure Centre fees	\$ 425.40
29/10/2019	S Banker	Part refund of Beatty Park Leisure Centre fees	\$ 25.60
29/10/2019	S Yoong	Part refund of Beatty Park Leisure Centre fees	\$ 45.36
29/10/2019	Bakers Delight North Perth	Catering supplies - Ride to work day breakfast	\$ 90.00
29/10/2019	Soul Cocina Catering	Catering services - Staff Christmas party 2019 (deposit)	\$ 660.00
29/10/2019	V Carter	Book for library	\$ 33.00
29/10/2019	R A Cahill	Refund of infrastructure bond	\$ 1,000.00
29/10/2019	Vyskim Pty Ltd	Refund of infrastructure bond	\$ 1,800.00
29/10/2019	M Lisk	Refund of infrastructure bond	\$ 1,000.00
29/10/2019	Heart Strings Hire and Style Pty Ltd	Styling and staging for Mayor's Christmas dinner 2019 (deposit)	\$ 507.00
29/10/2019	B Q Nguyen	Refund of infrastructure bond	\$ 1,000.00
29/10/2019	101 Residential	Refund of infrastructure bond	\$ 2,000.00
29/10/2019	Domenico & Virginia Sauta	Refund of infrastructure bond	\$ 1,800.00
29/10/2019	A1 Pools Pty Ltd	Refund of infrastructure bond	\$ 4,000.00
29/10/2019	D S Mitchell	Refund of infrastructure bond	\$ 1,250.00
29/10/2019	G Mehdi	Refund of infrastructure bond	\$ 1,000.00
29/10/2019	Tekwise Pty Ltd	Refund of infrastructure bond	\$ 1,500.00
29/10/2019	Toliver	Refund of infrastructure bond	\$ 1,800.00
29/10/2019	RJC Constructions Pty Ltd	Refund of infrastructure bond	\$ 2,500.00
29/10/2019	Casell Nominees Pty Ltd	Refund of infrastructure bond	\$ 4,550.00
29/10/2019	S M Connell	Refund of infrastructure bond	\$ 500.00
29/10/2019	S J Rooke	Refund of infrastructure bond	\$ 250.00
29/10/2019	S A Pinesi-O'Brien	Refund of infrastructure bond	\$ 500.00
29/10/2019	Indomain Enterprises	Refund of infrastructure bond	\$ 850.00
29/10/2019	D Marco	Refund of infrastructure bond	\$ 1,150.00
29/10/2019	R H Bonsel	Refund of infrastructure bond	\$ 2,000.00
29/10/2019	N Hashemi	Refund of infrastructure bond	\$ 1,000.00
29/10/2019	N Shah	Refund of infrastructure bond	\$ 275.00
29/10/2019	C Hendry	Refund of infrastructure bond	\$ 800.00
29/10/2019	Pulse Property Solutions	Refund of infrastructure bond	\$ 500.00
29/10/2019	Argyle Holdings Pty Ltd	Refund of infrastructure bond	\$ 800.00

Date	Payee	Description	Amount
29/10/2019	Cr Ashley Wallace	Refund of nomination bond	\$ 80.00
29/10/2019	Cr Sally Smith	Refund of nomination bond	\$ 80.00
29/10/2019	G J Aylmore	Refund for Seniors bus outing	\$ 34.00
29/10/2019	H Skantzos	Refund for Seniors bus outing	\$ 68.00
29/10/2019	C Vosnacos	Refund of infrastructure bond	\$ 4,000.00
29/10/2019	Assemble WA Pty Ltd	Refund of infrastructure bond	\$ 2,500.00
29/10/2019	F P Froehlich	Refund of infrastructure bond	\$ 275.00
29/10/2019	N A Cianci	Refund of infrastructure bond	\$ 3,000.00
29/10/2019	Platinum Professional Development	Refund of infrastructure bond	\$ 1,000.00
29/10/2019	Free Serbian Orthodox Church School Congregation	Refund of infrastructure bond	\$ 1,750.00
29/10/2019	I F Radisich	Refund of infrastructure bond	\$ 3,000.00
29/10/2019	R Jones	Refund of infrastructure bond	\$ 4,500.00
29/10/2019	Celebration Homes	Refund of infrastructure bond	\$ 3,000.00
29/10/2019	A Barba	Refund of infrastructure bond	\$ 2,000.00
29/10/2019	F Balestra	Refund of infrastructure bond	\$ 2,000.00
29/10/2019	I Munerato	Refund of duplicate food business annual fee	\$ 200.00
29/10/2019	K Jefferies	Refund of infrastructure bond	\$ 3,000.00
29/10/2019	D T Lam	Refund of infrastructure bond	\$ 275.00
29/10/2019	Mulvay Builders	Refund of development application fee	\$ 57.50
29/10/2019	J Hemsley	Part refund of Beatty Park Leisure Centre fees	\$ 69.24
29/10/2019	M Candeias	Part refund of Beatty Park Leisure Centre fees	\$ 471.54
29/10/2019	A J and S J Ritchie	Rates refund - overpayment	\$ 1,628.89
29/10/2019	M Thomas	Refund of duplicate bond payment	\$ 3,100.00
29/10/2019	D Thomas	Refund of infrastructure bond	\$ 2,000.00
29/10/2019	D G Lumley	Refund of infrastructure bond	\$ 2,000.00
29/10/2019	Heritage Construction	Refund of infrastructure bond	\$ 3,000.00
29/10/2019	M R Hair	Refund of infrastructure bond	\$ 1,650.00
29/10/2019	Lianda Pty Ltd	Refund of infrastructure bond	\$ 1,000.00
29/10/2019	C S Knapton	Refund of infrastructure bond	\$ 275.00
29/10/2019	J L Flower	Refund for Seniors bus outing	\$ 34.00
29/10/2019	Alinta Energy	Electricity and gas charges - various locations	\$ 184.25
29/10/2019	Bunnings Trade	Hardware supplies - various departments	\$ 1,864.43
29/10/2019	BOC Limited	Oxygen supplies and CO2 for beverage - BPLC	\$ 551.52
29/10/2019	Cobblestone Concrete	Concrete path repairs - various locations	\$ 10,594.10
29/10/2019	Coca-Cola Amatil (Aust) Pty Limited	Beatty Park Café supplies	\$ 4,930.29
29/10/2019	Landgate	Land enquiries and gross rental valuations for interims	\$ 2,058.56
29/10/2019	Department of Fire and Emergency Services (DFES)	Emergency services levy	\$ 94,067.08
29/10/2019	Programmed Integrated Workforce Ltd	Temporary staff - Waste	\$ 5,771.74
29/10/2019	LO-GO Appointments	Temporary staff - various departments	\$ 13,085.97

Date	Payee	Description	Amount
29/10/2019	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 4,062.76
29/10/2019	Major Motors Pty Ltd	Purchase of truck	\$ 141,439.30
29/10/2019	Mayday Earthmoving	Bobcat, truck and mini excavator hire - various locations	\$ 24,514.05
29/10/2019	Mindarie Regional Council	Processable and non processable waste	\$ 108,571.50
29/10/2019	Pets Meat Suppliers	Pet food supplies for dog pound	\$ 50.00
29/10/2019	Pro Turf Services	Plant repairs and maintenance	\$ 615.12
29/10/2019	Running Bare Australia Pty Ltd	Merchandise - BPLC	\$ 715.00
29/10/2019	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$ 1,069.94
29/10/2019	Sigma Chemicals	Pool equipment purchase and repairs; pool chemicals - BPLC	\$ 9,777.30
29/10/2019	Civica Pty Limited	Business intelligence system annual maintenance	\$ 10,100.49
29/10/2019	Speedo Australia Pty Ltd	Merchandise - BPLC	\$ 8,303.90
29/10/2019	Sportsworld Of WA	Merchandise - BPLC	\$ 2,833.05
29/10/2019	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 578.10
29/10/2019	Water Corporation	Water charges - various locations	\$ 1,081.24
29/10/2019	Zipform	Rates final notices 2019/20	\$ 3,904.40
29/10/2019	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Rangers	\$ 2,808.48
29/10/2019	St John Ambulance Western Australia Ltd	First aid kit supplies - Depot	\$ 492.19
29/10/2019	European Foods Wholesalers Pty Ltd	Beatty Park Café supplies	\$ 444.40
29/10/2019	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 4,389.00
29/10/2019	Total Packaging WA Pty Ltd	Supply of bin liners	\$ 2,129.60
29/10/2019	TJ Depiazzi & Sons	Supply of mulch	\$ 3,259.85
29/10/2019	KS Black Pty Ltd	Bore and pump maintenance and development - various locations	\$ 3,929.75
29/10/2019	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	\$ 4,068.62
29/10/2019	Initial Hygiene	Sharps disposal services	\$ 2,145.08
29/10/2019	My Best Friend Veterinary Centre	Vet services	\$ 1,538.00
29/10/2019	Award Contracting	Locating services - various locations	\$ 19,970.50
29/10/2019	Baileys Fertilisers	Fertiliser supplies	\$ 600.60
29/10/2019	CSP Group Pty Ltd	Plant repairs and maintenance	\$ 1,354.20
29/10/2019	City of Stirling	Meals on Wheels and green waste tipping fees	\$ 1,406.38
29/10/2019	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,934.06
29/10/2019	Donegan Enterprises Pty Ltd	Playground repairs, maintenance and inspections - various locations	\$ 3,278.00
29/10/2019	Tim Eva's Nursery	Supply of plants	\$ 1,329.90
29/10/2019	Western Resource Recovery Pty Ltd	Grease trap maintenance - BPLC	\$ 529.10
29/10/2019	J & K Hopkins	Office furniture supplies - various locations	\$ 8,256.00
29/10/2019	Kennards Hire	Equipment hire - plate compactor and temporary fencing	\$ 738.50
29/10/2019	Chittering Valley Worm Farm	Worms and castings	\$ 440.00
29/10/2019	Cleanaway	Recycling education program - North Perth Primary School	\$ 1,584.00
29/10/2019	Asphalttech Pty Ltd	Asphalt supplies - various locations	\$ 129,179.80
29/10/2019	W.A. Limestone Co	Limestone supplies	\$ 4,796.93

Date	Payee	Description	Amount
29/10/2019	G Burgess	Distribution services - Green waste pamphlets	\$ 4,620.00
29/10/2019	Kerbing West	Kerbing services - various locations	\$ 34,672.78
29/10/2019	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	\$ 809.62
29/10/2019	Downer EDI Engineering Power Pty Ltd	Bi annual service & maintenance of CCTV camera networks - various locations	\$ 5,542.19
29/10/2019	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations	\$ 46,334.81
29/10/2019	West-Sure Group Pty Ltd	Cash collection services - Parking	\$ 2,940.30
29/10/2019	Blackwoods	Hardware supplies - Depot	\$ 719.83
29/10/2019	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 6,338.20
29/10/2019	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 14,306.76
29/10/2019	Richgro Garden Products	Supply of fertiliser	\$ 6,468.00
29/10/2019	Landmark Operations Limited	Supply of weedkiller	\$ 2,152.92
29/10/2019	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 33,269.50
29/10/2019	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	\$ 11,759.27
29/10/2019	Primavera Quality Meats	Catering supplies - Ride to Work breakfast	\$ 95.00
29/10/2019	Officeworks Ltd	Supply of furniture - Library; office supplies and consumables	\$ 3,312.08
29/10/2019	The Good Guys	Purchase of fridge - Admin	\$ 419.00
29/10/2019	Totally Workwear	Uniform supplies - various departments	\$ 3,222.46
29/10/2019	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	\$ 308.00
29/10/2019	A Team Printing	Printing services - BPLC	\$ 254.10
29/10/2019	Tamala Park Regional Council	Account for GST for sale of land	\$ 1,648.28
29/10/2019	T-Quip	Plant repairs and maintenance	\$ 223.90
29/10/2019	Total Eden Pty Ltd	Irrigation design - Brisbane Street car park upgrade	\$ 2,065.17
29/10/2019	Massey's Herd	Milk supplies - Depot	\$ 642.60
29/10/2019	Giant Autos (1997) Pty Ltd	Vehicle service and repairs	\$ 1,151.00
29/10/2019	Artery Media Solutions	Artist fee - Eco Christmas tree sculpture (part payment)	\$ 8,800.00
29/10/2019	Kleen West Distributors	Cleaning supplies for vehicle interiors	\$ 141.24
29/10/2019	Replants.com Pty Ltd	Design advisory fee	\$ 440.00
29/10/2019	Adelphi Apparel	Uniform supplies - Rangers	\$ 660.00
29/10/2019	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	\$ 501.70
29/10/2019	D A Christie Pty Ltd	Supply of BBQ cooktops and cabinets - various locations	\$ 19,932.00
29/10/2019	PFD Food Services Pty Ltd	Beatty Park Café supplies	\$ 2,677.05
29/10/2019	Boral Construction Materials Group Limited	Concrete supplies	\$ 3,157.86
29/10/2019	Devco Builders	Maintenance and repairs - various locations	\$ 120,785.61
29/10/2019	Australian HVAC Services Pty Ltd	Airconditioning maintenance and repairs - various locations	\$ 5,725.50
29/10/2019	T&H Wilkes Pty Ltd	Gravel supplies	\$ 5,500.00
29/10/2019	WC Convenience Management Pty Ltd	Maintenance of exelooos - various locations	\$ 820.16
29/10/2019	Pirtek Malaga	Plant repairs and maintenance	\$ 483.86
29/10/2019	The BBQ Man	Bin, BBQ and pressure cleaning services - various locations	\$ 5,847.10
29/10/2019	Quality Press	Printing services - waste brochures and magnets	\$ 3,326.82

Date	Payee	Description	Amount
29/10/2019	Shop for Shops	Supply of shop stickers - BPLC	\$ 7.45
29/10/2019	McIntosh & Son WA	Plant repairs and maintenance	\$ 753.10
29/10/2019	A Radici	Refund of infrastructure bond	\$ 2,300.00
29/10/2019	Plastic Card Printing Pty Ltd	Supply of authorisation cards	\$ 330.00
29/10/2019	Environmental Health Australia (WA) Inc	Registration - National environmental health conference	\$ 990.00
29/10/2019	Workpower Incorporated	Catering services - platters for two Council meetings	\$ 120.00
29/10/2019	Action Asbestos Removals	Asbestos removal services	\$ 814.00
29/10/2019	APARC	Supply of tickets for the ticket issuing machines	\$ 7,150.00
29/10/2019	FE Technologies Pty Ltd	Annual maintenance - Library management system software	\$ 1,197.90
29/10/2019	Rubek Automatic Doors	Repair of automatic door - BPLC	\$ 1,562.00
29/10/2019	Canningvale Flooring Xtra	Supply and install carpet - DSR (final claim)	\$ 16,531.40
29/10/2019	Turf Developments (WA) Pty Ltd	Turf maintenance - various locations	\$ 4,794.02
29/10/2019	LGISWA	Workcare contribution insurance - 2nd instalment	\$ 85,039.65
29/10/2019	LGISWA	Property insurance - 2nd instalment	\$ 114,854.54
29/10/2019	LGISWA	Public liability insurance - 2nd instalment	\$ 124,661.55
29/10/2019	Briskleen Supplies	Toiletry and cleaning products - BPLC; sanipod service	\$ 3,060.43
29/10/2019	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 21,646.26
29/10/2019	Northsands Resources	Sand supplies and construction waste disposal services - various projects	\$ 10,696.62
29/10/2019	Compu-Stor	Records digitisation and off-site storage	\$ 9,998.10
29/10/2019	Yoshino Sushi	Beatty Park Café supplies	\$ 237.16
29/10/2019	Centropak	Beatty Park Café supplies	\$ 1,945.43
29/10/2019	Pride Western Australia Inc	Arts project sponsorship - Pride WA 2019	\$ 11,000.00
29/10/2019	Worldwide East Perth	Printing services - lanyards and business card designs	\$ 1,177.00
29/10/2019	Raymond Sleeman	Fitness instructor fees	\$ 227.36
29/10/2019	L Vosnakos	Reimbursement from heritage assistance fund	\$ 4,040.39
29/10/2019	Aqueo Import & Distribution Pty Ltd	Merchandise - BPLC	\$ 1,019.53
29/10/2019	Mayor E Cole	Refund of nomination bond	\$ 80.00
29/10/2019	Uptempo Design	Supply of T-shirts - I love cycling event	\$ 660.00
29/10/2019	Richard Harrison	Bee removal services - various locations	\$ 450.00
29/10/2019	Alerton Australia	Building management system control contract - BPLC (2 months)	\$ 4,263.60
29/10/2019	Unicare Health	Disability hoist repairs - BPLC	\$ 366.00
29/10/2019	Rawlicious Delights	Beatty Park Café supplies	\$ 217.80
29/10/2019	Synergy	Electricity and gas charges - various locations	\$ 6,763.15
29/10/2019	Rosemount Hotel	Parking revenue distribution - July to September	\$ 19,373.33
29/10/2019	CS Legal	Debt recovery services	\$ 256.50
29/10/2019	Marketforce Pty Ltd	Advertising services - various departments	\$ 5,672.19
29/10/2019	Lester Blades	Recruitment costs - Executive Director position	\$ 6,238.00
29/10/2019	Planning Institute Australia	Staff training - Professional ethics and planning	\$ 310.00
29/10/2019	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 36,060.00

Date	Payee	Description	Amount
29/10/2019	Pedaling Beans	Supply of beverages - Ride to Work breakfast	\$ 592.00
29/10/2019	Charmaine Amanda Magness	Fitness instructor fees	\$ 341.04
29/10/2019	MessageMedia	SMS integrating for Phoenix	\$ 144.16
29/10/2019	S E Hill	Expense reimbursement - Pots for Library/Rangers office	\$ 179.64
29/10/2019	Technology One Ltd	GIS consulting services	\$ 3,880.80
29/10/2019	Lions Cancer Institute	Donation - Special Children's Christmas Big Day Out	\$ 500.00
29/10/2019	Corsign WA Pty Ltd	Sign supplies - various locations	\$ 3,396.14
29/10/2019	Cr D Loden	Refund of nomination bond	\$ 80.00
29/10/2019	Cr S Gontaszewski	Refund of nomination bond	\$ 80.00
29/10/2019	Innovations Catering	Catering services - Council briefing	\$ 532.00
29/10/2019	Bike Dr Cycle Services Pty Ltd	Pop up bicycle doctor sessions	\$ 2,200.00
29/10/2019	Stephen Carrick Architects Pty Ltd	Design advisory fee and heritage advice	\$ 880.00
29/10/2019	Bicycles for Humanity (WA) Inc.	Bike swap meet bays	\$ 270.00
29/10/2019	AWB Building Co.	Plumbing services - various locations	\$ 7,193.32
29/10/2019	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 44,466.48
29/10/2019	Colleagues Nagels	Integrated transferable parking permits	\$ 184.52
29/10/2019	Boyan Electrical Services	Electrical services - various locations	\$ 4,357.10
29/10/2019	The Black Mountains Art	Painting services - Beaufort Street sign	\$ 2,200.00
29/10/2019	AV Truck Services Pty Ltd	Plant repairs and maintenance	\$ 3,056.88
29/10/2019	GC Sales (WA)	Supply of lockable bin posts	\$ 3,052.50
29/10/2019	All Aussie Carpet Clean	Carpet cleaning services - BPLC	\$ 550.00
29/10/2019	Brownes Foods Operations Pty Ltd	Beatty Park Café supplies	\$ 1,182.54
29/10/2019	Organic 2000	Supply of fertiliser	\$ 968.44
29/10/2019	Ip Khalsa Pty Ltd	Mail delivery service	\$ 86.66
29/10/2019	Nordic Fitness Equipment	Cleaning wipes for gym	\$ 995.00
29/10/2019	Unilever Australia Ltd	Beatty Park Café supplies	\$ 1,806.20
29/10/2019	Konica Minolta Business Solutions Australia Pty Ltd	Copy cost - various departments	\$ 2,142.21
29/10/2019	Konica Minolta Business Solutions Australia Pty Ltd	Purchase of printer - Records	\$ 6,437.75
29/10/2019	StrataGreen	Supply of fertiliser, herbicide and garden equipment	\$ 5,841.38
29/10/2019	Safari Building Products	Supply of expansion joints - Depot	\$ 759.00
29/10/2019	Gymcare	Gym equipment repairs and maintenance	\$ 530.30
29/10/2019	Tyres 4U Pty Ltd	Tyre replacements and maintenance	\$ 3,714.70
29/10/2019	Cirrus Networks	Phone system switchboard licences	\$ 1,456.83
29/10/2019	Quayclean Australia Pty Ltd	Cleaning services - BPLC	\$ 10,420.81
29/10/2019	Metal Artwork Creations	Supply of staff name badges - various departments	\$ 56.87
29/10/2019	PeopleSense by Altius	Counselling services	\$ 1,555.29
29/10/2019	Atmos Foods Pty Ltd	Beatty Park Café supplies	\$ 237.60
29/10/2019	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 577.73
29/10/2019	Stott Hoare	Supply of computers and accessories	\$ 13,079.00

Date	Payee	Description	Amount
29/10/2019	Regal Cement & Sales Pty Ltd	Supply of soakwells	\$ 2,088.00
29/10/2019	Securus	Security services - various locations	\$ 2,040.00
29/10/2019	Cr A Castle	Expense reimbursement - child care	\$ 490.00
29/10/2019	Teena Smith	Fitness instructor fees	\$ 210.00
29/10/2019	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	\$ 24,164.26
29/10/2019	Daniel Bullen	Fitness instructor fees	\$ 445.52
29/10/2019	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling - two months	\$ 1,320.00
29/10/2019	Powerlux WA	Supply of tree and signage lighting - Beaufort Street (deposit)	\$ 16,637.15
29/10/2019	K A Balm	Expense reimbursement - Youth forum event	\$ 272.18
29/10/2019	Billi Australia Pty Ltd	Water heater repairs - BPLC	\$ 1,218.95
29/10/2019	Element Advisory Pty Ltd	Advisory services - Beaufort Street vacancy project	\$ 5,500.00
29/10/2019	A Duckworth-Smith	Design advisory fee	\$ 400.00
29/10/2019	CSE Crosscom Pty Ltd	Software and network access for hand held radios	\$ 6,688.00
29/10/2019	Valspar Paint (Australia) Pty Ltd	Supply of paint and brushes	\$ 441.44
29/10/2019	TenderLink.com	Public tender advertising	\$ 184.80
29/10/2019	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 4,446.41
29/10/2019	Northside Nissan	Purchase of three vehicles, as per fleet management programme	\$ 81,531.60
29/10/2019	Danmar Developments	Refund of infrastructure bond	\$ 3,000.00
29/10/2019	Pennant House	Supply of flags - various events	\$ 2,574.00
29/10/2019	Enzed Malaga	Plant repairs and maintenance	\$ 93.94
29/10/2019	CAI Fences	Supply and install chainmesh fencing and gates - Birdwood Square	\$ 22,000.00
29/10/2019	Grand Toyota	Purchase of two vehicles, as per fleet management programme	\$ 48,647.80
29/10/2019	K Harcus	Fitness instructor fees	\$ 600.00
29/10/2019	B Fiebig	Fitness instructor fees	\$ 113.68
29/10/2019	M Humich	Fitness instructor fees	\$ 284.20
29/10/2019	Connect Call Centre Services	After hours call service	\$ 1,020.69
29/10/2019	S Patchett	Fitness instructor fees	\$ 360.00
29/10/2019	Rebound WA	Come and try day - Wheelchair basketball	\$ 605.00
29/10/2019	Cleansweep WA	Hire of road sweepers - various locations	\$ 1,306.26
29/10/2019	Blue Tang (WA) Pty Ltd ATF The Reef Unit Trust	Consultancy services - Bank Reserve active zone	\$ 1,485.00
31/10/2019	J Lowden	Fitness instructor fees	\$ 170.52
31/10/2019	Gibros Pty Ltd	Refund of infrastructure bond	\$ 2,500.00
31/10/2019	R J Mueller	Refund of infrastructure bond	\$ 1,000.00
31/10/2019	P Le	Refund of nomination bond	\$ 80.00
31/10/2019	D McDermont	Refund of nomination bond	\$ 80.00
31/10/2019	A R Lieblich	Refund of nomination bond	\$ 80.00
31/10/2019	AJM Constructions	Refund of infrastructure bond	\$ 5,000.00
31/10/2019	Perth Design and Construct Pty Ltd	Refund of infrastructure bond	\$ 2,500.00
31/10/2019	C Underwood	Expense reimbursement - Halloween costumes	\$ 44.45

Date	Payee	Description	Amount
31/10/2019	Toll Transport Pty Ltd	Annual membership renewal - library mail service	\$ 390.50
31/10/2019	L Anselmo	Expense reimbursement - Building surveyor registration and national police certificate	\$ 1,147.10
31/10/2019	Northshore Unit Inc. - SES	FESA contribution - 2nd quarter	\$ 16,096.57
31/10/2019	Award Contracting	Locating services - Charles Veryard Reserve	\$ 517.00
31/10/2019	E Bentley	Expense reimbursement - Les Mills workshop and digital music kits	\$ 143.95
31/10/2019	Winc Australia Pty Ltd	Office supplies and consumables	\$ 407.20
31/10/2019	Flexi Staff Pty Ltd	Temporary staff - Parks	\$ 1,324.54
31/10/2019	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	\$ 66.00
31/10/2019	Totally Workwear	Uniform supplies - various departments	\$ 942.09
31/10/2019	Pitney Bowes Australia Pty Ltd	Supply of ink cartridges	\$ 1,434.40
31/10/2019	Protector Fire Services Pty Ltd	Fire equipment maintenance - BPLC	\$ 3,546.90
31/10/2019	Belgravia Health & Leisure Group Pty Ltd	Boardroom and game court hire - Youth forum	\$ 700.00
31/10/2019	Macri Partners	2018/19 Audit of 246 Vincent Street	\$ 1,320.00
31/10/2019	Devco Builders	Maintenance and repairs - Beatty Park Reserve	\$ 204.27
31/10/2019	Centropak	Beatty Park Café supplies	\$ 642.41
31/10/2019	Priority 1 Fire and Safety Pty Ltd	Staff training - Fire warden awareness (BPLC)	\$ 1,100.00
31/10/2019	Synergy	Electricity and gas charges - various locations	\$ 23,211.51
31/10/2019	Designer Christmas	Christmas trees and decorations hire - BPLC	\$ 3,608.00
31/10/2019	Skateboarding WA	Skateboarding WA annual program 2019/20	\$ 1,870.00
31/10/2019	Courtney Hahipene	Fitness instructor fees	\$ 120.58
31/10/2019	Cr D Loden	Expense reimbursement - child care	\$ 185.00
31/10/2019	Scorpion Training Solutions	Staff training - Health and safety representative course	\$ 880.00
31/10/2019	Capic	Water treatment services - BPLC	\$ 211.20
31/10/2019	Club 55 Travel	Bus hire - Seniors outing	\$ 2,304.00
31/10/2019	Nightlife Music Pty Ltd	Crowd DJ - BPLC	\$ 668.92
31/10/2019	Gymcare	Gym equipment repairs and maintenance	\$ 440.28
31/10/2019	New Dimension Mechanical Services	Cool room and freezer room maintenance - BPLC	\$ 1,259.50
31/10/2019	Beatty Park Physiotherapy Pty Ltd	Employee physiotherapy services	\$ 86.30
31/10/2019	K M Allen	Expense reimbursement - supplies for various events	\$ 138.91
05/11/2019	Australian Taxation Office	Payroll deduction	\$ 189,522.00
05/11/2019	Australian Services Union	Payroll deduction	\$ 310.80
05/11/2019	Child Support Agency	Payroll deduction	\$ 1,663.52
05/11/2019	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
05/11/2019	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,290.10
05/11/2019	City of Vincent Staff Social Club	Payroll deduction	\$ 504.00
05/11/2019	Depot Social Club	Payroll deduction	\$ 76.00
05/11/2019	Health Insurance Fund of WA	Payroll deduction	\$ 260.60
05/11/2019	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 1,416.60

Date	Payee	Description	Amount
12/11/2019	M Slater	Fitness instructor fees	\$ 241.16
12/11/2019	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 373.51
12/11/2019	Print and Sign Co	Printing services - various departments and events	\$ 8,537.98
12/11/2019	A Austin	Fitness instructor fees	\$ 170.52
12/11/2019	Focus Networks	Manage corporate WiFi and firewall	\$ 2,599.30
12/11/2019	Select Fresh	Beatty Park Café supplies	\$ 583.86
12/11/2019	YogaNut	Fitness instructor fees	\$ 420.00
12/11/2019	Entire Workwear	Supply of footwear - Admin	\$ 398.40
12/11/2019	Afgri Equipment Australia Pty Ltd	Purchase of ride on mower	\$ 36,550.00
12/11/2019	J T James	Community support grant funding donation - Open Broadcast Fair Day 2019	\$ 500.00
12/11/2019	Heart Strings Hire and Style Pty Ltd	Styling and staging for Mayor's Christmas dinner 2019 (balance)	\$ 1,283.00
12/11/2019	Add Water Reticulation	Supply and install water wise controller - ASeTTs building	\$ 657.65
12/11/2019	W Palmer	Supply of books	\$ 19.90
12/11/2019	K Chee	Repair of recycled fish artwork - BPLC	\$ 90.00
12/11/2019	F P Froehlich	Crossover subsidy	\$ 677.00
12/11/2019	K K Hui	Rates refund - overpayment	\$ 113.94
12/11/2019	M R Hair	Refund of infrastructure bond	\$ 1,000.00
12/11/2019	C S Knapton	Crossover subsidy	\$ 677.00
12/11/2019	Laurie Kelly Real Estate	Rates refund - overpayment	\$ 380.89
12/11/2019	Turbo Settlements	Rates refund - overpayment	\$ 641.77
12/11/2019	C Underwood	Expense reimbursement - Halloween costumes	\$ 29.98
12/11/2019	Bellcourt Property Group	Rates refund - overpayment	\$ 379.92
12/11/2019	A Johar	Crossover subsidy	\$ 275.00
12/11/2019	LnJ Garden	Supply of gift vouchers - COV garden competition 2019	\$ 800.00
12/11/2019	C Farinola	Refund of infrastructure bond	\$ 3,000.00
12/11/2019	Knutsford Gourmet Pty Ltd	Partial refund of food business annual fee	\$ 120.00
12/11/2019	Bar Botanik	Supply of gift vouchers - COV garden competition 2019	\$ 1,450.00
12/11/2019	F Yuan	Refund of library bond	\$ 50.00
12/11/2019	Shire of Harvey	Long service leave liability	\$ 34,020.58
12/11/2019	A Kadekodi	Partial refund of parking permit	\$ 150.00
12/11/2019	O J McAslan	Refund of infrastructure bond	\$ 500.00
12/11/2019	Alinta Energy	Electricity and gas charges - various locations	\$ 2,590.15
12/11/2019	Australia Post (Agency Commission)	Commission charges	\$ 1,365.61
12/11/2019	Bunnings Trade	Hardware supplies - Depot	\$ 34.20
12/11/2019	Benara Nurseries	Supply of plants	\$ 5,692.47
12/11/2019	Landgate	Gross rental valuations for interims	\$ 3,312.30
12/11/2019	Farinosi & Sons Pty Ltd	Hardware supplies - Depot	\$ 72.55
12/11/2019	Inner City Newsagency	Newspaper delivery	\$ 16.48
12/11/2019	Programmed Integrated Workforce Ltd	Temporary staff - Waste	\$ 5,114.75

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Date	Payee	Description	Amount
12/11/2019	LO-GO Appointments	Temporary staff - various departments	\$ 6,565.77
12/11/2019	Mayday Earthmoving	Bobcat, truck and mini excavator hire - various locations	\$ 15,584.80
12/11/2019	Mindarie Regional Council	Processable and non processable waste	\$ 118,597.23
12/11/2019	Galvins Plumbing Supplies	Plumbing supplies - Depot	\$ 475.38
12/11/2019	Leederville Foods Pty Ltd	Catering services - Process management workshop	\$ 336.86
12/11/2019	Sigma Chemicals	Pool chemicals - BPLC	\$ 715.00
12/11/2019	Sportsworld Of WA	Merchandise - BPLC	\$ 2,355.10
12/11/2019	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 434.21
12/11/2019	Turfmaster Facility Management	Turf maintenance - Leederville Oval	\$ 4,914.25
12/11/2019	Water Corporation	Water charges - various locations	\$ 10,854.05
12/11/2019	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Rangers	\$ 1,800.61
12/11/2019	Rentokil Initial Pty Ltd	Pest control services - BPLC	\$ 1,959.31
12/11/2019	St John Ambulance Western Australia Ltd	First aid kit supplies - various	\$ 1,211.01
12/11/2019	European Foods Wholesalers Pty Ltd	Beatty Park Café supplies	\$ 1,691.52
12/11/2019	The Royal Life Saving Society Western Australia Inc	Watch around water wristbands - BPLC; staff training courses - BPLC; servicing of AIDS memorial fountain; repairs and maintenance - Hyde Park	\$ 11,872.92
12/11/2019	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 165.00
12/11/2019	Caltex Australia Petroleum Pty Ltd	Fuel and oils	\$ 34,828.45
12/11/2019	KS Black Pty Ltd	Bore and pump maintenance - Hyde Park	\$ 214.50
12/11/2019	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	\$ 2,354.18
12/11/2019	Local Government Professionals Australia WA	Staff training - Network forum 2019 and placemaking event	\$ 470.00
12/11/2019	Les Mills Asia Pacific	Fitness instructor fees	\$ 1,585.49
12/11/2019	Metro Count	Hire of classifier for 40km per hour trial	\$ 683.10
12/11/2019	RPG Auto Electrics	Plant repairs and maintenance	\$ 1,715.29
12/11/2019	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 7,779.99
12/11/2019	Blyth Enterprises Pty Ltd	Supply of platform ladder	\$ 624.80
12/11/2019	West Australian Newspapers Limited	Newspapers for resale	\$ 342.18
12/11/2019	KMart Australia Ltd	Toys for crèche - BPLC	\$ 100.00
12/11/2019	Aquawellbeing.com	Fitness instructor fees	\$ 390.00
12/11/2019	Western Resource Recovery Pty Ltd	Grease trap maintenance - Charles Veryard Reserve	\$ 209.66
12/11/2019	Western Power	Streetlight installation - Campsie Street	\$ 2,165.00
12/11/2019	Moore Stephens (WA) Pty Ltd	2019 Audit - Deferred pensioner rates and Roads to recovery annual return	\$ 3,410.00
12/11/2019	Cleanaway	Recycling contract	\$ 54,847.44
12/11/2019	Trisley's Hydraulic Services Pty Ltd	Water treatment - BPLC	\$ 594.00
12/11/2019	G Burgess	Distribution services - Green waste pamphlets	\$ 5,214.00
12/11/2019	Kerbing West	Kerbing services - various locations	\$ 4,784.92
12/11/2019	Perth Party Hire	Hire of table covers	\$ 80.00
12/11/2019	N Wellington	Expense reimbursement - parking for various meetings	\$ 52.51
12/11/2019	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 6,919.00

Date	Payee	Description	Amount
12/11/2019	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 22,848.14
12/11/2019	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 3,025.00
12/11/2019	Jackson McDonald	Legal services - advice regarding Robertson Park Tennis Centre	\$ 6,600.00
12/11/2019	Officeworks Ltd	Supply of dual monitor arms - Library; office supplies and consumables	\$ 1,020.78
12/11/2019	The Good Guys	Purchase of kitchen equipment - Depot	\$ 590.40
12/11/2019	Alsco Pty Ltd	Hire of towel dispensers - Admin	\$ 692.08
12/11/2019	Repco	Auto part supplies	\$ 351.12
12/11/2019	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	\$ 357.50
12/11/2019	McLeods Barristers & Solicitors	Legal services - compliance matter 114-116 Bulwer Street	\$ 626.99
12/11/2019	Ozscot Horticulture	Supply of plants	\$ 375.10
12/11/2019	Subaru Osborne Park	Vehicle service and repairs	\$ 300.10
12/11/2019	T-Quip	Plant repairs and maintenance	\$ 1,230.75
12/11/2019	Belgravia Health & Leisure Group Pty Ltd	Function room and game court hire - Youth forum	\$ 1,136.00
12/11/2019	Jack Lockers	Locker hire - BPLC	\$ 1,073.00
12/11/2019	Battery World Osborne Park	Supply of batteries	\$ 199.00
12/11/2019	PFD Food Services Pty Ltd	Beatty Park Café supplies	\$ 4,535.75
12/11/2019	Devco Builders	Maintenance and repairs - various locations	\$ 9,155.53
12/11/2019	Stevlec Electrical Pty Ltd	Lighting upgrade - Leederville Oval car park; installation of barbecue - Gladstone Street Reserve	\$ 12,711.07
12/11/2019	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 45.00
12/11/2019	Australian HVAC Services Pty Ltd	Airconditioning maintenance and repairs - various locations	\$ 4,536.40
12/11/2019	KP Bardon	Expense reimbursement - catering supplies for meeting	\$ 114.50
12/11/2019	WC Convenience Management Pty Ltd	Maintenance of exelooos - various locations	\$ 3,992.44
12/11/2019	Quality Press	Printing services - flyers and brochures	\$ 2,277.63
12/11/2019	iSUBSCRiBE Pty Ltd	Library magazine subscriptions	\$ 466.69
12/11/2019	McIntosh & Son WA	Plant repairs and maintenance	\$ 4,408.29
12/11/2019	Nude Design Studio	Design presentation - Youth action plan campaign	\$ 660.00
12/11/2019	Elizabeth Richards School Supplies Pty Ltd	Library supplies	\$ 82.71
12/11/2019	Orig-equip Auto Tops	Supply and fit tonneau covers - three vehicles	\$ 825.00
12/11/2019	APARC	Central management system, software licensing and meter maintenance	\$ 18,362.74
12/11/2019	C Wood Distributors	Beatty Park Café supplies	\$ 1,975.60
12/11/2019	Christou Nominees Pty Ltd	Design advisory fee	\$ 550.00
12/11/2019	Repeat Plastics (WA)	Supply of bollards	\$ 19,755.43
12/11/2019	Rubek Automatic Doors	Repair of automatic doors - various locations	\$ 1,679.70
12/11/2019	Turf Developments (WA) Pty Ltd	Turf maintenance - various locations	\$ 27,090.47
12/11/2019	Vorgee Pty Ltd	Merchandise - BPLC	\$ 2,222.44
12/11/2019	Leederville Hotel (T/A Pent Pty Ltd)	Parking revenue distribution	\$ 2,607.19
12/11/2019	Taborda Contracting	Traffic management services - Newcastle Street	\$ 616.48
12/11/2019	Compu-Stor	Records digitisation and off-site storage	\$ 22,464.52

Date	Payee	Description	Amount
12/11/2019	Yoshino Sushi	Beatty Park Café supplies	\$ 465.74
12/11/2019	Centropak	Beatty Park Café supplies	\$ 1,479.01
12/11/2019	Worldwide East Perth	Printing services - Citizenship booklets	\$ 292.00
12/11/2019	Anna Cappelletta	Fitness instructor fees	\$ 904.35
12/11/2019	Aqueo Import & Distribution Pty Ltd	Merchandise - BPLC	\$ 791.39
12/11/2019	Daniela Toffali	Fitness instructor fees	\$ 325.00
12/11/2019	Bent Logic	RFID wrist bands - BPLC	\$ 1,567.50
12/11/2019	Rawlicious Delights	Beatty Park Café supplies	\$ 248.05
12/11/2019	Synergy	Electricity and gas charges - various locations	\$ 70,634.56
12/11/2019	Spider Waste Collection Services Pty Ltd	Mattress collection services	\$ 831.60
12/11/2019	Wilson Security	Security services - Depot	\$ 228.42
12/11/2019	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 43,890.00
12/11/2019	Source Foods	Catering services - Solar photovoltaic workshop	\$ 380.25
12/11/2019	3 Monkeys Audiovisual Pty Ltd	Install interactive LED touch panel	\$ 5,450.50
12/11/2019	Karen Grant	Fitness instructor fees	\$ 723.48
12/11/2019	Charmaine Amanda Magness	Fitness instructor fees	\$ 227.36
12/11/2019	J O'Keefe	Refund of nomination bond	\$ 80.00
12/11/2019	Technology One Ltd	GIS consulting services	\$ 1,940.40
12/11/2019	Jean-Paul Barbier	Fitness instructor fees	\$ 297.00
12/11/2019	Paceway Mitsubishi	Vehicle service and repairs	\$ 1,432.00
12/11/2019	Cr J Murphy	Expense reimbursement - child care	\$ 1,725.00
12/11/2019	Innovations Catering	Catering services - Council meeting, swearing in ceremony and Councillor induction/training meeting	\$ 1,984.50
12/11/2019	AWB Building Co.	Plumbing services - various locations	\$ 5,823.36
12/11/2019	Ergolink	Supply of left hand mouse	\$ 167.00
12/11/2019	Work Metrics Pty Ltd	Online inductions - BPLC	\$ 110.00
12/11/2019	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 48,534.99
12/11/2019	Boyan Electrical Services	Lighting upgrades - various locations	\$ 128,508.60
12/11/2019	Zumba Fitness Patricia Rojo	Fitness instructor fees	\$ 1,054.00
12/11/2019	Design Right Pty Ltd	Design services - Admin	\$ 1,672.00
12/11/2019	Brownes Foods Operations Pty Ltd	Beatty Park Café supplies	\$ 1,710.55
12/11/2019	Supafit Seat Covers	Supply of vehicle seat covers	\$ 828.30
12/11/2019	Unilever Australia Ltd	Beatty Park Café supplies	\$ 3,098.59
12/11/2019	Jackie Barron	Fitness instructor fees	\$ 260.00
12/11/2019	Boya Equipment	Purchase of spray nozzles	\$ 77.00
12/11/2019	InterStream Pty Ltd	Webcast and hosting service	\$ 1,386.00
12/11/2019	Noma Pty Ltd	Design advisory fee	\$ 440.00
12/11/2019	Benerin Electrical Services	Install mesh bus shelter panels - various locations	\$ 6,820.00
12/11/2019	Global Industrial	Supply of toolbox for vehicle	\$ 1,201.20

Date	Payee	Description	Amount
12/11/2019	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 989.34
12/11/2019	Janet Verburg	Fitness instructor fees	\$ 416.84
12/11/2019	Stott Hoare	Supply of computer accessories - cables	\$ 242.00
12/11/2019	Perth Marquees	Supply of marquee tops - BPLC	\$ 3,450.00
12/11/2019	Securus	Security services - various locations	\$ 196.98
12/11/2019	Monica Defendi Photography	Photography services - North Perth Common photoshoot	\$ 462.00
12/11/2019	The Event Mill	Hire of staging - Jazz Festival	\$ 843.70
12/11/2019	Teena Smith	Fitness instructor fees	\$ 210.00
12/11/2019	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	\$ 61,931.59
12/11/2019	Signbiz WA Pty Ltd	Sign supplies - various locations	\$ 1,509.20
12/11/2019	EcoAdvance	Consultancy services - Solar photovoltaic system feasibility study for all City owned buildings (progress claim)	\$ 8,246.70
12/11/2019	Whitfords Event Hire	Hire of marquees, tables and chairs - The Amazing Race	\$ 644.00
12/11/2019	Voice Project	Employee engagement survey 2019 - claims 2 and 3	\$ 6,457.00
12/11/2019	Sid Thoo	Design advisory fee	\$ 440.00
12/11/2019	K Roach	Fitness instructor fees	\$ 227.36
12/11/2019	Burgess Rawson (WA) Pty Ltd	Rates refund - various overpayments	\$ 6,766.54
12/11/2019	Department of Planning Lands and Heritage	Amended DAP fees	\$ 10,189.00
12/11/2019	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 541.74
12/11/2019	Enzed Malaga	Plant repairs and maintenance	\$ 294.55
12/11/2019	Grand Toyota	Purchase of vehicle, as per fleet management programme	\$ 24,766.80
12/11/2019	K Harcus	Fitness instructor fees	\$ 225.00
12/11/2019	B Fiebig	Fitness instructor fees	\$ 113.68
12/11/2019	M Humich	Fitness instructor fees	\$ 227.36
12/11/2019	Water Works and Wellness	Fitness instructor fees	\$ 110.00
12/11/2019	Pixel Poetry	Photography services - Halloween on Angove	\$ 650.00
12/11/2019	S Patchett	Fitness instructor fees	\$ 405.00
07/11/2019	The Trustee for Fergco Family Super Fund	Superannuation	\$ 2,166.84
07/11/2019	The Trustee for Guild Retirement Fund	Superannuation	\$ 528.94
07/11/2019	SuperChoice Services Pty Ltd	Superannuation	\$ 217,777.56
08/11/2019	Mercer Spectrum	Superannuation	\$ 6,846.73
15/11/2019	Cr Ashley Wallace	Council meeting fee	\$ 1,935.83
15/11/2019	Cr Sally Smith	Council meeting fee	\$ 1,935.83
15/11/2019	Cr J Topelberg	Council meeting fee	\$ 1,935.83
15/11/2019	Mayor E Cole	Council meeting fee	\$ 7,875.25
15/11/2019	Cr D Loden	Council meeting fee	\$ 1,935.83
15/11/2019	Cr S Gontaszewski	Deputy Mayoral allowance	\$ 3,255.70
15/11/2019	Cr J Hallett	Council meeting fee	\$ 1,935.83
15/11/2019	Cr A Castle	Council meeting fee	\$ 1,935.83

Date	Payee	Description	Amount
15/11/2019	Cr J Fotakis	Council meeting fee	\$ 1,935.83
14/11/2019	T Patrucco	Expense reimbursement - Jazz Festival consultation	\$ 68.22
14/11/2019	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices	\$ 291.26
14/11/2019	A and F J Kalani	Rates refund - overpayment	\$ 430.53
14/11/2019	Jim Pavlos & Associates	Rates refund - overpayment	\$ 373.17
14/11/2019	J R Edwards	Rates refund - overpayment	\$ 124.12
14/11/2019	R A and B M Faletti	Rates refund - overpayment	\$ 1,000.00
14/11/2019	Brewer St Pty Ltd	Rates refund - overpayment	\$ 442.68
14/11/2019	Image Bollards	Supply and install outdoor convex mirror - Fairfield Street	\$ 242.00
14/11/2019	Glen and Jasmine White	Reimbursement of 50% repair cost of fence, jointly owned by COV	\$ 756.25
14/11/2019	City Of Perth	BA archive retrievals	\$ 118.72
14/11/2019	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 397.82
14/11/2019	Water Corporation	Water charges - various locations	\$ 339.23
14/11/2019	St John Ambulance Western Australia Ltd	First aid kit supplies - vehicles	\$ 778.80
14/11/2019	WALGA	Website development - BPLC	\$ 3,432.00
14/11/2019	BCITF Building & Construction Industry Training	Levy collection	\$ 3,062.12
14/11/2019	Instant Windscreens	Vehicle window tinting and windscreen repairs	\$ 585.00
14/11/2019	West-Sure Group Pty Ltd	Cash collection services - various locations	\$ 3,565.49
14/11/2019	Thomson Reuters (Professional) Australia Ltd	Electronic recruitment licence renewal	\$ 13,754.40
14/11/2019	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 2,602.60
14/11/2019	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	\$ 74.20
14/11/2019	Synergy	Electricity and gas charges - various locations	\$ 6,570.64
14/11/2019	Till Payments Solutions Pty Limited	Credit card transactions - parking terminals	\$ 10,102.95
14/11/2019	Courtney Hahipene	Fitness instructor fees	\$ 180.87
14/11/2019	S E Hill	Expense reimbursement - Garden competition event supplies	\$ 246.08
14/11/2019	Domain Catering Pty Ltd	Refund of planning application fee	\$ 147.50
14/11/2019	Australia Post	Postage charges	\$ 13,487.10
14/11/2019	C A Groves	Rates refund - overpayment	\$ 779.78
14/11/2019	Seaspray Catering	Catering services - Parks team building day (balance)	\$ 423.50
			\$ 4,009,330.71
Payroll			
29/10/2019	Pay 9		\$ 622,564.62
12/11/2019	Pay 10		\$ 638,127.55
14/11/2019	Ad hoc		\$ 1,329.51
Total Payroll			\$ 1,262,021.68
Total Payments			\$ 5,271,352.39

Creditors Report - Payments by Cheque 22/10/19 to 18/11/19				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
00082548	28/10/2019	G Fraser	Local History Award - first prize	\$ 500.00
00082549	28/10/2019	R La Bianca	Local History Award - second prize	\$ 250.00
00082550	28/10/2019	G Field	Local History Award - third prize	\$ 150.00
00082551	28/10/2019	C Mounsey	Local History Award - special mention	\$ 100.00
00082552	28/10/2019	C E O'Keefe	Local History Award - special mention	\$ 100.00
00082553	28/10/2019	T Mathews	Local History Photo Award - first prize	\$ 200.00
00082554	28/10/2019	A Duckworth	Local History Photo Award - second prize	\$ 100.00
00082555	28/10/2019	J Wilson	Local History Photo Award - third prize	\$ 100.00
00082556	28/10/2019	J Zappavigna	Local History Photo Award - special mention	\$ 50.00
00082557	28/10/2019	North Perth Bowling Club	Local History Photo Award - special mention	\$ 50.00
00082558	28/10/2019	T Deane	Local History Contemporary Photo Award - first prize	\$ 200.00
00082559	28/10/2019	P Allmark	Local History Contemporary Photo Award - second prize	\$ 100.00
00082560	28/10/2019	D Teo	Local History Contemporary Photo Award - third prize	\$ 50.00
00082561	28/10/2019	E Bull	Local History Youth Award	\$ 50.00
00082562	28/10/2019	T Mathews	Local History Photo Competition - People's choice award	\$ 100.00
00082563	29/10/2019	Commissioner of State Revenue	Refund of ESL rebates	\$ 872.61
00082564	29/10/2019	Petty Cash - Library	Petty cash recoup	\$ 54.00
00082565	11/11/2019	Aranmore Catholic Primary School	Donation - Student citizenship policy	\$ 304.00
00082566	11/11/2019	Commissioner of State Revenue	Refund of ESL rebates	\$ 424.40
00082567	11/11/2019	Highgate Primary School	Donation - Student citizenship policy	\$ 304.00
00082568	11/11/2019	Kylla Primary School	Donation - Student citizenship policy	\$ 304.00
00082569	11/11/2019	Mount Hawthorn Primary School	Donation - Student citizenship policy	\$ 304.00
00082570	11/11/2019	North Perth Primary School	Donation - Student citizenship policy	\$ 304.00
00082571	11/11/2019	Petty Cash - Beatty Park Leisure Centre	Petty cash recoup	\$ 221.45
00082572	11/11/2019	Petty Cash - Finance	Petty cash recoup	\$ 409.15
00082573	11/11/2019	Petty Cash - CEO	Petty cash recoup	\$ 184.30
00082574	11/11/2019	Sacred Heart Primary School	Donation - Student citizenship policy	\$ 304.00
00082575	11/11/2019	Zurich Australian Insurance Ltd	Insurance excess	\$ 500.00
00082576	11/11/2019	Magistrates Court Perth	Lodgement of 8 prosecution hearing notices	\$ 1,131.20
00082577	11/11/2019	Mount Hawthorn Education Support Centre	Donation - Student citizenship policy	\$ 304.00
Total Nett Cheque Payments				\$ 8,025.11






Creditors Report - Payments by Direct Debit				
22/10/19 to 18/11/19				
Credit Card Transactions for the Period 5 October 2019 - 6 November 2019				
Card Holder	Date	Payee	Description	Amount
CEO	05/10/2019	Peter Roderi	Training course - Governance	\$ 379.50
	07/10/2019	Amazon	Publication - books	\$ 100.18
	07/10/2019	Amazon	Publication - books	\$ 325.58
	08/10/2019	Coles	Beverage supplies - Function/reception stock	\$ 89.50
	08/10/2019	Hisco	Function/reception supplies	\$ 196.86
	10/10/2019	Amazon	Publication - books	\$ 563.50
	11/10/2019	Local Government Management	CEO registration - Annual state conference 2019	\$ 1,700.00
	22/10/2019	Australian Property	Training - Legal briefing	\$ 89.00
	29/10/2019	Amazon	Publication - books	\$ 125.22
				\$ 3,569.34
Manager Community Partnerships	08/10/2019	Wheelers	Book for library	\$ 3.00
	09/10/2019	KMart	Frames - Local history awards 2019 photographic entries	\$ 125.35
	14/10/2019	Leederville Camera House	Prints - Local history awards 2019 photographic entries	\$ 134.55
	17/10/2019	KMart	Frames - Local history awards 2019 photographic entries	\$ 108.00
	18/10/2019	Leederville Camera House	Prints - Local history awards 2019 photographic entries	\$ 283.09
	21/10/2019	KMart	Refund for frames - Local history awards 2019 photographic entries	-\$ 125.35
	23/10/2019	State Library of WA	Digital image purchase - Robertson Park artist studio exhibition	\$ 25.00
	24/10/2019	Buy Subscription	Magazine subscription - Local History Centre	\$ 147.71
	29/10/2019	Coles	Catering supplies - Local history awards 2019	\$ 51.96
	30/10/2019	Dolce and Salato	Catering supplies - Local history awards 2020	\$ 240.00
	03/11/2019	Writing WA	Annual subscription	\$ 135.00
	05/11/2019	State Library of WA	Digital image purchase - Robertson Park artist studio exhibition	\$ 25.00
				\$ 1,153.31
Manager ICT	05/10/2019	Sendgrid	Purchase of software	\$ 118.62
	05/10/2019	International transaction fee	Purchase of software	\$ 2.97

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	07/10/2019	Officeworks	Supply of IT accessories	\$ 126.00
	10/10/2019	Bunnings	Supply of IT accessories	\$ 67.24
				\$ 314.83
Manager Marketing and Communications	05/10/2019	Facebook	Advertising	\$ 13.90
	05/10/2019	Leederville Foods	Catering - Arts advisory	\$ 50.26
	06/10/2019	Planoly	Instagram management tool	\$ 13.37
	06/10/2019	International transaction fee	Instagram management tool	\$ 0.33
	08/10/2019	The Perth Mint	Citizenship ceremony gifts	\$ 252.67
	08/10/2019	Australia Gifts	Citizenship ceremony gifts	\$ 620.00
	09/10/2019	KMart	Supplies - Vincent Gold Rush event	\$ 20.00
	10/10/2019	Dominos E-store	Catering - Vincent youth network meeting	\$ 30.00
	10/10/2019	Mailchimp	Email campaign	\$ 403.28
	16/10/2019	Facebook	Advertising	\$ 44.00
	17/10/2019	Wufoo.com	Software for creation of online forms	\$ 28.13
	17/10/2019	International transaction fee	Software for creation of online forms	\$ 0.70
	18/10/2019	Officeworks	Supplies - Youth action forum	\$ 103.79
	18/10/2019	Officeworks	Supplies - Youth action forum	\$ 28.80
	20/10/2019	Bunnings	Supplies - Youth action forum	\$ 95.60
	20/10/2019	JB Hi-Fi	Supplies - Youth action forum	\$ 612.00
	21/10/2019	Dropbox	Annual subscription	\$ 184.67
	22/10/2019	Asana.com	Subscription - Project management tool	\$ 350.00
	22/10/2019	International transaction fee	Subscription - Project management tool	\$ 8.75
	23/10/2019	Balcatta Cash and Carry	Supply of lollies - Halloween event	\$ 322.33
	23/10/2019	Facebook	Advertising	\$ 704.00
	23/10/2019	KMart	Supplies - Pride Parade	\$ 116.00
	24/10/2019	Shutterstock	Image download subscription	\$ 99.00
	25/10/2019	Red Dot stores	Supplies - Youth network Halloween costumes	\$ 51.00
	25/10/2019	KMart	Supplies - Youth network Halloween costumes	\$ 79.00
	25/10/2019	Apple Store	Music subscription	\$ 11.99
	28/10/2019	Facebook	Advertising	\$ 44.00
	29/10/2019	Dominos E-store	Catering - Vincent youth network meeting	\$ 35.77
	31/10/2019	Facebook	Advertising	\$ 178.29
	01/11/2019	Createsend.com	Email campaign	\$ 30.83
	04/11/2019	Facebook	Advertising	\$ 8.14
				\$ 4,540.60

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Procurement and Contracts Officer	08/10/2019	Les Mills Australia	Staff training - BPLC	\$ 226.13
	28/10/2019	Sweet Remedy	Promotional items - Summer events	\$ 1,394.00
				\$ 1,620.13
Total Corporate Credit Cards				\$ 11,198.21
Direct Debits				
Lease Fees	04/11/2019	Neopost 1659932	Franking machine	\$ 385.00
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	\$ 150,007.65
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 31,739.28
Total Direct Debits including Credit Cards				\$ 193,330.14

12 CHIEF EXECUTIVE OFFICER**12.1 LEASE OF 246 VINCENT STREET, LEEDERVILLE TO MINISTER FOR WORKS - DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES****TRIM Ref:** D19/175115**Author:** Meluka Bancroft, Executive Manager Corporate Strategy and Governance**Authoriser:** David MacLennan, Chief Executive Officer

Attachments:

1. Plan of lease area and car parking bays [↓](#) 
2. Schedule of capital and maintenance works - scope, cost and timing [↓](#) 
3. Minister for Works' lease proposal dated 21 June 2019 [↓](#) 
4. Minister for Works' lease proposal dated 1 November 2019 [↓](#) 
5. Comparison of loan and asset sustainability reserve [↓](#) 
6. Valuation for 246 Vincent Street, Leederville - Confidential

RECOMMENDATION:**That Council:**

1. **APPROVES** a variation and extension of the City's lease to the Minister for Works for the office building located at 246 Vincent Street, Leederville, on the following key terms:
 - 1.1 **Term:** 10 years commencing 22 December 2019;
 - 1.2 **Option term:** 5 years commencing 22 December 2029;
 - 1.3 **Rent:** \$300 per square meter per annum, equating to \$754,800 per annum excluding GST;
 - 1.4 **Rent review:** Annual rent increase of 3 per cent, market rent review at the commencement of the option term;
 - 1.5 **Lease Area:** Office building (area of 2,516m²), including the basement carpark, and surrounding garden and outdoor areas, as shown in the plan at Attachment 1;
 - 1.6 **Outgoings:** Lessee to pay the estimated outgoings for each financial year via monthly instalments. The outgoings include the building insurance premium, management agency fees (up to 3 per cent of the annual rent), auditing of the outgoing statements, pest inspections and treatment, gardening and landscaping costs, utility and service costs, maintenance and repair of the premises including the plant and equipment, security costs, car park maintenance and repair costs, rubbish disposal and the emergency services levy;
 - 1.7 **Capital / structural works:** City to undertake at its cost;
 - 1.8 **Managing agent:** City to appoint a commercial managing agent, to be agreed with the lessee;
 - 1.9 **Permitted use:** Office;
 - 1.10 **Indemnification:** Lessee to indemnify the City against all costs and claims arising in respect to the premises;
 - 1.11 **Car parking licence:** Lessee may use the 21 secured car bays within the Leederville Oval Carpark between 7.30am and 5.30pm Monday to Friday for staff parking, and the 10 visitor bays within the Leederville Oval Carpark between 7.30am and 5.30pm Monday to Friday for visitor parking, as shown in the plan at Attachment 1;

- 1.12 Car parking fee: 23 secure basement car bays - \$225 per month per bay
21 secure car bays - \$125 per month per bay. This equates to \$93,600 per annum, indexed by CPI; and
- 1.13 Incentive: 40 per cent equates to \$3,019,840 over the 10 year lease term. The incentive is applied against the rent, with up to \$1.6 million to be allocated towards the lessee's fit out. The \$1.6 million is to be paid to the lessee in accordance with a schedule of fit out works approved by the City, with a cap of \$1 million per annum, with the first payment to be made after 1 July 2020, or via three annual instalments of \$0.53 million, to be paid in 2020/21, 2021/22 and 2022/23. The balance of the incentive is to be applied against the rent and amortised evenly over the lease term;
2. Subject to final satisfactory negotiations being carried out by the Chief Executive Officer, **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the Deed of Variation and Extension of Lease to effect the variation and extension of lease in recommendation 1. above;
3. **NOTES** that the City will undertake the following capital works and major maintenance works, as requested by the Minister for Works as part of the lease negotiations, over the next four financial years, totalling approximately \$500,000, with the scope, cost and timing of the works detailed in Attachment 2:
- 3.1 modernisation of the five bathroom facilities;
 - 3.2 upgrade of the ground floor tea preparation area;
 - 3.3 modernisation of the internal façade and lighting of the lift;
 - 3.4 upgrade of the two change rooms (end of trip facilities), including the installation of more lockers in the change rooms, and modernisation of the bathroom facilities;
 - 3.5 replacement of all lights with LED lights;
 - 3.6 installation of solar panels;
 - 3.7 replacement of the external vertical fins on the eastern and western ends of the building;
 - 3.8 rectification of the Donnybrook stone cladding of the building;
 - 3.9 replacement of the exterior tiles on the entrance steps as not fit for purpose; and
 - 3.10 repair of corroded external aluminium cladding.
4. **NOTES** that approximately \$200,000 will be allocated in the 2020/21 budget towards the works listed in recommendation 3. above, and scheduled for 2020/21, as detailed in Attachment 2.

PURPOSE OF REPORT:

To consider granting a new lease of the office building at 246 Vincent Street, Leederville (Premises) to the Minister for Works for use by the Department of Local Government, Sport and Cultural Industries (Department).

BACKGROUND:

The office building is located on a portion of Leederville Oval, which is on Crown Reserve 3839. The Reserve is vested in the City for the purpose of recreation, office and administration. In 2001 the City was awarded the tender from the State Government to construct an office building for the Department of Sport and Recreation. At the Ordinary Meeting of Council held on the 13 May 2003, Council approved the construction of the office building on the Reserve.

On 2 October 2003 the Western Australian Planning Commission granted approval for the construction of the office building (Approval No. 33-50026-2) subject to the following condition:

- '1) *The approved office building shall be used only for purposes associated directly with the management and administration of sport and recreation activities in Western Australia.*

In order for the City to lease the building to another tenant condition 1 would need to be amended.

The City borrowed \$6.5 million from the Western Australian Treasury Corporation to fund the construction of the building, with a fixed interest rate for a period of 25 years. In calculating the loan repayment period it was assumed that the Minister for Works would lease the building for at least 20 years.

At the Ordinary Meeting of Council held on the 26 August 2003 (Item 10.4.2), Council granted a lease to the Minister for Works commencing on the 22 December 2004 (Lease). The Lease term was for an initial term of fifteen years, expiring on the 21 December 2019. The key Lease terms are:

Initial Term	15 years
Option Terms	3 terms of 5 years each
Lease Area	2,516m ² office building plus the basement carpark, secured carpark, 10 visitor bays and surrounding garden
Rent	\$414,000 per annum
Rent Review	3% increase per annum
Outgoings	To be paid by the lessee

The Minister for Works has not exercised the first option term, which means the current Lease will expire on the 21 December 2019.

DETAILS:

The Minister for Works provided Administration with its proposal for a new lease on 21 June 2019, at **Attachment 2**. The key terms are summarised below:

Initial Term	5 years, with 3 year break clause
Option Term	5 years
Lease Area	2,300m ² – including the office building, basement carpark, secured carpark and surrounding garden
Rent	\$330 per sqm pa, which equates to \$759,000 pa
Incentive	40%, which equates to \$1.518 million for 5 years
Effective annual rent	\$455,500 per annum
Rent Review	3% increase per annum
Outgoings	To be paid by the lessee

Administration requested a number of amendments to the lease proposal, as follows:

- Increase in the lease term to provide certainty and security for the City;
- Reduction in the lease area to reflect the building area;
- Reduction in the incentive payable to 30 per cent, and for the whole of the incentive to be applied against the rent;
- Increase in per square meter lease fee to reflect the commercial market rental rate;
- Fee for the use of the car parking bays consistent with commercial car parking rates;
- Minister for Works to be responsible for any works it is currently responsible for pursuant to the current lease;
- Reduction in the scope of the capital upgrades and for the capital works to be spread across the lease term.

The Minister for Works and Administration have agreed on the terms of a new lease, as detailed in the lease proposal at **Attachment 2**. The new lease is generally consistent with the terms of the current lease, other than the rent and the use of the car parking bays. The key terms are as follows:

Initial Term	10 years
Option Term	5 years
Lease Area	2,516 m ² – office building, plus the basement carpark and surrounding garden and outdoor area
Rent	\$300 per sqm pa, which equates to \$754,800 pa
Incentive	40%, which equates to \$3.019 million for 10 years
Car parking fees	\$93,600 per annum
Effective annual rent	\$546,480 per annum
Rent Review	3% increase per annum
Outgoings	To be paid by the lessee

The plan at **Attachment 1** shows the revised lease area. The 21 secure car parking bays and the 10 visitor bays have been removed from the lease area so they are available for use by the public outside of business hours (7.30am – 5.30pm Monday to Friday) and on weekends. The Department can use the 21 secured bays for staff parking and the 10 visitor bays for visitor parking during business hours Monday to Friday.

The agreed capital works and maintenance items and the associated cost and timing are summarised in **Attachment 2**. The Minister for Works has advised that the works requested are necessary to modernise the building to a contemporary state government office building standard, and the proposed lease terms are contingent on the City undertaking these works. Administration has reduced the scope of some of the works to reflect the age and use of the building, and has scheduled the works over four financial years.

Administration has investigated several options for the installation of the solar PV system, including leasing the system and a power purchase agreement. Both these options result in a greater total cost for the City over the lease or power purchase agreement period, than the City paying for the system up front.

CONSULTATION/ADVERTISING:

As the Department is a state government agency providing public notice of the proposed lease is not a statutory requirement.

LEGAL/POLICY:

The *Local Government Act 1995* section 3.58 - Disposing of Property, provides that a local government can only dispose of property (which includes to lease) in accordance with section 3.58(3) unless the disposition falls within the scope of section 3.58(5), which includes:

“(d) Any other disposition that is excluded by regulations from the application of this section.”

In accordance with Section 3.58(5), Regulation 30 of the *Local Government (Functions and General) Regulations 1996* provides a range of dispositions that are exempt from the application of Section 3.58 of the Act, including dispositions to:

“(2)(c)(ii) A department, agency, or instrumentality of the Crown in the right of the State or the Commonwealth.”

The Department is a state government agency and therefore it is not necessary for the City to comply with section 3.58.

RISK MANAGEMENT IMPLICATIONS:

Low: The Department has leased the building since 2004 in accordance with the terms of the lease. The new lease provides the City with a reduced financial return, but provides long-term security for the City in respect to the use of the premises. Therefore extending the lease to the Department is considered low risk for the City.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

The City is undertaking a Commercial Building Disclosure assessment, which includes a TLA and NABERS assessment. The purpose of this assessment is to improve energy efficiency. The City is also proposing to replace all lights with LED lights and install solar panels, which will reduce electricity use.

FINANCIAL/BUDGET IMPLICATIONS:

The proposed rent of \$300 per square metre equates to an annual rent of \$754,800. The 40 per cent incentive means the effective annual rent the City would receive is \$452,880 per annum. The City will also receive income from the car parking bays totalling \$93,600 per annum. Therefore, the annual income the City would receive from the Premises would be approximately \$546,480.

Over the 10 year lease term the incentive would equate to approximately \$3.02 million. It is proposed that the City would pay up to \$1.6 million of the incentive towards the fit out, upon receipt of purchase orders from the Minister for Works. The Minister for Works has requested the \$1.6 million to be paid within the 2020/21 financial year. Administration recommends that the incentive is paid over three financial years - \$0.53 million each year, or in accordance with an approved schedule and program of works over the same three year period.

Administration recommends that funds from the City's Asset Sustainability Reserve are drawn on to fund the proposed capital works. The table at **Attachment 4** compares the use of the Asset Sustainability Fund with the City borrowing this money. By using the Reserve, the City will save \$29,637 in interest repayments over the 10 year term.

The rent based on the current lease as at the expiry of the lease (21 December 2019) would be \$644,996. Therefore, the City will receive approximately \$1 million less than if the current lease was extended for a further 10 years. It is considered that the market conditions have changed since the original rent was agreed with the Minister for Works, and on that basis it is not possible for the City to secure the same rent.

Administration received a market valuation for the premises in September 2018, at **Attachment 5**. The market valuation indicates that the effective annual rent the City could expect to receive would be about \$640,000 per annum.

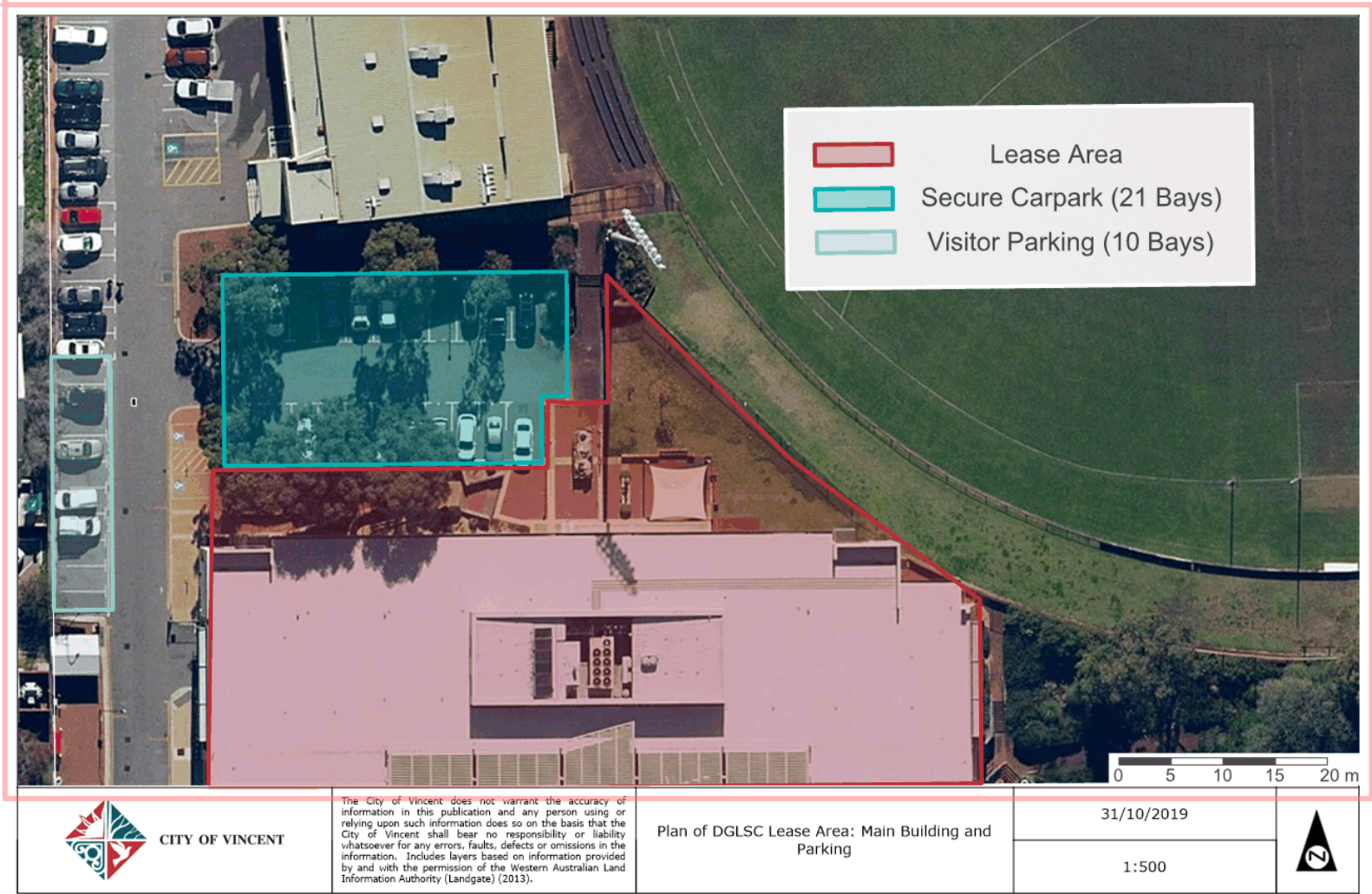
The Department has requested the City to undertake capital upgrade works during the first few years of the new lease term to modernise the premises. The estimated cost of these works is \$500,000. The works are proposed to be undertaken in the 2020/21 and 2021/22 financial years, which provides the City with time to finalise the scope of these works and include the works in the relevant budgets.

All other costs associated with the premises, including the building insurance premium, management agency fees (up to 3 per cent of the annual rent), auditing of the outgoing statements, pest inspections and treatment, gardening and landscaping costs, utility and service costs, maintenance and repair of the premises including the plant and equipment, security costs, car park maintenance and repair costs, rubbish disposal and the emergency services levy, are payable by the Minister for Works.

It is noted that some general maintenance works have been requested during the first year of the new lease, including internal painting. These costs are payable by the Minister for Works pursuant to the current lease and therefore will be recouped from the Minister for Works via the monthly outgoing instalments.

COMMENTS:

The proposed lease provides the City with security of tenure for 10 years, but results in a reduced financial return and requires the City to pay up to \$1.6 million towards the building fit out. Due to the change in office accommodation market conditions and the restriction on the use of this building, entering into a new long-term lease with the Minister for Works is the best option for the City.



SCHEDULE OF SCOPE, TIMING AND COST OF CAPITAL AND MAINTENANCE WORKS

<i>Item</i>	<i>Cost</i>
2019/20	
Rectification of the Donnybrook stone cladding of the building	\$40,000
Total for 2019/20	\$40,000
2020/21	
Replacement of the exterior tiles on the entrance steps as not fit for purpose (excluding the ramp)	\$32,000
Replacement of the external vertical fins on the eastern and western ends of the building	\$46,000
Upgrade of the ground floor tea preparation area - includes demolition and removal, new overhead cupboards, splashback, ZIP tap, bench top, sinks, under bench cupboards, dishwasher and larger bi-fold doors to alfresco area, strip and buff vinyl	\$48,000
Modernisation of the five bathroom facilities and change rooms	\$48,000
<ul style="list-style-type: none"> • Acid cleaning of existing wall and floor tiles; • Removal and disposal of existing lockers and supply and install bespoke timber to suit; • Additional relocated hanging racks; • Sink and toilet pan renewal (no changes to urinals); • Vanity bench renewal where fitted; and • Shower head and rose in UAT's. 	
End of trip lockers and bike racks in the basement	\$22,000
Total for 2020/21	\$196,000
2021/22	
Replace all lights with LED lights - lighting infrastructure in place is bespoke and now out of date	\$112,000
Modernisation of the internal façade and lighting of the lift	\$5,000
Total for 2021/22	\$117,000
2022/23	
Installation of solar panels	\$115,000
Total for 2022/23	\$115,000
Total for capital and maintenance works	\$468,000



21 June 2019

Mr David MacLennan
Chief Executive Officer
Town of Vincent
PO Box 82,
LEEDERVILLE, WA 6902

Dear Mr MacLennan

**LEASE: MINISTER FOR WORKS
WHOLE BUILDING, 246 VINCENT STREET, LEEDERVILLE**

I act on behalf of the Minister for Works.

My client is currently reviewing its medium to longer term accommodation options.

One of these options is to remain at the subject property for a further five years.

As part of the process it needs to ensure it proceeds with a "best value for money" approach. My client has also obtained Landgate market rental valuation advice. This has been considered in preparing the proposed commercial terms.

Accordingly, my client has instructed me to outline the following terms and conditions for the Landlord's consideration;

Details are outlined below:

- | | | | |
|----|-----------------|---|---|
| 1. | Landlord | : | Town of Vincent; |
| 2. | Tenant | : | Minister for Works; |
| 3. | Leased Premises | : | Whole Building located at 246 Vincent Street, Leederville and having the rent and outgoings paid over a net lettable area of 2,300 sqm; |
| 4. | Lease Term | : | Five years. |

Break Clause: The Tenant shall have the right to break the lease (i.e. Terminate the lease) after the first three (3) years of the extended lease term. A minimum of 3 months' notice must be given to the Landlord should the Lessee wish to exercise its rights under this clause. For the avoidance of doubt the earliest date the Tenant can Break the lease is 22 December 2022 with

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the notice to be sent to the Landlord no later than 22 September 2022;

5. Option Period : One Option term for a further five years;

6. Lease Commencement Date : 22nd December 2019.

It is a condition of this proposal that all commercial terms and formal Lease Deeds are finalised prior to 31 August 2019.

If the above dates cannot be achieved by the Landlord, please advise asap;

7. Proposed Net Rental : \$330 per sqm p.a.;

8. Net Rental Reviews : Annual reviews to 3% p.a. Market (no ratchet) on commencement of the option periods;

9. Estimated Outgoings : As per existing lease (currently estimated to be \$50.91/sqm;

10. Proposed Use : Office;

11. Car Parking : As per existing Lease. For the avoidance of doubt this will include a basement level secure car park of 23 bays and an open secure car park providing 21 car bays (total of 44 car bays)

A further 10 (time limited) on site visitor designated car parking bays will also be available.

There will be no charge for the car parking throughout the extended term of the Lease and any extensions thereto;

12. Lease documentation : To be based on the current lease by way of a Deed of Extension and Variation of Lease and prepared by the State Solicitor's Office (WA);

13. Legal Costs: Each party shall pay for its own legal costs;

14. Other Conditions:



14.1 Formal Government Approval

The lease will not be legally binding until the Minister for Works executes the Lease Document at its sole discretion (for any reason);

14.2 Incentive – Landlord Contribution

40%: \$330 per sqm x 2,300 sqm x 5 years x 40% = \$1,518,000

At the sole discretion of the Tenant, the incentive will be provided as:

- i) an upfront cash payment (can be used for fitout); or
- ii) amortised evenly over the initial term of the lease; or
- iii) a combination of i) and ii) above.

Should the tenant exercise its right to Break the Lease at the end of year three, it will repay the Landlord any incentive paid as part of a cash contribution for that portion of incentive covering years 4 and 5.

14.3 Building Services & Building Compliance

In accordance with the lease the Landlord confirms that where applicable all services including but not limited to mechanical services, electrical services, hydraulic services, fire and safety services provided to the Premises are in good working order and compliant with the relevant building codes and standards at the Lease extension commencement date and that the Landlord will be liable to ensure such services remain in good working order and are compliant during the Lease term and any extension thereto.

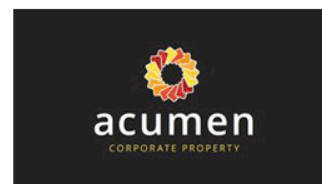
The Landlord confirms that the premises are free of any contamination or hazardous materials. It is also requested that Landlord provides the tenant with a letter from an accredited engineer outlining what materials make up the building's cladding and confirmation that all associated materials/cladding have no non-compliant Aluminium composite panels (ACP) and or cladding located anywhere on, in and around the structure of the building.

14.4 Energy Efficiency and Green Star Ratings

It is requested that the Landlord provide advice on the following ratings that are applicable for:

- 1) NABERS Energy Base Building Rating;
- 2) NABERS Water Rating; and
- 3) Green Star Office Design Rating).

14.5 Restoration Obligations



As per the existing lease.

For the sake of clarity the Tenant will not be required during the Lease Term or any Option to Renew period, to redecorate the Premises however it will have an obligation to maintain the Premises in a good state of repair.

The Tenant shall not be responsible for the make good of the Premises (re-instatement) to base building standard and configuration or the removal of any fit out or loose furniture (whether installed by the Landlord, the tenant or any other third party) at the expiry of the Lease but will leave the Premises in a clean and tidy condition only.

The Tenant shall have the right to remove its equipment, items of fit out and loose furniture and shall be required to repair any damage to the Building caused by its removal.

14.5 Landlord Works and Building Upgrades

Please refer to Appendix A.

14.4 GST

All figures quoted in this letter are plus GST. The definition of GST will be based on the existing Lease definition.

Please confirm if the above terms and conditions are acceptable and note time is of the essence.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Charles Kellett", with a long, sweeping underline.

Charles Kellett
B Bus AAPI
Principal Consultant

Cc: Jordan Korovesi
A/Manager Governance, Property and Contracts
City of Vincent

APPENDIX A – LANDLORD WORKS AND BUILDING UPGRADES



The Landlord, in consultation and agreement with the tenant (or its advisors), will on a staged basis undertake the following works within the Premises. Timing of the works can be stages and discussed in further detail.

- a) Upgrade and refurbishment of the existing male and female toilets facilities (including disabled facilities) to a modern standard. This work is to include the replacement of all fixtures and fittings including but not limited to new ceramic tiles (floor and wall), installation of new pans, cisterns, cubicles, basins, tapware, urinals, hand towel dispensers, cupboards etc.
- b) Upgrade and refurbishment of the existing tea preparation areas within the Building core. This is to include for new cupboards, tiling, sink, tapware and will include for the installation of a new Billi or Zip unit. For the avoidance of doubt the cupboards are to have a fridge recess.
- c) Continue with the replacement of carpet within the Premises. Please confirm the carpet has a minimum 10-year warranty.
- d) The progressive replacement of all perimeter window treatments from the Verosol range. The window treatment to be utilised is the Verosol Ambience Twin System with a full block and semi-transparent fabric. The final fabric colours are to be the choice of the Tenant.
- e) The Landlord will upgrade, refurbish and modernise the whole lift/vertical transportation installation within the building, to bring all equipment technology, motors, drive systems and interior appointments up to modern standards and in accordance with all Australian Standards and Building Codes of Australia. The lift is to operate in accordance with the PCA A Grade requirement for new office buildings in relation to lift speed and wait times.
- f) The Landlord is to provide an End-of-trip facility in the basement of the building which, as a minimum will support cyclists, joggers and walkers in using alternative ways to travel to work as opposed to driving or taking public transport. The facilities should be designed to also benefit staff who want to exercise during their lunch break. The proposed End of trip facility will include the provision of secure cycle storage racks, showers, changing facilities, lockers and drying space for clothes. A concept plan has been prepared and can be provided upon request.



The Landlord is to provide specifications to any proposed works for input and approval by the Tenant acting reasonably. At the time of submitting the specifications a detailed program and staging plan together with a method of works must be provided for consideration by the Tenant. Given the Premises are currently occupied by the Tenant the Tenant will provide its approval or requirements in relation to the works and this will be considered by the Landlord and its contractors.

All works undertaken by the Landlord are to be undertaken in accordance with all Australian Standard and Building Codes of Australia (including disability codes relating to access). The Landlord where necessary will obtain relevant approvals and comply with all Government regulations, acts and requirements. All water appliance, tapware, showerheads and toilets are to have a minimum of a 4A rating.

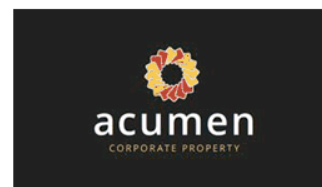
At completion of each stage of works the Landlord is to advise the Tenant five (5) business days prior to completion that the works are nearing completion. On practical completion of the works an inspection is to be undertaken with the Tenant (or its appointed representative) to handover the area the subject of the works. In the event that the Tenant has any concerns a notice will be provided advising of its concerns and these are to be addressed by the Landlord within five (5) business days of receipt of the notice. (acting reasonably to the issue raised)

All works undertaken by the Landlord are to have a defects liability period of twelve (12) months. The Landlord is to minimise defects prior to handover of any area. In relation to after-hours work the Tenant will require a security guard to be on site the cost of such will be borne by the Tenant as part of its works.

General Maintenance

1. Address external "vertical fin" deterioration at eastern and western ends of building.





2. Address external Donnybrook Stone cladding deterioration on exterior of building (mainly at ground level).



3. Address Water Pooling on main entrance steps and attach anti slip material to stair treads



4. Address corrosion and deterioration of external aluminium cladding to building.



5. Air Conditioning System: Provide a comprehensive, repair, maintenance and parts replacement report covering the next 10 years.

6. Upgrade the current BMS (Building Management System) software and hardware to a modern standard (and typical of an A Grade Building) to ensure efficient control of mechanical services, basic monitoring of all other services with ability to control energy management, comfort control, basic diagnostics and reporting.

7. Repaint all core walls in a mutually agreed colour (two coats).

8. Replace all water stained and damaged ceiling tiles. and

9. Replace all non-working florescent light tubes and globes.



1 November 2019

Meluka Bancroft
Executive Manager, Corporate Strategy and Governance
City of Vincent
PO Box 82,
LEEDERVILLE, WA 6902

Dear Meluka

**LEASE: MINISTER FOR WORKS
WHOLE BUILDING, 246 VINCENT STREET, LEEDERVILLE**

I refer to your emailed counter-response dated 31 October and accordingly my client has instructed me to respond as follows.

Details are outlined below:

1. Landlord : City of Vincent;
2. Tenant : Minister for Works;
3. Leased Premises : Whole Building located at 246 Vincent Street, Leederville and having the rent and outgoings paid over a net lettable area of 2,516 sqm;
4. Lease Term : Ten (10) years;
5. Option Period : One Option term for a further five years;
6. Lease Commencement Date : 22nd December 2019.
7. Proposed Net Rental : \$300 per sqm p.a.;
8. Net Rental Reviews : Annual reviews of 3% p.a.
Market review (no ratchet) on commencement of the option period;
9. Estimated Outgoings : As per existing lease (currently estimated to be \$50.91/sqm).
10. Proposed Use : Office;

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11. Car Parking : 23 single secure basement car bays @ \$225 pcm per bay = \$62,100 per annum plus GST
- 21 single secure car park bays @ \$125 pcm per bay = \$31,500 per annum plus GST., for use by staff during business hours (7.30am – 5.30pm) Monday to Friday.
- 10 designated single open visitor car bays at no cost, for use by visitors during business hours (7.30am – 5.30pm) Monday to Friday.
12. Lease documentation : To be based on the current lease by way of a Deed of Extension and Variation of Lease and prepared by the State Solicitor's Office (WA);
13. Legal Costs: Each party shall pay for its own legal costs associated with the review of the lease documentation;
14. Building Management Landlord to appoint a commercial managing agent for the Premises, to be agreed with the Tenant. The managing agent fees are not to exceed 3% of the rent, and will be recovered via the Outgoings.

14. Other Conditions:

14.1 Formal Government Approval

The lease will not be legally binding until the Minister for Works executes the Lease Document at its sole discretion (for any reason);

14.2 Incentive – Landlord Contribution

40%: \$300 per sqm x 2,516 sqm x 10 years x 40% = \$3,019,840

The incentive may be applied against rent, amortised evenly over the initial term of the lease, or as a cash payment, up to a maximum total value of \$1,600,000 (\$794 per sqm) plus GST. The incentive will not be paid prior to 30 June 2020.

14.3 Building Services & Building Compliance

In accordance with the lease the Landlord confirms that where applicable all services including but not limited to mechanical services, electrical services, hydraulic services, fire



and safety services provided to the Premises are in good working order and compliant with the relevant building codes and standards at the Lease extension commencement date and that the Landlord will be liable to ensure such services remain in good working order and are compliant during the Lease term and any extension thereto.

The Landlord confirms that the premises are free of any contamination or hazardous materials. It is also requested that Landlord provides the tenant with a letter from an accredited engineer outlining what materials make up the building's cladding and confirmation that all associated materials/cladding have no non-compliant Aluminium composite panels (ACP) and or cladding located anywhere on, in and around the structure of the building.

14.4 Energy Efficiency and Green Star Ratings

Following the completion of its Commercial Building Disclosure (TLA and NABERS assessments) by a licensed consultant, the Landlord will provide the Tenant details of the associated ratings for its review and records.

14.5 Restoration Obligations

As per the existing lease.

For the sake of clarity, the Tenant will not be required during the Lease Term or any Option to Renew period, to redecorate the Premises however it will have an obligation to maintain the Premises in a good state of repair.

The Tenant shall not be responsible for the make good of the Premises (reinstatement) to base building standard and configuration or the removal of any fit-out or loose furniture (whether installed by the Landlord, the Tenant or any other third party) at the expiry of the Lease but will leave the Premises in a clean and tidy condition only.

The Tenant shall have the right to its belongings and items of fit-out owned by the Tenant under the provision it shall be required to repair any damage to the Premises caused by its removal.

14.5 Landlord Works and Building Upgrades

Please refer to Appendix A.

14.4 GST

All figures quoted in this letter are plus GST. The definition of GST will be based on the existing Lease definition.

Please confirm if the above terms and conditions are acceptable and note time is of the essence.

**APPENDIX A – LANDLORD WORKS AND BUILDING UPGRADES**

The Landlord, in consultation and agreement with the Tenant (or its advisors), will on a staged basis undertake the following works within the Premises. The timing of the works is to be agreed before agreement on the lease terms, so that the Landlord can budget for these works. The works will not be completed prior to 1 July 2020:

- a) Upgrade and refurbishment of the existing male and female toilet facilities (including disabled facilities) to a modern standard. This work is to include the replacement of all fixtures and fittings including but not limited to new ceramic tiles (floor and wall), installation of new pans, waterless cisterns, cubicles, basins, tapware, urinals, hand towel dispensers, cupboards etc.
- b) The Landlord will provide modernisation to the ground floor Eastern wall tea preparation area. Execution and delivery of works will be completed in partnership with the Tenant. Jobs will include for new cupboards, tiling, sink, tapware and will consist of the installation of a new Billi or Zip unit. For the avoidance of doubt, the cabinets are to have a fridge recess, the size of which to be confirmed by the Tenant.

Other tea prep areas located throughout the building will be repainted and where there is damage the Landlord at its cost will repair.

- c) The Landlord will modernise the internal façade and lighting of the lift and for the assurance of the Tenant, provide documentation to demonstrate its appropriate servicing, detail its end of life and certificates of operation to ensure the lifts will be in good working order throughout the term of the lease and extensions to that.
- d) The Landlord is to provide additions to its existing end-of-trip facilities through further bicycle storage, "Z" style lockers and the aforementioned improvements to the current male and female shower and toilet facilities located on the ground and first floor. This City will liaise with DLGSC in respect to the location of the lockers.
- e) The Landlord is to replace all lights with LED lights.



The Landlord is to provide specifications to any proposed works for input and approval by the Tenant acting reasonably. At the time of submitting the specifications, a detailed program and staging plan together with detail on how the works will be undertaken must be provided for consideration by the Tenant.

All works undertaken by the Landlord are to be conducted following all Australian Standard and Building Codes of Australia (including disability codes relating to access). The Landlord where necessary will obtain relevant approvals and comply with all Government regulations, acts and requirements. All water appliance, tapware, showerheads and toilets are to have a minimum of a 4A rating.

After each stage of works, the Landlord is to advise the Tenant five (5) business days before the conclusion that the works are nearing completion. On practical completion of the works, inspection is to be undertaken with the Tenant (or its appointed representative) to handover the area the subject of the works. If the Tenant has any concerns, a notice will be provided advising of its concerns, and these are to be addressed by the Landlord within five (5) business days of receipt of the notice. (acting reasonably to the issue raised)

All works undertaken by the Landlord are to have a defects liability period of twelve (12) months. The Landlord is to minimise defects before the handover of any area.

General Maintenance

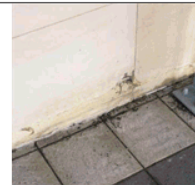
These items of general maintenance will be undertaken by the City within one year of the commencement of the new lease and will be at its cost if structural or capital works. Any other works will be recouped via the Outgoings.

1. Address external "vertical fin" deterioration at the eastern and western ends of the building. City to pay costs of this work.

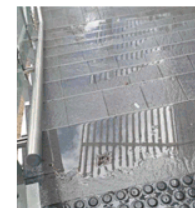




2. Address external Donnybrook Stone cladding deterioration on the exterior of the building (mainly at ground level). City to pay costs of this work.



3. The Landlord will remove existing tiles, regrade subbase and install new non-slip tiles at the main entrance of the building, as required to ensure the tiles are safe and compliant. City to pay costs of this work.



4. Address corrosion and deterioration of external aluminium cladding to the building. City to pay costs of this work.



5. Air Conditioning System: As part of the handover of the property management of the building, the Landlord will arrange an end of life audit for the air-conditioning system which will address repair, maintenance and parts replacement of the system. The cost of this audit will be recovered from the Tenant via the Outgoings.

7. Repaint all core walls in a mutually agreed colour (two coats), with the cost to be recouped from the Tenant. .

8. Replace all water stained and damaged ceiling tiles, with the cost to be recouped from the Tenant. .

Comparison of Loan and using the Asset Sustainability Reserve\$1.6 million incentive from Reserve and Loan of \$1 million incentive)Loan of \$2,6 million (\$1 million existing and \$1.6 million

	Total over 10 Years			Total over 10 Years	
Rental income	\$8,104,997.03		Rental income	\$8,104,997.03	
Transfer of \$160,000 pa to Reserve to pay incentive of \$1.6 million	-\$1,600,000.00		Transfer to Reserve	N/A	
Capital Works (in 20/21 and 21/22)	-\$750,000.00		Capital works (in 20/21 and 21/22)	-\$750,000.00	
Loan repayment (Principal) *	-\$1,000,000.00		Loan repayment (Principal)*	-\$2,600,000.25	
Loan repayment (Interest) *	-\$123,822.33		Loan repayment (Interest)*	-\$321,938.05	
Total cash flow	\$4,631,174.71		Total cash flow	\$4,433,058.73	
Loss of interest on \$1,6m (Opportunity cost) **	-\$168,478.91		Lost opportunity cost (as money is not borrowed from Reserve)	N/A	
Total cash flow minus lost opportunity cost	\$4,462,695.79		Total cash flow minus lost opportunity cost	\$4,433,058.73	Difference \$29,637.06

* Interest rate of 2.36% p.a over 10 years

** Average interest income 1.7% p.a

12.2 APPOINTMENT OF ELECTED MEMBER TO THE METROPOLITAN REGIONAL ROAD SUB-GROUP (CENTRAL)

TRIM Ref: D19/38126
Author: Craig Wilson, Manager Asset & Engineering
Authoriser: Andrew Murphy, Executive Director Infrastructure and Environment
Attachments: Nil

RECOMMENDATION:

That Council **APPOINTS** _____ as the City's representative on the Metropolitan Regional Road Sub-Group (Central) for a term expiring on 16 October 2021.

PURPOSE OF REPORT:

To appoint an Elected Member to the Metropolitan Regional Road Sub-Group (Central).

BACKGROUND:

The existence and operation of Regional Road Groups are mandated by the State Road Funds to Local Government Agreement; and the State Road Funds to Local Government Advisory Committee.

A Regional Road Group may establish Sub Groups to:

- Assist to identify road funding priorities
- Consider local road issues to inform decision making by the Regional Road Group
- Provide advice to the Regional Road Group

A Regional Road Group may establish a Technical Group(s) to:

- Assist with management and consideration of local road issue
- Provide technical advice to the Regional Road Group

Elected Members can be members of Sub-Groups or Technical Groups. The City of Vincent is a member of the Central Sub-Group, which also includes the City of Subiaco and City of Perth. The Manager Assets & Engineering is a member of the Technical Group.

The details of the Metropolitan Regional Road Group Sub-Group (Central) is as follows:

Meeting Occurrence:	At least twice per year (to be determined at the first meeting after the meeting timetable of the State Funds to Local Government Advisory Committee has been advised to the Regional Road Group).
Location of Meeting:	Council Offices of Vincent, Subiaco or Perth
Responsible Liaison Officer:	Manager Asset & Engineering
Member Sitting Fees:	Nil
Purpose of Appointment:	Assist in identifying road funding priorities Provide advice to the Regional Road Group Consider local roads issues to inform decision making by the Regional Road Group
Other Membership:	Manager Asset & Engineering Representative of City of Subiaco Representative City of Perth

More detailed information about Regional Road Groups can be found in the "[Reference information for Elected Members on a Regional Road Group](#)", and "[Roles and Responsibilities of Regional Road Group Members](#)" publications on WALGA's website.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The Regional Road Groups are formed in accordance with the State Road Funds to Local Governments Agreement.

RISK MANAGEMENT IMPLICATIONS:

Low: Appointment of an Elected Member to the Metropolitan Regional Road Group Sub-Group (Central) means the City is represented at the Sub-Group's meetings.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

12.3	LEASE OF PORTION OF GRANDSTAND MEZZANINE, AEROBICS ROOM AND OLD ADMINISTRATION OFFICES AT BEATTY PARK LEISURE CENTRE - WA SWIMMING ASSOCIATION INC
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TRIM Ref: D19/148226

Author: Daniel Janssen, Land Projects Officer

Authoriser: Meluka Bancroft, Executive Manager Corporate Strategy and Governance

Attachments: 1. Letter from Swimming WA requesting a new lease [↓](#) 

RECOMMENDATION:

That Council:

1. APPROVES a lease commencing 1 January 2020 to the Western Australian Swimming Association Incorporated for a portion of the office space at the Beatty Park Leisure Centre on the following key items:
 - 1.1 Term: 1.5 years commencing 1 January 2020, to align with the Beatty Park Leisure Centre Options Project implementation;
 - 1.2 Lease Area: 377.766 m²;
 - 1.3 Rent: \$48,294 plus GST per annum indexed to CPI;
 - 1.4 Outgoings contribution: \$11,333 plus GST per annum, commencing 1 July 2020, based on a rate of \$30/m² to cover the utility and building insurance costs;
 - 1.5 Emergency Services Levy: Payable by the Lessee;
 - 1.6 Repair of damage: damage Lessee is liable for the cost of the repair of any resulting from its use of the premises. The City will arrange the repair / maintenance work;
 - 1.7 Insurance: insurance Lessee to effect and maintain public liability of a minimum of \$20,000,000 for any claim;
 - 1.8 Sub Lease: Power to sub lease parts of the Lease Area subject to the Lessor's consent, which can not be unreasonably withheld;
 - 1.9 Redevelopment / capital works: The City may at its discretion undertake any major capital works or the redevelopment of a portion of the Beatty Park Leisure Centre, subject to providing at least 6 months' notice in writing to the Lessee. If the works are deemed by the City to adversely impact the Lessee's use of the Premises, the lease will terminate, and no compensation to the Lessee will be payable. The City will endeavour to find the Lessee any alternative space within the centre to use during the redevelopment period; and
 - 1.10 Car parking licence: Lessee may use 7 staff parking bays and 2 visitor bays within the Beatty Park Leisure Centre car park between business hours, 7.30am – 5.30pm Monday – Friday;
2. NOTES that the City values the Western Australian Swimming Association Incorporated's use of a portion of the Beatty Park Leisure Centre and will look to accommodate their continued use once the Beatty Park Leisure Centre Options Project is completed;
3. Subject to satisfactory negotiations being carried out by the Chief Executive Officer, AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the lease in recommendation 1. above; and
4. DELEGATES BY ABSOLUTE MAJORITY to the Chief Executive Officer under section 5.42 of the *Local Government Act 1995* the power to approve a variation of the lease in recommendation 1. above in respect to the lease area and associated lease fee and

outgoings fee, in the event a sub lessee terminates a sub lease with Western Australian Swimming Association Incorporated.

PURPOSE OF REPORT:

To consider granting a new lease to the Western Australian Swimming Association Inc. (Swimming WA).

BACKGROUND:

Swimming WA has leased a portion of the Beatty Park Leisure Centre since 1993 for the purpose of office space for the association headquarters. The current 3 year lease with a 3 year option was approved at the Ordinary Meeting of Council held on the 5 November 2013 (Confidential Item 14.2). The three year option term was exercised, which means the lease will expire on the 31 December 2019.

At the Ordinary Meeting of Council 3 May 2016 (Item 9.3.4), Council approved a variation to this lease to increase the lease area, as requested by Swimming WA.

Swimming WA currently sub leases portions of the building to the following state associations:

State Associations	Sub Lease Portion
AustSwim	65m ²
Diving WA	24m ²
Triathlon WA	66m ²
Master WA	33m ²

DETAILS:

Swimming WA contacted the City in September 2019 to request a new 3 year lease, with a 3 year option term, as set out in the letter at **Attachment 1**. Administration is proposing that the terms of the new lease are consistent with the current lease, other than the lease term and the payment of utilities and building insurance.

Two of the current sub lessees, Diving WA and Masters WA, are relocating to HBF Park on the expiry of the current lease. On this basis, Swimming WA has requested that the lease area is reduced to 377.766m², and that the rent and outgoings payable are adjusted to reflect the new lease area.

A 1.5 year lease term is proposed as it aligns with the Beatty Park Leisure Centre Options Project, which is due to be completed in June 2020. A longer term lease could become a prohibitive factor in the implementation of any options determined by this project.

The current lease provides that Swimming WA is liable to pay the *“proportion of all charges for water, consumption, gas, electricity, fuel, telephone or other services, utilities to facilities directly relating to the Premises”*. There is no sub meter for Swimming WA's lease area, and apportioning utilities based on the number of fixtures and fittings or the proportion of the building Swimming WA occupies is not deemed to be a fair and equitable method, given that this is a swimming pool centre and the plant and equipment associated with this is the main utility consumer. Due to the fact that Administration has been unable to determine utilities for the Swimming WA lease area, no utilities have been paid to date.

In the new lease it is proposed that Swimming WA pay a set utility and outgoings fee which is increased by CPI each year. Administration has considered the utility and building insurance costs at several buildings with similar office uses - the City's administration building, the building occupied by Volleyball WA and the Terry Tyzack Physiopharmacy in the City of Stirling. The average per square meter fee for building insurance and utilities across these three office buildings is about \$30m² per annum. This equates to an annual outgoings fee of \$11,333 plus GST. Swimming WA has confirmed that this fee is acceptable, provided that the fee is payable from 1 July 2020, to allow the fee to be budgeted for. This means the outgoings fee payable in 2020/21 will be \$5,666.

CONSULTATION/ADVERTISING:

Swimming WA's activities are considered of a sporting and recreational nature, and members of the association are not entitled to any pecuniary profit, which means providing public notice of the proposed lease is not a statutory requirement.

LEGAL/POLICY:

The *Local Government Act 1995* section 3.58 - Disposing of Property, provides that a local government can only dispose of property (which includes to lease) in accordance with section 3.58(3) unless the disposition falls within the scope of section 3.58(5), which includes:

“(d) Any other disposition that is excluded by regulations from the application of this section.”

In accordance with Section 3.58(5), Regulation 30 of the *Local Government (Functions and General) Regulations 1996* provides a range of dispositions that are exempt from the application of Section 3.58 of the Act, including dispositions to:

“(2)(b) the land is disposed of to a body, whether incorporated or not –
(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;”

Swimming WA's objectives are recreational and sporting and the members do not receive any pecuniary profit from the associations operations. Therefore it is not necessary for the City to comply with section 3.58.

RISK MANAGEMENT IMPLICATIONS:

Low: Swimming WA has been a tenant at Beatty Park since 18 December 1993 and has complied with its lease obligations since this date. Entering into a new short term lease is of low risk for the City, except for the fact that the limited security of tenure a short term lease provides may lead Swimming WA to secure alternative premises.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Innovative and Accountable

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

FINANCIAL/BUDGET IMPLICATIONS:

The current rent is \$54,706 per annum plus GST. The rent proposed is consistent with the current rent, increased by CPI as at December 2019, and would be \$55,581 plus GST for 2020 for the current lease area. As the lease area has reduced from 434.766m² to 377.766m², the proposed rent for the new lease is \$48,294 per annum plus GST.

The City would continue to recoup the Emergency Services Levy and any maintenance costs from Swimming WA as the costs arise. The approximate cost of outgoings (which includes utilities and building insurance) will also be recouped from 1 July 2020 (\$5,666 plus GST for 2020), to allow Swimming WA to budget for this new cost.



Western Australian Swimming Association Inc.
ABN 19 894 160 812

Beatty Park Leisure Centre
220 Vincent Street, NORTH PERTH WA 6006

PO Box 205, LEEDERVILLE WA 6903

(08) 9328 4599
waswim@wa.swimming.org.au
wa.swimming.org.au

Ms Meluka Bancroft
Manager Governance, Property and Contracts
City of Vincent
244 Vincent Street
Leederville
WA 6007

24th September 2019

Dear Ms Bancroft,

I write on behalf of the Western Australian Swimming Association Inc. (SWA), in relation to the lease of the premises at the Beatty Park Leisure Centre. SWA has enjoyed a long standing working relationship with the City of Vincent and together we have provided opportunities for hundreds of thousands of Western Australians to swim.

In response to your email of Wednesday 18th September, the matter formed part of the agenda for the SWA Board Meeting on 19th September. The Board has requested that I respond on their behalf and provide formal notification of the Association's desire to maintain its administration at Beatty Park.

Below are the key Lease Terms that SWA would seek to be included in the ongoing Lease:

- **Term**
Three (3) years with an Option for a further three (3) more years.
- **Rent**
As a Not for Profit, the Association would request that the City of Vincent retain the rent at the current level.
- **Lease Area**
SWA does not foresee any changes to our requirements and as such, request the current Lease area.
- **Utilities**
SWA does not foresee any changes to our requirements and as such, request access to the current facilities.

PRINCIPAL PARTNER

HANCOCK PROSPECTING

GOLD LEVEL SPONSORS



Department of
Sport and Recreation



Swimming - an essential part of the Western Australian way of life



- **Cleaning / Maintenance Responsibility**
SWA does not foresee any changes to our requirements and as such, request a continuation of current arrangements.
- **Insurance**
SWA includes insurance on the administration within our current insurance policies.

I look forward to the opportunity to discuss this with you and Dale Morrissy in more detail, and to assisting you to develop a lease for the next exciting chapter of SWA's future at Beatty Park

Thank you and the City of Vincent for your continued support of swimming in Western Australia

Yours sincerely,

A handwritten signature in blue ink that reads "Darren Beazley".

Darren Beazley
Chief Executive Officer

Cc: Dale Morrissy (Manager Beatty Park Leisure Centre)

PRINCIPAL PARTNER

HANCOCK PROSPECTING

GOLD LEVEL SPONSORS



Department of
Sport and Recreation



Swimming - an essential part of the Western Australian way of life

12.4 COUNCIL RECESS PERIOD 2019-20 - DELEGATED AUTHORITY TO THE CHIEF EXECUTIVE OFFICER

TRIM Ref: D19/163255

Author: Meluka Bancroft, Executive Manager Corporate Strategy and Governance

Authoriser: David MacLennan, Chief Executive Officer

Attachments: Nil

RECOMMENDATION:**That Council:**

1. **DELEGATES BY ABSOLUTE MAJORITY**, pursuant to section 5.42 of the *Local Government Act 1995*, to the Chief Executive Officer, the power to deal with any items of business that may arise from 11 December 2019 to 27 January 2020, and which are not the subject of delegated authority already granted by Council, subject to:
 - 1.1. Reports being issued to all Elected Members for a period of three business days prior to the delegated decision being made and no requests for 'call-in' of the matter being received from Elected Members;
 - 1.2. Reports being displayed on the City's website for a period of three business days prior to the delegated decision being made;
 - 1.3. A report summarising the items of business dealt with under delegated authority being submitted for information to Council at its Ordinary Meeting to be held on 11 February 2020; and
 - 1.4. A Register of Items Approved under this Delegated Authority being kept and made available for public inspection on the City's website during the period that the delegation applies; and
2. **DETERMINES** for the purpose of section 5.43(b) of the *Local Government Act 1995* that the Chief Executive Officer can accept tenders up to a maximum value of \$500,000 for the period 11 December 2019 to 27 January 2020 subject to the conditions in recommendation 1.1 to 1.4 above.

PURPOSE OF REPORT:

To obtain Council's approval to deal with some matters not already delegated to the Chief Executive Officer (CEO) arising during the 2019-20 Council recess period, including the acceptance of tenders above \$250,000.

BACKGROUND:

Council will be in recess after the Ordinary Council Meeting on 10 December 2019 until the Annual General Meeting and Council Workshop on 28 January 2020. Arrangements need to be made to enable urgent items of business that arise during this period to be dealt with by the CEO.

DETAILS:

The Council recess period is from 11 December 2019 to 27 January 2020, inclusive. A Council resolution (absolute majority) is required to allow the CEO to make a decision on matters which may arise during this period for which no delegated authority already exists. Matters which require an absolute majority decision are not able to be delegated, and will be considered at the 11 February 2020 Ordinary Meeting of Council.

Reports relating to decisions proposed to be made using the delegations made for the recess period will be issued to all Council Members for review and comment for a period of three business days. This will allow Council Members to either comment on the proposed decision, and for those comments to be considered prior to any decision being made, or to 'call-in' the matter, thereby preventing the delegation being exercised. If a matter is called in then it would be referred to the 11 February 2020 Ordinary Meeting of Council.

Council has delegated authority to the CEO to accept tenders up to the value of \$250,000. Administration is expecting to be in a position to award the following two tenders over the recess period, which have a proposed value above this threshold:

Tender No.	Tender Description	Proposed Value
575/19	Banks Reserve 'Active Zone' Construction	\$500,000
572/19	Supply and Delivery of One Road Sweeper	\$380,000

In order for the City to accept these tenders under delegated authority during the Council recess period, it is necessary for Council to delegate to the CEO the power to accept tenders above the value of \$250,000. Administration believes that a limit of \$500,000 will be sufficient to enable the CEO to deal with these tenders.

CONSULTATION/ADVERTISING:

There is no statutory requirement for consultation with the community or Council Members in respect to items proposed to be decided under delegated authority during the recess period. Items being processed under delegated authority will be referred to Council Members for comment and 'call-in' for a period of three days prior to the delegated decision being made.

LEGAL/POLICY:

Under Section 5.42 of the *Local Government Act 1995* (Act), Council may, by absolute majority, delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act, other than those referred to in section 5.43. Section 5.42(2) provides specifically that:

"(2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*"

Section 5.43 of the Act includes the following:

"5.43 Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- a) *any power or duty that requires a decision of an absolute majority or of 75% majority of the local government;*
- b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- c) *appointing an auditor;*
- d) *acquiring or disposing of property...*
- e) *..."*

The City's "Delegated Authority Register 2019-20" provides that Council has delegated the power to accept tenders up to the value of \$250,000 to the CEO. In order for Council to delegate the power to accept tenders above this value, a further delegation is required.

RISK MANAGEMENT IMPLICATIONS:

Low: Council approval of the delegation of its power over the recess period is necessary to ensure business continuity for the City. Council Members will have the opportunity to "call in" any matters proposed to be determined by Administration pursuant to this recess delegation, which mitigates the risk of any decisions being made contrary to Council's position.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Nil.



12.5 ACQUISITION OF THE RIGHT OF WAY KNOWN AS LOT 305, BOUNDED BY CHARLES, WALCOTT AND HILDA STREETS, NORTH PERTH AS CROWN LAND, AND VESTING IN THE CITY AS A PUBLIC RIGHT OF WAY

TRIM Ref: D19/166783

Author: Daniel Janssen, Land Projects Officer

Authoriser: Meluka Bancroft, Executive Manager Corporate Strategy and Governance

Attachments:

1. Plan showing portion of right of way (Lot 305) within the Walcott Street road reserve [↓](#) 
2. Plan of full extent of the right of way (Lot 305 on DP 28281) [↓](#) 

RECOMMENDATION:

That Council:

1. **REQUESTS** the Minister for Lands to acquire the private right of way known as Lot 305 on Plan 28281 and being the land comprised in Certificate of Title Volume 2217 Folio 814 (Lot 305), as shown in Attachment 2, as Crown land pursuant to section 52(1)(b) of the *Land Administration Act 1997* (LAA) subject to the Chief Executive Officer:
 - 1.1 notifying the owners of each lot adjacent to Lot 305 of the proposed acquisition;
 - 1.2 advising all suppliers of public utility services to Lot 305 of the proposed acquisition;
 - 1.3 stating in the notices referred in 1.1 and 1.2 above that submissions must be provided to the City within 31 days of the date of the notice; and
 - 1.4 considering and responding to any submissions or objections received;
2. **NOTES** that any submissions or objections received in accordance with recommendation 1. above will be considered by the Chief Executive Officer and incorporated into the request to the Minister for Lands; and
3. **Following** the acquisition of Lot 305, **REQUESTS** the Minister for Lands to reserve Lot 305 as a reserve for the purpose of a public right of way and place the care, control and management in the City of Vincent pursuant to sections 41 and 46(1) of the *Land Administration Act 1997*.

PURPOSE OF REPORT:

To advise that Administration is not proposing to proceed with the dedication of the portion of the City's private right of way, known as Lot 305 on Plan 28281 (Lot 305), which is located within the Walcott Street road reserve, as shown in the plan at **Attachment 1**, and instead request that the Minister for Lands acquire the full extent of Lot 305, as shown in **Attachment 2**.

BACKGROUND:

At the Ordinary Meeting of Council held on the 28 May 2019 (Item 11.5), Council considered the dedication of the portion of Lot 305 within the Walcott Street road reserve and resolved in part as follows:

2. *REQUESTS the Minister for Lands to dedicate the portion of the right of way that lies within the area of the proposed intersection upgrade, described as Lot 305 on Plan 28281 and being part of the land comprised in Certificate of Title Volume 2217 Folio 814 (Lot 305), as road, pursuant to section 56(1)(c) of the Land Administration Act 1997 (LAA);*
3. *REQUESTS the Minister for Lands to acquire the balance of Lot 305 as Crown land pursuant to section 52(1)(b) of the Land Administration Act 1997 subject to:*

- 3.1 *advertising the proposed acquisition in the local paper;*
- 3.2 *advising all suppliers of public utility services to Lot 305 of the proposed acquisition;*
- 3.3 *stating in the notices referred to in 3.1 and 3.2 above that submissions must be lodged within 31 days of the date of notice;*
- 3.4 *considering and responding to any submissions and objections received;*
- 3.5 *referring the proposed acquisition to the Department of Planning, Lands and Heritage (Planning Division) for comment;*
4. *NOTES that any objections received in 3 above will be considered by Administration and incorporated into the request to the Minister for Lands; and*
5. *REQUESTS the Minister for Lands to reserve the balance of Lot 305 as a reserve for the purpose of a public right of way and place care, control and management of the reserve in the City pursuant to sections 41 and 46(1) of the Land Administration Act 1997.*

Administration has made a request to the Minister for Lands in accordance with the 28 May 2019 resolution. The Department of Planning, Lands and Heritage (Department) recently advised that a plan of subdivision delineating the portion of the right of way to be dedicated would be required in order to progress this request. The cost for the City to engage a surveyor to prepare and lodge the required plan of subdivision is approximately \$6,000.

DETAILS:

Dedicating or acquiring as Crown land this portion of Lot 305 will have the same practical outcome in terms of management responsibility and public access. As the land is within Walcott Street, and is used as part of the road (comprises road and footpath) the optimum outcome is for the land to become part of the road. The City has care, control and management of this road reserve pursuant to section 55(2) of the *Land Administration Act 1997* (LAA). If the land is acquired as Crown land and vested in the City for the purpose of a public right of way, the City will also have care, control and management of the land, pursuant to section 46(1) of the LAA.

Due to the costs associated with the preparation of a subdivision plan, Administration recommends that the entirety of Lot 305 is acquired as Crown land and vested in the City for the purpose of a public right of way. This will formalise the management, maintenance, upgrade and use of the right of way.

In the 28 May 2019 resolution Council requested that the Minister for Lands acquire the "balance of Lot 305". The Department has advised that it is necessary for Council to make a new resolution which refers to Lot 305.

CONSULTATION/ADVERTISING:

Administration has undertaken the following consultation in accordance with the 28 May 2019 resolution:

- Provided public notice of the proposed acquisition in the two local newspapers and on the City's website;
- Notified the landowners adjacent to the northern portion of Lot 305; and
- Provided notice to the utility providers with infrastructure within Lot 305.

If the recommendation is approved by Council, Administration would provide further notice in the local newspapers and on the City's website and notify any adjacent landowners that were not previously contacted, prior to making a request to the Minister for Lands.

In accordance with section 52 of the LAA, and Regulation 6 of the *Land Administration Regulations 1997*, to make the request to the Minister for Lands Administration would:

- Provide the Minister written confirmation of Council's resolution (Regulation 6(1)(a));
- Provide the Minister written reasons for the City's request – to formalise ownership, maintenance and use of Lot 305 (Regulation 6(1)(b));

- Provide notice to all adjacent landowners and utility providers of the proposed acquisition (Regulation 6(1)(d);
- Provide the Minister copies of any submissions received and the City's responses to those submissions (Regulation 6(1)(e); and
- Provide the Minister written confirmation that the City has complied with section 52(3) of the LAA.

LEGAL/POLICY:

Section 52 of the LAA provides that a local government may ask the Minister to acquire as Crown land certain land in district.

Regulation 6 of the *Land Administration Regulations 1998* sets out the procedure for making a request pursuant to section 52(1)(b) of the LAA.

- (1) *Before requesting the Minister under section 52(1)(b) of the Act to acquire as Crown land any private road (the subject land), a local government –*
- (a) *must give to the Minister written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and*
 - (b) *must give to the Minister written reasons as to why the local government proposes to request the Minister to acquire the subject land; and*
 - (c) *must give to the Minister and to the persons given notice under section 52(3)(a) of the Act a sketch plan showing the proposed future disposition of the subject land after it has been acquired; and*
 - (d) *must give to the Minister written advice that the local government has taken all reasonable steps to identify the persons who are required to be given notice under section 52(3)(a) of the Act; and*
 - (e) *must give to the Minister –*
 - (i) *copies of any submissions (other than objections given under section 52(2)(b) of the Act) relating to the proposed request to acquire the subject land that, after complying with the requirements to give notice and advertise under section 52(3) of the Act, the local government has received; and*
 - (ii) *the local government's comments on those submissions; and*
 - (f) *must give to the Minister written confirmation that the local government has complied with section 52(3) of the Act.*

RISK MANAGEMENT IMPLICATIONS:

Low Risk: The proposed acquisition and reservation of Lot 305 will formalise the use of Lot 305.

STRATEGIC IMPLICATIONS:

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

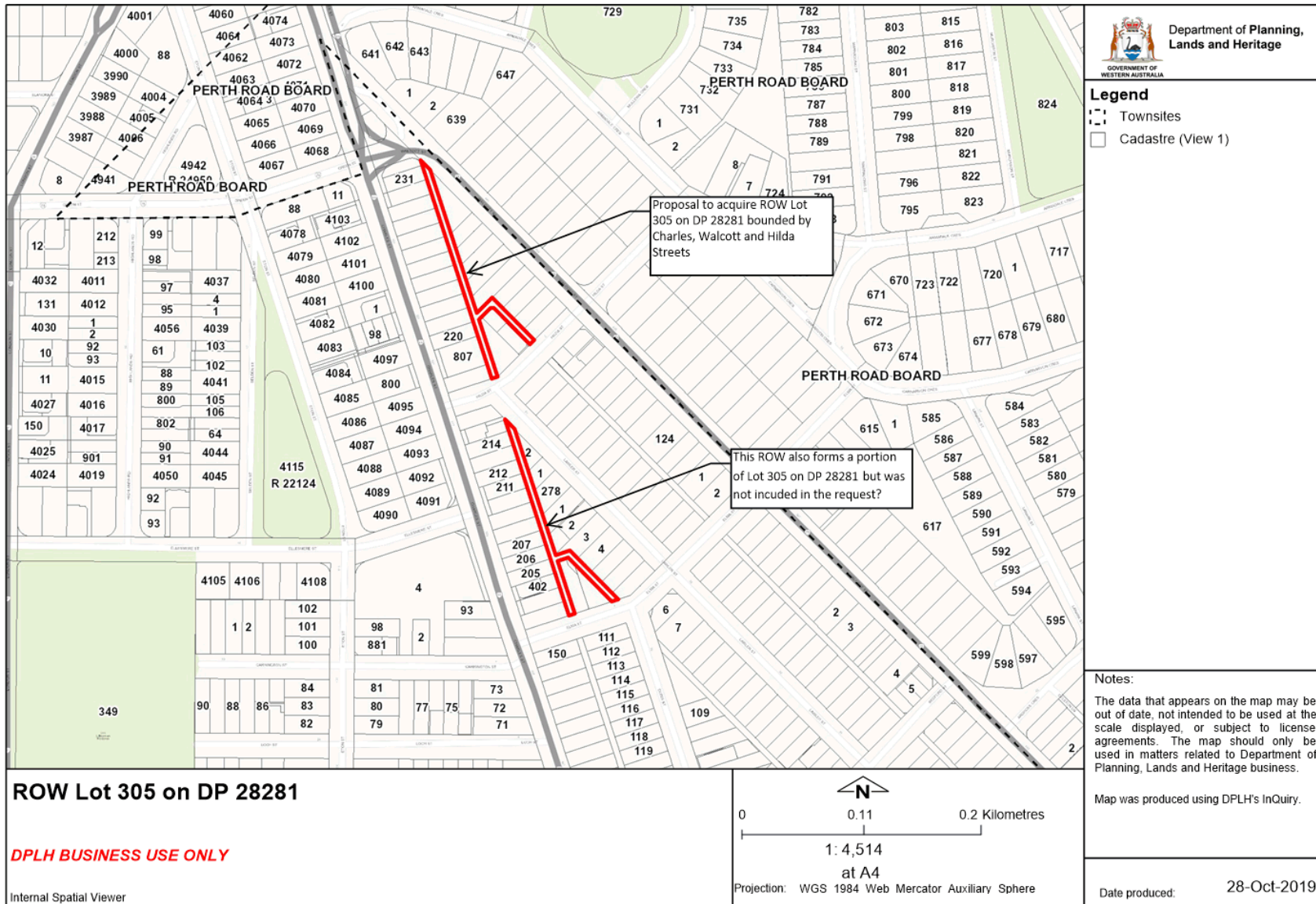
Innovative and Accountable

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

FINANCIAL/BUDGET IMPLICATIONS:

The proposed acquisition of the whole of Lot 305 has no financial implications for the City. The City currently maintains Lot 305 and this would continue if the right of way is vested in the City as a public right of way.





12.6 LEEDERVILLE GARDENS INC.

TRIM Ref: D19/178571

Author: John Paton, Executive Manager - Office of the CEO

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. Leederville Gardens Inc. Rules of Association  

RECOMMENDATION:

That Council:

1. **CONSENTS** to an amendment to sub-rule 51 (1) of the Rules of Leederville Gardens Inc. as detailed below:
 - (a) *accumulated operating surplus means the Members Funds of the Association at the relevant year end less:*
 - (i) *Any amounts which in the opinion of the Board are likely to be required and have been set aside for:*
 - *The replacement of the Association's assets;*
 - *The planned maintenance of the Association's assets;*
 - *The purchase or construction of new assets for the Association; and*
 - *The repurchase of resident leases including capital improvements required.*
 - (ii) *Reserves arising out of a capital revaluation.*
 - (iii) *The Deferred Management Fund (DMF).*
 - (iv) *Any amounts which, in the opinion of the Board, should be retained for orderly operation and enhancement of the village.*

and
2. **ADVISES** the Board of Management of Leederville Gardens Inc. of its decision in 1 above.

PURPOSE OF REPORT:

To consider a proposed minor amendment to the Leederville Gardens Inc. Rules (previously referenced as the Constitution) of Leederville Gardens Inc.

BACKGROUND:

In 1991 the City of Perth promoted the formation of the Lake Monger Senior Citizens' Centre and Homes (Inc.), which was incorporated on 2 December 1991. A name change to Leederville Gardens Inc. (the Association) was subsequently registered on 26 June 1995. The Association was to develop and manage a retirement complex on land in Leederville, which was to be made available by the City with ownership transferred free of charge to the Association.

Leederville Gardens Retirement Village (the Village) is located at 37 Britannia Road, Leederville. Relevant property details are:

Lot:	100 on Diagram 83036
Certificate of Title:	Volume 1939 Folio 303
Owner:	Leederville Gardens Inc.
Area:	15,829m ²
Land Use:	Retirement Village
Development:	66 residential retirement units plus clubroom

The project was intended as a non-profit venture, with the original Constitution having the following stated objects of the Association:

- “(1) *To promote and undertake or assist in promoting and undertaking assistance for elderly people irrespective of creed, class or colour, within the City and without in any way limiting the generality of the foregoing provision the Association shall have power to do or assist in doing any of the following things, namely:*
- (a) *To provide benevolent relief to elderly people by establishing and maintaining a club or clubs.*
 - (b) *To establish and maintain a meals delivery service.*
 - (c) *To organise and maintain a visiting service.*
 - (d) *To establish and maintain hostels, nursing homes and day care centres for the accommodation and care of aged and disabled persons entitled to relief under the Aged and Disabled Persons Homes Act 1954 as amended or any statute enacted in substitution thereof.*
- (2) *To provide homes or housing within the City for those aged married couples or single persons who are, in the opinion of the Board, by reason of age, ill health, accident or infirmity, wholly or in part unable to maintain themselves by their own exertions.*
- (3) *To promote and assist the general good of all elderly people in the City by assisting the work of statutory authorities and voluntary organisations engaged in respect of elderly people in providing facilities for physical and mental recreation, developing physical improvement, furthering health, relieving poverty, distress or sickness, or in pursuing any objects which are benevolent.*
- (4) *To promote and organise co-operation in the achievement of the above purposes and to that end bring together in Committee representatives of the authorities and organisations engaged in the furtherance of the above purposes.*
- (5) *To assist any other benevolent body or bodies financially or otherwise in furtherance of any of the above purposes.*
- (6) *To promote and carry out or assist in promoting and carrying out surveys relating to the needs of elderly people and arrange for forwarding to the proper authorities and organisations the relevant facts regarding such cases and causes of distress as it appears to be within the power of those authorities and organisations to alleviate.*
- (7) *To arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes in furtherance of the objects of the Association or any of them.”*

The original Constitution provided an ongoing role for the City, being:

- An entitlement to nominate three representatives to be members of the Association, for the purpose of sitting on the Board of Management;
- The approval of changes to the Constitution; and
- The receipt of the audited ‘accumulated operating surplus’ of the Association into a Trust account for distribution to public benevolent institutions in the district.

There have been a range of amendments to the Constitution over ensuing years, with the most recent being a full review in line with the requirements of the *Associations Incorporation Act 2015*, which imposed minimum requirements for associations. Model rules were introduced to simplify the compliance process and associations had three years from the introduction of the new Act to ensure that either their rules were consistent with the requirements or to adopt the new model rules.

The Board prepared a draft set of Rules, based on the new model rules, which were adopted at a Special General Meeting of the Association on 7 December 2018. The Rules (**Attachment 1**) were then considered by Council on 11 December 2018 (item 13.2), resulting in the following resolution:

That Council:

1. *CONSENTS to the new Rules of the Leederville Gardens Inc. as detailed in Attachment 2 and as approved by special resolution of the members of the Association on Friday 7 December 2018; and*
2. *ADVISES the Board of Management of Leederville Gardens Inc. of its decision in 1 above.*

Surplus Funds

Clause 46 of the original 1991 Constitution provided for the treatment of the Association's accumulated operating surplus:

46. (1) *In this clause:*

(a) *'accumulated operating surplus' means the total of the accumulated funds of the Association after deducting therefrom all amounts paid or allowed for capital expenditure and after paying or allowing for the operating expenses of the Association and includes all moneys received by way of deposits, contribution fees, gifts or donations and rental and maintenance charges but excludes reserves for the purchase, replacement or periodic maintenance of capital items or equipment, reserves for repayment of contribution fees or deposits or reserves arising out of a capital revaluation.*

(b) *'the base amount' means in respect of each financial year that amount which is calculated from the formula -*

$$\$500,000 \quad \times \quad \frac{CPI - N}{CPI - O}$$

where CPI - O is the index number for the Consumer Price Index (All Groups) as published by the Commonwealth Bureau of consensus and Statistics for the quarter ending 30 June 1992, and CPI - N is that index number for the quarter ending 30th June in that financial year.

PROVIDED:

(i) *if the reference base of that index number is changed due conversion shall be due to preserve the intended continuity of the calculation by making the appropriate arithmetical adjustment so that the index numbers correspond to the same reference base, or*

(ii) *if the Consumer Price Index is not calculated or published or calculation or publication is suspended then the Auditor shall determine upon an index or a basis of variation as in his reasonable opinion most closely reflects changes in the cost of living in Perth.*

(2) *Within four months after the end of each financial year of the Association the Auditor shall certify the amount of the accumulated operating surplus and the base amount of the Association. The Auditor shall forthwith forward a copy of his certificate to the City.*

(3) *If at the end of the financial year the amount of the accumulated operating surplus exceeds the base amount then the Association shall within 30 days after the date of the Auditor's certificate pay the amount of that excess to the City to be deposited by the City in a particular Trust account and disbursements therefrom shall only be made to public benevolent institutions which are located within the municipality of the City of Perth and which are covered by the provisions of sub-paragraph 78(1)(a)(ii) of the Income Tax Assessment Act and that the Deputy Commissioner of Taxation in Western Australia shall be provided with a copy of that account, each year, at the completion of the audit.*

Following concerns being raised by the Board and Members of the Association of the potential that the surplus funds could be transferred to public benevolent institutions with no affiliation with the Village, Council approved an amendment to clause 46 to provide that the transfer of funds by way of Trust to the Town, is on the basis that *"the Town deposit the excess in a particular Trust account and payments from that account shall be made to one or any of those organisations which:*

(i) *have similar aims and objectives to the Association;*

(ii) *exist for the acquisition, provision, maintenance, management or extension of the existing village operated by the Association, or the purchase or construction of a similar type of village for senior citizens within the Town's boundaries; and*

(iii) *are covered by the provisions of section 78(4) and Item 4.1.1 of the Income Tax Assessment Act,*

and the Deputy Commissioner of Taxation in Western Australia shall be provided with a copy of the financial records of the Trust in each financial year at the completion of the audit referred to in clause 25."

A major review of the Constitution was finalised in 2006. In a report to the Ordinary Meeting of Council on 22 August 2006, it was indicated the “*improvements [to the Constitution] included removing transitional clauses, re-wording the document in ‘plain English’ and adapting the Constitution so it better reflects the administrative requirements of the village*”.

Council approved the amended Constitution on 22 August 2006 and at the Association’s 2006 AGM, a special resolution was then passed by the members endorsing the amended Constitution. Confirmation of lodgement of the amended Constitution was issued by the Department of Consumer and Employment Protection on 10 November 2006. Key changes to the Constitution included:

- The Objects of the Association were substantially reduced to reflect:

“3. *The objects of the Association shall be:*

- (a) *To establish and maintain housing, villages, flats apartments or similar accommodation specifically for the use enjoyment and wellbeing of retired persons.*
- (b) *To arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes in furtherance of the objects of the Association or any of them.”*

- The Accumulated Operating Surplus (now clause 39, previously clause 46) was amended to change reference for the payment of the surplus to the ‘Town’ to be on the basis of a Trust requiring that the Town deposit the excess “*in a particular **reserve** account*”. In addition, subclause 39(3)(ii) was amended to read (tracked changes included for ease of comparison) –

- (ii) *exist for the acquisition, provision, maintenance, management or extension of ~~the~~ any existing ~~village~~ housing, villages, flats apartments or similar accommodation operated by the Association, or the purchase or construction of a similar type of ~~village~~ facility for senior citizens within the Town’s boundaries; and*

Clause 51 is the corresponding clause in the current Rules, dealing with the accumulated operating surplus and states:

(1) *In this clause:*

- (a) **accumulated operating surplus** means the total of the accumulated funds of the Association after deducting therefrom all amounts paid or allowed for capital expenditure and after paying or allowing for the operating expenses of the Association and includes all moneys received by way of deposits, contribution fees, gifts or donations and rental and maintenance charges but excludes reserves for the purchase, replacement or periodic maintenance of capital items or equipment, reserves for repayment of contribution fees or deposits or reserves arising out of a capital revaluation.

- (b) **base amount** means in respect of a given financial year that amount which is calculated from the formula –

$$\$1,000,000 \times \frac{CPI - N}{CPI - O}$$

where CPI - O is the index number for the Consumer Price Index (All Groups) as published by the Commonwealth Bureau of Consensus and Statistics for the quarter ending 30 June 1992, and CPI - N is that index number for the quarter ending 30 June in that given financial year.

PROVIDED:

That if the reference base (or basis) of the index numbers used in calculating the value of CPI-O or CPI-N is changed, or if the Consumer Price Index (All Groups) is not calculated or published or calculation or publication is suspended then the Association’s auditor shall determine the most appropriate substitutes for both the reference base and/or the Consumer Price Index (All Groups).

- (c) *References to the **Income Tax Assessment Act** are to be read as references to the Income Tax Assessment Act 1936 (Cth) subject to the amendment, repeal and replacement of that legislation from time to time.*
- (2) *Within five months after the end of each financial year the Association's auditor shall certify to the Board the accumulated operating surplus and the base amount.*
- (3) *If at the end of the financial year the amount of the accumulated operating surplus exceeds the base amount, then the Association shall within 30 days after receipt of the Association's auditor's certificate pay the amount of that excess to the City to be deposited by the City in a Particular Trust Account and disbursements therefrom shall only be made to public benevolent institutions which are located within the municipality of the City.*

This provision is generally consistent with clause 39 of the previous Constitution, with the following exceptions:

- The base amount specified in Sub-rule (1)(b) was increased from \$500,000 to \$1,000,000.
- Sub-rule (3) specifies the surplus is to be deposited into a Trust Account, whereas the previous Constitution incorrectly provided for it to be deposited into a Reserve Account. A Trust Account is the correct treatment for these funds and consistent with the City's current practice and Council's resolution from the Ordinary Meeting of Council on 8 March 2016 (item 9.3.5).
- Sub-rule (3) also specifies that disbursements of the Trust funds *shall only be made to public benevolent institutions which are located within the municipality of the City*. This provision has been amended to bring it back in line with the original Constitution, rather than the highly restrictive provision that evolved through successive constitution amendments.

DETAILS:

During a recent audit of the Association's accounts, the Auditor raised concerns in respect to the interpretation of sub-rule 51(1)(a). In view of that, the Board has proposed the following amendment to part (a) of the sub-rule, which has been endorsed by the Auditor and is proposed to be considered at the Associations AGM scheduled for 28 November 2019

- (a) **accumulated operating surplus** means the Members Funds of the Association at the relevant year end less:
- (i) *Any amounts which in the opinion of the Board are likely to be required and have been set aside for:*
 - *The replacement of the Association's assets;*
 - *The planned maintenance of the Association's assets;*
 - *The purchase or construction of new assets for the Association; and*
 - *The repurchase of resident leases including capital improvements required.*
 - (ii) *Reserves arising out of a capital revaluation.*
 - (iii) *The Deferred Management Fund (DMF).*
 - (iv) *Any amounts which, in the opinion of the Board, should be retained for orderly operation and enhancement of the village.*

Given the structure of the original Constitution, it appears clear that there was an intention that the surplus from the Association's activities would be transferred and applied towards a charitable use, to recognise a return to the community, given the original gifting of the land to the Association. However, it is anticipated that the intention would have been for the Association to be able to operate independently and sustainably, therefore the reference to 'surplus' would have been intended to genuinely exclude working funds and reserved funds required for renewal of the Village. So surplus could have been aligned to the profit distributed to shareholders in a 'for-profit' type organisation.

Whilst the structure of the sub-rule is substantially changed, the effect is not likely to be significantly different or indeed, inconsistent with the original intent. Specifying capital revaluation reserves (ii) and the DMF (iii) ensures non-cash accounting items are excluded, with a proviso that the amounts in (i) identified by the Board as being required for the nominated purpose have "*been set aside*" for that purpose.

CONSULTATION/ADVERTISING:

The Board is required to consult with the members of the Association and provide a copy of the proposed amendment to each member at least 21 days prior to the general meeting of the Association.

There is no requirement for the City to consult outside of the Association.

LEGAL/POLICY:***Associations Incorporation Act 2015*****30. Alteration of rules**

- (1) Subject to sections 31 and 33, an incorporated association may alter its rules by special resolution but not otherwise.
- (2) In this section, a reference to rules includes a reference to information provided under section 7(3)(b)(ii) or 29(5).
- (3) Within one month after the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow, an incorporated association must lodge the required documents with the Commissioner.

RISK MANAGEMENT IMPLICATIONS:

The endorsement of the Rules will ensure Leederville Gardens Inc. meets with the minimum requirements under the *Associations Incorporation Act 2015*. Strategic Implications. This is in keeping with the City's *Strategic Community Plan 2018-2028*.

STRATEGIC IMPLICATIONS:

The following objectives are in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

The City does not receive any financial benefit from the Association. The trust previously established by the Constitution between the Association and the City holds surplus funds, which have been transferred to the City for disbursement in accordance with the trust.

COMMENTS:

The proposed amendment to the Rules is being presented to the Association's AGM scheduled for 28 November 2019). An update will be provided prior to the Council Meeting in the event there are any amendments arising from the AGM.

Rules - Approved by special majority at the special general meeting of the Association 7/12/2018 and approved by the City on 11/12/2018 (OMC item 13.2).

LEEDERVILLE GARDENS INC

PART 1 — PRELIMINARY

1. Name

The name of the Association is Leederville Gardens Inc.

2. Terms used

In these rules, unless the contrary intention appears:

Act means the Associations Incorporation Act 2015;

Association means the incorporated association to which these rules apply;

Board means the management committee of the Association for the purposes of the Act, constituted in accordance with rule 13;

Board meeting means a meeting of the Board convened in accordance with Part 4 of Division 4 of these rules;

books, of the Association, includes the following:

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

whether in physical, electronic or digital form.

Chair means the person appointed in accordance with rule 22 to hold office as the Chair of the Association;

chairperson means the Chair, or Deputy Chair, or other person chairing a meeting in accordance with these rules;

City means the City of Vincent;

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act;

community Director means a person who is not a resident and who is appointed as a Director in accordance with rule 18 or 21;

Director means a member of the Board, constituted in accordance with rule 13, and:

financial records include:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers;
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain:
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

financial report has the meaning given in section 63 of the Act;

financial year, of the Association, means the 12 month period commencing on 1 July and ending on 30 June the following year;

general meeting, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend, including the annual general meeting of the Association;

Management Committee means the management committee of Leederville Gardens Residents' Association (Inc.);

member means a person who is a member of the Association in accordance with rule 5;

office holder means a person holding office in accordance with rule 13(2);

register of members means the register of members referred to in section 53 of the Act;

resident means a person who is a resident of the village under a lease granted to that person by the Association, for a term expiring at the end of the person's lifetime;

resident Director means a resident who is elected as a Director in accordance with rule 19;

rules means these rules of the Association, as in force for the time being;

Secretary means the person holding office as the Secretary of the Association, appointed in accordance with rule 16;

special general meeting means a general meeting of the Association other than the annual general meeting;

selection criteria means the selection criteria developed by the Board and approved by the City in accordance with rule 14 for the search for and selection of community Directors based on what the Board considers to be the relevant skills, experience and attributes for the Board;

special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act;

subcommittee means a subcommittee appointed by the Board under rule 36;

Treasurer means the person holding office as the Treasurer of the Association, appointed in accordance with rule 17;

village means Leederville Gardens retirement village, which is owned and managed by the Association.

PART 2 — OBJECTS

3. Objects

The objects of the Association shall be:

- (1) To provide independent living accommodation under a retirement village scheme in Western Australia through housing that is suitable for residents as they age;
- (2) To provide a safe and healthy living environment which offers a high quality of life for residents as they age through the provision of homes, accommodation, facilities and related services;
- (3) To provide care and support for the ageing and the aged;
- (4) To provide a range of social, recreational and health and wellbeing services for residents (and the wider aged community where appropriate);
- (5) To provide or facilitate in-home care and other services for residents where necessary, including personal care services, housekeeping services and meals;
- (6) To work with other organisations, local authorities, and the State and Federal Governments to develop policies and programs that promote the well-being of residents;
- (7) To preserve and improve the financial strength of the Association;
- (8) To maintain and improve the village for the benefit of current and future residents;
- (9) To act in a manner consistent with that of a charitable institution.
- (10) To do all such things that are incidental or conducive to the attainment of any or all of the above objects.

4. Not-for-profit body

The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes, and subject always to any additional limitations applying by virtue of these rules and/or the Act.

PART 3 — MEMBERS

Division 1 — Membership

5. Membership

The Association's members shall comprise:

- (1) Any person who is a resident.
- (2) The Directors.

6. When membership commences

A person's membership commences when:

- (a) In the case of a person who is a resident, the date they become a resident.
- (b) In the case of a person who is a community Director, the date their term of office commences.

7. When membership ceases

- (1) A person ceases to be a member when any of the following takes place:
 - (a) the person dies;
 - (b) for a member who is a resident, the person ceases to be a resident; or
 - (c) for a member who is a community Director, the person ceases to be a Director.
- (2) The Secretary must keep a record, for at least one year after a person ceases to be a member, of:
 - (a) the date on which the person ceased to be a member; and
 - (b) the reason that the person ceased to be a member.

8. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

9. Membership fees

The Association shall not charge or levy any membership fees.

Division 2 — Register of members

10. Register of members

- (1) The Secretary, or another person authorised by the Board, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the date on which each member becomes a member.
- (3) The register of members must be kept at a secure location at the village, or at another place determined by the Board, and may be kept in a digital form.
- (4) A member who wishes to inspect the register of members must contact the Secretary to make the necessary arrangements.
- (5) If:
 - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
 - (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the Board may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

Division 3 —Disputes and mediation

11. Procedure for dealing with disputes

- (1) The procedure set out in this clause applies to disputes relating to the operation and management of the Association, between:
 - (a) members; or
 - (b) a member, and the Association or the Board.It does not apply to:
 - (a) disputes between Directors;
 - (b) matters in respect of which dispute resolution procedures are available under the Retirement Villages Act 1992 (WA) or the code of practice prescribed for retirement villages under the Fair Trading Act 2010 (WA) from time to time.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

- (3) If the parties are unable to resolve the dispute by the end of the 14 day period described in rule 11(2), the parties must, within a further 10 days, hold a meeting in the presence of a mediator and in good faith attempt to settle the dispute by mediation.
- (4) The mediator must:
 - (a) be a person chosen by agreement between the parties; or
 - (b) if unable to be agreed between the parties, be:
 - (i) in the case of a dispute between a member and another member, a person appointed by the Board;
 - (ii) in the case of any other dispute, a person nominated by the City.
- (5) A member may be appointed as a mediator under rule 11(4).
- (6) The mediator, in conducting the mediation, must:
 - (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement;
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process; and
 - (d) not determine the dispute.
- (7) The mediation must be confidential and without prejudice.
- (8) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4 — BOARD

Division 1 — Powers of Board

12. Board

- (1) The Board shall have and shall exercise the sole control, direction and management of the Association.
- (2) Subject to the Act and these rules, the Board has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The Board must take all reasonable steps to ensure that the Association complies with the Act and these rules.

Division 2 — Composition of Board and duties of Directors

13. Directors and office holders

- (1) The Board shall, subject to rule 13(4), comprise up to:
 - (a) three community Directors appointed by the City under rule 18;
 - (b) two resident Directors elected by the members under rule 19; and
 - (c) one community Director elected by the members under rule 21.
- (2) The office holders of the Association are:
 - (a) the Chair, who must be a Director;
 - (b) the Deputy Chair, who must be a Director;
 - (c) the Secretary;
 - (d) the Treasurer; and
 - (e) any other person the Board formally designates as an office holder to perform a function other than the above.
- (3) If persons other than Directors are appointed to the role of the office holders described in paragraph (2)(c) to (2)(e), those officeholders may be paid a fee agreed by the Board, subject to these rules and the Act.
- (4) This rule 13:
 - (a) shall apply when Board vacancies arise from time to time following the commencement of the rule; and
 - (b) does not affect the validity of the election or appointment of any Director prior to commencement of these rules.

14. Selection criteria

- (1) The Board will review the selection criteria every year and send any revisions to the City.
- (2) Once the City has agreed to the revised selection criteria they will remain in place until revised or new selection criteria are developed by the Board and approved by the City.

15. Chair and Deputy Chair

- (1) It is the duty of the Chair to consult with the Secretary regarding the business to be conducted at each Board meeting and general meeting.
- (2) The Chair has the powers and duties relating to:
 - (a) convening and presiding at Board meetings and presiding at general meetings, as provided for in these rules; and
 - (b) such other powers and duties as may be given to the Chair under these rules or by the Board from time to time.
- (3) If the Chair is absent from a meeting or on leave, the Deputy Chair shall assume the powers and duties of the Chair described above.

16. Secretary

- (1) The Secretary is appointed by the Board and may either be a Director or another person appointed by the Board to fulfil that role.
- (2) The Secretary has the following duties:
 - (a) Advising the Board on governance matters;
 - (b) coordinating the induction of new Directors;
 - (c) dealing with the Association's correspondence;
 - (d) consulting with the Chair regarding the business to be conducted at each Board meeting and general meeting;
 - (e) preparing the notices required for meetings and for the business to be conducted at meetings;
 - (f) maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
 - (g) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
 - (h) maintaining on behalf of the Association a record of Board members and office holders, as required under section 58(2) of the Act;

- (i) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
 - (j) maintaining full and accurate minutes of Board meetings and general meetings;
 - (k) monitoring and advising the Board on compliance with relevant legislation, standards of practice and policies and procedures;
 - (l) facilitating the appointment and reappointment of Board members;
 - (m) carrying out any other duty given to the Secretary under these rules or by the Board.
- (3) The duties of the Secretary may be delegated by the Board in whole or in part to another Director, or to any person who is an employee, contractor or acting in a voluntary or other capacity.

17. Treasurer

- (1) The Treasurer is appointed by the Board and may either be a Director or another person appointed by the Board to fulfil that role.
- (2) The Treasurer has the following duties:
- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
 - (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the Board;
 - (c) ensuring that any payments made by the Association have been authorised by the Board or at a general meeting;
 - (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
 - (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
 - (f) coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
 - (g) providing any assistance required by an auditor conducting an audit of the Association's financial report under Part 5 Division 5 of the Act;
 - (h) carrying out any other duty given to the Treasurer under these rules or by the Board.
- (3) The duties of the Treasurer may be delegated by the Board in whole or in part to another Director, or to any person who is an employee, contractor or acting in a voluntary or other capacity.

Division 3 — Appointment of Directors and tenure of office

18. Appointment of community Directors by the City

- (1) The Secretary will give the City at least 90 days' notice of the expiry of the term of office of each community Director appointed by the City.
- (2) The City will run a search and selection process for each community Director to be appointed by the City, before that position becomes vacant, as follows:
 - (a) The City will use the selection criteria in its search and selection process.
 - (b) The City will provide a shortlist of potential appointees to the Board.
 - (c) The Board will interview the potential appointees and recommend to the City its preferred candidate for appointment to the Board.
 - (d) The City will appoint one (or more) of the potential appointees to the Board after taking into consideration the Board's recommendation and the selection criteria.
- (3) Where a community Director is eligible for reappointment and confirms their willingness to be reappointed, and the Board recommends that they be reappointed, the City may reappoint them without undertaking a search and selection process.

19. Nomination of resident Directors

- (1) When a current resident Director's term is due to expire at the next annual general meeting, the Secretary must give all members at least 42 days' notice before the annual general meeting by sending them a written notice:
 - (a) calling for nominations for election as a resident Director; and
 - (b) stating the date by which nominations must be received by the Secretary to comply with subrule (2).
- (2) A member who wishes to be considered for election as a resident Director at the annual general meeting must nominate for election by sending written notice of the nomination to the Secretary at least 28 days before the annual general meeting.
- (3) The written notice must be seconded by another member in support of the nomination.

20. Election of resident Directors

- (1) If the number of members nominating for the position of resident Director at a general meeting is not greater than the number of positions to be elected, the chairperson of the meeting must declare the member or members so nominating to be elected to the position.
- (2) If the number of members nominating for the position of resident Director is greater than the number of vacancies, the members at the meeting must vote in accordance with procedures that have been determined by the Board to decide the members who are to be elected to the position of resident Director.

21. Election of community Directors by the members

- (1) The Secretary must give the Board and the Management Committee at least 90 days' notice of the expiry of the term of office of a community Director who was elected by the members.
- (2) The Board and the Management Committee will agree a process for identifying and selecting an appropriate person to be elected as the community Director.
- (3) The process will take into account the selection criteria.
- (4) If the Board and the Management Committee agree on a person, they will jointly recommend that person to the annual general meeting for election.
- (5) If the Board and the Management Committee do not agree on the person to be nominated for the role, they may each nominate a person to the annual general meeting for election.
- (6) If the annual general meeting does not elect a community Director under subrules (4) or (5), there shall be a casual vacancy for that role which may be filled by the Board under rule 25 only if the Management Committee agrees to the appointment.

22. Appointment of Chair and Deputy Chair

- (1) The Board shall at its first meeting following every annual general meeting appoint a Chair from among the 3 community Directors appointed by the City, and a Deputy Chair from among any of the Directors who are not appointed as Chair.
- (2) The Chair and Deputy Chair shall hold those offices until the first Board meeting held after the next annual general meeting, at which time they shall be eligible for reappointment if they continue to satisfy the criteria in rule 22(1) and confirm their willingness to be reappointed.
- (3) A Director seeking to be appointed Chair or Deputy Chair shall not preside at the meeting at which the appointment is to be made until the appointment has been made.

23. Term of office

- (1) The term of office of a Director begins:
 - (a) in the case of a community Director appointed by the City, from the date specified at the time of appointment or, if no date is specified, from the later of:
 - (i) the date of the meeting at which they were appointed; and
 - (ii) the day following the final day of the term of office of the Director they are replacing;
 - (b) in the case of a Director who is elected at a general meeting, from the date of that meeting; or
 - (c) in the case of a Director who is appointed by the Board to fill a casual vacancy under rule 25, from the date specified at the time of appointment or, if no date is specified, from the date of the meeting at which they were appointed.
- (2) The term of office of a Director ends:
 - (a) in the case of a community Director appointed by the City, from the date specified at the time of appointment which shall not be more than 3 years from the date of appointment or, if no date is specified, 3 years from the date of appointment; or
 - (b) in the case of a resident Director or a community Director elected at a general meeting, at the third annual general meeting held after the date of their appointment..
- (3) A Director may be reappointed or re-elected for a further term, provided that a person shall not be eligible to serve as a Director for a total period of more than 9 years.

24. Resignation, cessation and removal from office

- (1) A person ceases to be a Director if that person:
 - (a) dies;
 - (b) in the case of a resident Director, ceases to be a resident;
 - (c) resigns from the Board by written notice given to the Secretary or, if the resigning member is the Secretary, given to the Chair;
 - (d) is removed from office under these rules;
 - (e) becomes ineligible to accept an appointment or act as a Director under these rules or section 39 of the Act;
 - (f) becomes permanently unable to act as a Director because of a mental or physical disability; or

- (g) fails to attend in person 3 consecutive Board meetings, of which the Director had been given notice, without leave previously granted by a resolution of the Board.
- (2) For the purpose of rule 24(1) a resignation takes effect:
 - (a) when the notice is received by the Secretary or Chair; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Association may by resolution:
 - (a) remove from office a Director who was elected at a general meeting or appointed to fill a casual vacancy under rule 25; and
 - (b) elect a person who is eligible to fill the vacant position.
- (4) The Board may, by resolution of 4 or more Directors passed in accordance with these rules, remove a person from being a Director if that person:
 - (a) is unwilling to act as a Director;
 - (b) breaches the Board's code of conduct; or
 - (c) behaves in a manner that brings the Association into disrepute.
- (5) When the Board removes a Director under subrule (4), it shall inform:
 - (a) the City, in the case a community Director appointed by the City; and
 - (b) the Management Committee, in the case of a Director elected at a general meeting.

25. Filling casual vacancies

- (1) If a position of Director falls or remains vacant for any reason and:
 - (a) in the case of a community Director appointed by the City, the City has not appointed a person to fill that position; or
 - (b) in the case of a resident Director or a community Director elected at a general meeting, a person was not elected to that position at an annual general meeting,then the Board may appoint a person to that position.
- (2) The person appointed under this rule:
 - (a) in the case of a community Director, must be a person who is not a resident; and
 - (b) in the case of a resident Director, should preferably be a resident.
- (3) When making an appointment to fill a casual vacancy, the Board shall take into consideration:

- (a) in the case of a community Director, the selection criteria; and
 - (b) in the case of a resident Director, the views of the Management Committee.
- (4) The term of office of the person so appointed will run until:
 - (a) in the case of a community Director appointed by the City, until the City makes an appointment under rule 18, provided that the term of office shall not exceed 3 years;
 - (b) in the case of a resident Director or a community Director elected at a general meeting, until the next annual general meeting.
- (5) If there are fewer than 4 current Directors, the Board shall be deemed to have a quorum for the purpose of appointing Board members under this rule.

26. Validity of acts

The acts of the Board or a subcommittee, or of a Director or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a Director or member of a subcommittee.

27. Payments to Directors and subcommittee members

- (1) A Director or a member of any subcommittee is entitled to be paid out of the funds of the Association only if:
 - (a) the payment is for any out-of-pocket expenses for travel and accommodation in connection with the performance of the Director's functions; or
 - (b) the payment is authorised by resolution at a general meeting on the basis that the payment is:
 - (i) reimbursement for an expense not referred to in rule 27(1)(a), that has been properly incurred in connection with the Association's business; or
 - (ii) a fee or allowance for the Director or subcommittee member's work not exceeding reasonable market rates for that work.

Division 4 — Board meetings

28. Board meetings

- (1) The Board must hold Board meetings at least 6 times in each year on the dates and at the times and places determined by the Board.
- (2) Special Board meetings may be convened by the Chair or any 2 Directors.
- (3) The President of Leederville Gardens Residents' Association Inc. and other members of the Management Committee may be invited to attend Board meetings in the capacity of an ex-officio member with no voting rights.

29. Notice of Board meetings

- (1) Notice of each Board meeting must be given to each Director at least 48 hours before the time of the meeting.
- (2) The Directors may unanimously agree to shorter notice of a Board meeting.
- (3) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (4) The only business that may be conducted at the meeting is the business described in the notice unless the Directors at the meeting unanimously agree to deal with other business.

30. Procedure and order of business

- (1) The Chair or, in the Chair's absence, the Deputy Chair must preside as chairperson of each Board meeting.
- (2) If the Chair and deputy Chair are absent or are unwilling to act as chairperson of a meeting, the Directors at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a Board meeting shall be determined from time to time by the Board.
- (4) The order of business at a Board meeting shall be determined by the Directors at the meeting.

31. Use of technology to be present at Board meetings

- (1) The Board may allow a Director to attend a Board meeting by telephone or other means of instantaneous communication.
- (2) A Director who participates in a Board meeting under subrule (1) is taken to be present at the meeting and, if the Director votes at the meeting, the Director is taken to have voted in person, subject to rule 31(3).
- (3) A Director who attends a Board meeting in the above manner is not taken to be in attendance in person for the purpose of rule 24(1)(g).

32. Resolutions by email

- (1) With the approval of the Chair, urgent matters may be dealt with by proposed resolutions sent by the Secretary or by or on behalf of the Chair by email or other electronic communication to all Directors.
- (2) If any 2 Directors request that the matter be deferred for consideration at a Board meeting, consideration of the resolutions shall be deferred until the next Board meeting.
- (3) Subject to subrule (2), a resolution sent by email or other electronic communication shall be considered carried when:
 - (a) 5 or more Directors agree to it within 72 hours of the sending of the proposed resolution; or
 - (b) 4 Directors agree to it within the 72 hour period and 72 hours have elapsed since the proposed resolution was sent.

33. Quorum for Board meetings

- (1) Subject to subrule (4), the quorum for every Board meeting shall be 4 Directors.
- (2) Subject to subrule (4), no business is to be conducted at a Board meeting unless a quorum is present.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a Board meeting:
 - (a) in the case of a special meeting, the meeting lapses; or
 - (b) otherwise, the meeting is adjourned to another place, date and time determined by the Chair chairperson?.
- (4) If:
 - (a) a quorum is not present within 30 minutes after the commencement time of a Board meeting held under subrule (3)(b); and
 - (b) at least 2 Board members are present at the meeting,those members present are taken to constitute a quorum.

34. Voting at Board meetings

- (1) All decisions at Board meeting shall be made by consensus.
- (2) If a consensus cannot be reached on an item of business, the Chair shall put the item to the vote.
- (3) Each Director present at a Board meeting shall have one vote, and the item shall be carried if:
 - (a) a majority of Directors present vote in favour of the item; or
 - (b) if the votes are divided equally, the chairperson of the meeting – who shall have a second or casting vote – votes in favour of the item.

35. Minutes of Board meetings

- (1) The Board must ensure that minutes are taken and kept of each Board meeting.
- (2) The minutes must record the following:
 - (a) the names of the Directors and any other persons present at the meeting;
 - (b) the business considered at the meeting;
 - (c) every decision that was made at the meeting.
- (3) The minutes of a Board meeting must be entered in the Association's minute book within 30 days after the meeting is held and submitted to the subsequent Board meeting for approval by the Board.
- (4) The Chair must ensure that the minutes of a Board meeting are reviewed and confirmed at the subsequent Board meeting and signed as correct by:
 - (a) the chairperson of the meeting to which the minutes relate; or
 - (b) the chairperson of the next Board meeting.
- (5) When the minutes of a Board meeting have been signed as correct they are, until the contrary is proved, evidence that:
 - (a) the meeting to which the minutes relate was duly convened and held;
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.

Division 5 — Subcommittees and Delegation

36. Subcommittees

- (1) To help the Board in the conduct of the Association's business, the Board may appoint one or more subcommittees.
- (2) A subcommittee may consist of such people, whether or not Directors, as the Board considers appropriate.

37. Delegation

- (1) In this rule:

non-delegable duty means a duty imposed on the Board by the Act or another written law.
- (2) The Board may delegate to a subcommittee or any person the exercise of any power or the performance of any duty of the Board other than:
 - (a) the power to delegate; or
 - (b) a non-delegable duty.
- (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or a person under this rule, may be exercised or performed by the subcommittee or person in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the Board specifies in the document or Board resolution by which the delegation is made.
- (5) The delegation does not prevent the Board from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a subcommittee or a person under the delegation has the same force and effect as if it had been done by the Board.
- (7) The Board may amend or revoke any delegation.

PART 5 — GENERAL MEETINGS OF ASSOCIATION

38. Annual general meeting

- (1) The Board must determine the date, time and place of the annual general meeting, which shall be held on or before 30 November each year.
- (2) The ordinary business of the annual general meeting shall be:
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of those meetings have not yet been confirmed;
 - (b) to receive and consider:
 - (i) the Board's annual report on the Association's activities during the preceding financial year;
 - (ii) the financial report of the Association for the preceding financial year presented under Part 5 of the Act; and
 - (iii) a copy of the auditor's report on the financial report;
 - (c) if applicable, to elect resident Directors; and
 - (d) if applicable, to appoint or remove an auditor of the Association in accordance with the Act.
- (3) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

39. Special general meetings

- (1) The Board may convene a special general meeting.
- (2) The Board must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must:
 - (a) make the requirement by written notice given to the Secretary;
 - (b) state in the notice the business to be considered at the meeting; and
 - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the Board does not convene a special general meeting within that 28 day period, the members requiring the special general meeting (or any of them) may convene the special general meeting.

- (6) A special general meeting convened by members under subrule (5):
 - (a) must be held within 3 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).

40. Notice of general meetings

- (1) The Secretary or, in the case of a special general meeting convened under rule 39, the members convening the meeting, must give to each member:
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must:
 - (a) specify the date, time and place of the meeting;
 - (b) indicate the general nature of each item of business to be considered at the meeting;
 - (c) if the meeting is the annual general meeting, include the names of the people who have nominated for election as Director under rule 20(2);
 - (d) if a special resolution is proposed:
 - (i) set out the wording of the proposed resolution as required by section 51(4) of the Act;
 - (ii) state that the resolution is intended to be proposed as a special resolution; and
 - (iii) comply with rule 41(5); and
 - (e) state each member's right to attend and vote at the meeting.

41. Proxies

- (1) Subject to subrule (2), a member may appoint the Chair or another member as their proxy to vote and speak on their behalf at a general meeting.
- (2) A member other than the Chair may not be appointed the proxy for more than 5 other members.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (4) If the Board has approved a form for the appointment of a proxy, the member may use that form or any other form:

- (a) that clearly identifies the person appointed as the member's proxy; and
 - (b) that has been signed by the member making the appointment.
- (5) Notice of a general meeting given to a member under rule 40 must:
 - (a) state that the member may appoint an individual who is a member as a proxy for the meeting; and
 - (b) include a copy of any form that the Board has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given or sent electronically to the Secretary before the commencement of the general meeting for which the proxy is appointed.
- (7) The Chair shall announce the proxies that have been received by the Secretary under subrule (6) at the commencement of the general meeting for which the proxies have been appointed.

42. Presiding member at general meetings

- (1) The Chair or, in the Chair's absence, the Deputy Chair must preside as chairperson of each general meeting.
- (2) If the Chair and deputy Chair are absent or are unwilling to act as chairperson of a general meeting, the Directors at the meeting must choose one of them to act as chairperson of the meeting.
- (3) If no Directors are present at the general meeting or willing to act as chairperson of the meeting, the meeting shall elect a chairperson from the members in attendance.

43. Quorum for general meetings

- (1) The quorum for a general meeting shall be the lesser of:
 - (a) 20% of all members, and
 - (b) 20 members,present in person or by proxy.
- (2) No business is to be conducted at a general meeting unless a quorum is present.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting:
 - (a) in the case of a special general meeting, the meeting lapses; or
 - (b) in the case of the annual general meeting, the meeting is adjourned to:
 - (i) the same time and day in the following week; and
 - (ii) the same place, unless the Chair:
 - (A) specifies another place at the time of the adjournment; or
 - (B) causes written notice of another place to be given to the members before the day to which the meeting is adjourned.
- (4) If:
 - (a) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (3)(b); and

- (b) at least 2 members are present at the meeting,
those members present are taken to constitute a quorum.

44. Adjournment of a general meeting

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the members present at the meeting, adjourn the meeting to another time at either the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned:
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 40.

45. Voting at general meetings

- (1) On any question arising at a general meeting:
 - (a) subject to subrule (3), each member has one vote; and
 - (b) members may vote personally or by proxy.
- (2) Except in the case of a special resolution, a motion is carried if a majority of the members present at a general meeting in person or by proxy vote in favour of the motion.
- (3) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

46. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting:
 - (a) to amalgamate the Association with another body;
 - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager;
 - (c) to make any alteration to these rules; or
 - (d) any matter required to be put to a special resolution by the Act.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

47. Determining whether resolution carried

- (1) In this rule:

poll means the process of counting the votes, including proxies, that is conducted by counting hands, bodies or written voting papers.

- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been:
- (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 members present in person or by proxy:
- (a) the poll must be taken at the meeting in the manner determined by the Chair;
 - (b) the Chair must declare the determination of the resolution on the basis of the poll.
- (5) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

48. Minutes of general meeting

- (1) The Secretary, or a person authorised by the Board from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record:
- (a) the names of the members attending the meeting;
 - (b) any proxy forms announced by the chairperson of the meeting under rule 41(7);
 - (c) the financial statements or financial report presented at the meeting, as referred to in rule 50(1); and
 - (d) any report of the review or auditor's report on the financial report presented at the meeting, as referred to in rule 50(2)(d).

- (4) The minutes of a general meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (5) The chairperson of a general meeting must ensure that the minutes of the previous general meeting are considered by the general meeting, put to the meeting for adoption and, following adoption by the meeting, signed as correct by:
 - (a) the chairperson of the meeting to which they relate; or
 - (b) the chairperson of the general meeting at which they are adopted.
- (6) Where the general meeting is the annual general meeting, the minutes are to be considered and adopted by the next annual general meeting.
- (7) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.

PART 6 — FINANCIAL MATTERS

49. Control of funds

- (1) The Board will have control of the Association's funds and assets and may:
 - (a) Open bank accounts in the name of the Association
 - (b) approve expenditure on behalf of the Association; and
 - (c) delegate responsibility for management of the Association's funds to a subcommittee or a person.
- (2) The Board shall adopt policies, with appropriate authorisations and delegations, for the prudent management and oversight of the receipt and disbursement of its funds.

50. Financial statements and financial reports

- (1) For each financial year, the Board must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1), those requirements include:
 - (a) the preparation of the financial report; and
 - (b) the auditing of the financial report; and
 - (c) the presentation to the annual general meeting of the financial report; and
 - (d) the presentation to the annual general meeting of the copy of the auditor's report on the financial statements.

51. Accumulated operating surplus

(1) In this clause:

- (a) **accumulated operating surplus** means the total of the accumulated funds of the Association after deducting therefrom all amounts paid or allowed for capital expenditure and after paying or allowing for the operating expenses of the Association and includes all moneys received by way of deposits, contribution fees, gifts or donations and rental and maintenance charges but excludes reserves for the purchase, replacement or periodic maintenance of capital items or equipment, reserves for repayment of contribution fees or deposits or reserves arising out of a capital revaluation.
- (b) **base amount** means in respect of a given financial year that amount which is calculated from the formula –

$$\$1,000,000 \times \frac{CPI - N}{CPI - O}$$

where CPI - O is the index number for the Consumer Price Index (All Groups) as published by the Commonwealth Bureau of Consensus and Statistics for the quarter ending 30 June 1992, and CPI - N is that index number for the quarter ending 30 June in that given financial year.

PROVIDED:

That if the reference base (or basis) of the index numbers used in calculating the value of CPI-O or CPI-N is changed, or if the Consumer Price Index (All Groups) is not calculated or published or calculation or publication is suspended then the Association's auditor shall determine the most appropriate substitutes for both the reference base and/or the Consumer Price Index (All Groups).

- (c) References to the **Income Tax Assessment Act** are to be read as references to the *Income Tax Assessment Act 1936* (Cth) subject to the amendment, repeal and replacement of that legislation from time to time.
- (2) Within five months after the end of each financial year the Association's auditor shall certify to the Board the accumulated operating surplus and the base amount.
- (3) If at the end of the financial year the amount of the accumulated operating surplus exceeds the base amount, then the Association shall within 30 days after receipt of the Association's auditor's certificate pay the amount of that excess to the City to be deposited by the City in a Particular Trust Account and disbursements therefrom shall only be made to public benevolent institutions which are located within the municipality of the City.
- (a)
- (4) If no organisation exists which satisfies the requirements set out in subrule (3) the City may transfer the excess to one or any of those organisations which:
- (a) are covered by the provisions of section 78(4) and item 4.1.1 of the Income Tax Assessment Act; and

- (b) are approved in writing by the Association as appropriate recipients of the excess prior to the transfer taking place.

and the Deputy Commissioner of Taxation in Western Australia shall be provided with a copy of the financial records of any such trust in each financial year at the completion of the audit referred to in rule 38(2)(b)(iii).

PART 7 — GENERAL MATTERS

52. Executing documents and common seal

- (1) The Association shall not have a common seal.
- (2) The Association may execute a document if the document is signed by:
 - (a) 2 Directors;
 - (b) 1 Director and the Secretary; or
 - (c) 1 Director and a person authorised by the Board.

53. Policies

- (1) The Board may adopt policies to assist its oversight and control of the Association.
- (2) The policies:
 - (a) will guide the Board, but the Board will not be bound to follow any policy; and
 - (b) will be binding on every subcommittee and every person to which the policy is expressed to apply.
- (3) The Board will adopt a Code of Conduct that will apply to the Directors, office holders and employees of the Association.

54. Giving notices to members

- (1) In this rule, recorded means recorded in the register of members.
- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and:
 - (a) delivered by hand to the recorded address of the member;
 - (b) sent by prepaid post to the recorded postal address of the member; or
 - (c) sent by facsimile or electronic transmission to the member's recorded facsimile number or electronic address.

55. Custody of books and securities

- (1) Subject to subrule (2), the books and any securities of the Association must be kept in the Secretary's custody or under the Secretary's control in accordance with rule 16.

- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the Treasurer's custody or under the Treasurer's control in accordance with clause 17.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the Board.
- (4) The books of the Association must be retained for at least 7 years.

56. Record of office holders

The record of Directors and other persons authorised to act on behalf of the Association that is required to be maintained under section 58(2) of the Act must be kept in the Secretary's custody or under the Secretary's control.

57. Inspection of records and documents

- (1) Subrule (2) applies to a member who wants to inspect:
 - (a) the register of members under section 54(1) of the Act;
 - (b) the record of the names and addresses of Directors and other persons authorised to act on behalf of the Association, under section 58(2) of the Act; or
 - (c) any other record or document of the association.
- (2) The member must contact the Secretary to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a Board meeting, the right to inspect that document is subject to any decision the Board has made about minutes of Board meetings generally, or the minutes of a specific Board meeting, being available for inspection by members.
- (5) The member may make a copy of or take an extract from a record or document referred to in subrule (1)(c) but does not have a right to remove the record or document for that purpose.
- (6) The member must not use or disclose information in a record or document referred to in subrule (1)(c) except for a purpose:
 - (a) that is directly connected with the affairs of the Association; or
 - (b) that is related to complying with a requirement of the Act.
- (7) The Board may adopt policies to protect confidential, personal and commercially sensitive information in books, records, registers, minutes and documents that limit the access of members and other persons to those books, records, registers, minutes and documents.

58. Distribution of surplus property on cancellation of incorporation or winding up

- (1) In this rule:

surplus property, in relation to the Association, means property remaining after satisfaction of:

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association,

but does not include books relating to the management of the Association.

- (2) On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution to an entity that:
 - (a) has objectives and activities similar to those of the Association; and
 - (b) satisfies section 24(1) of the Act;

59. Alteration of rules

- (1) These rules may be altered or rescinded by a special resolution passed at a general meeting and by otherwise complying with Part 3 Division 2 of the Act.
- (2) Any such alteration or rescission shall not become effective until the written consent of the City to the proposed alteration or rescission is obtained.
- (3) The consent of the City may be obtained before or after the alteration or rescission has been put to a general meeting.

12.7 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 26 NOVEMBER 2019

TRIM Ref: D19/183250

Author: Meluka Bancroft, Executive Manager Corporate Strategy and Governance

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. Minutes of the Audit Committee - 26 November 2019  

RECOMMENDATION:

That Council:

1. **RECEIVES** this report from the Audit Committee meeting of 26 November 2019; and
2. **APPROVES** the recommendations of the Audit Committee as set out in the Minutes of the 26 November 2019 meeting (Attachment 1).

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 26 November 2019 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

BACKGROUND:

The City's Audit Committee is a statutory committee of Council, established in accordance with section 7.1A of the *Local Government Act 1995*. The primary objectives of the Audit Committee are to:

- accept responsibility for the annual external audit; and
- liaise with the local government's internal and external auditors so that Council can be satisfied with the performance of the local government in managing its affairs.

The Audit Committee meets approximately every two months and comprises of three external independent members and four Elected Members.

DETAILS:

At its meeting on 26 November 2019, the Audit Committee considered six agenda items as follows:

- 5.1 *Appointment of Audit Committee Chairperson and Deputy Chairperson*
- 5.2 *Review of City of Vincent risk appetite and tolerance statements and Risk Management Policy – presentation from BDO Pty Ltd*
- 5.3 *Audited Financial Statements and Concluding Memorandum for year ended 30 June 2019 – to be presented by the office of the Auditor General and Moore Stephens*
- 5.4 *Update on the internal audit plan 2016 – 2020*
- 5.5 *Audit Committee Meeting Dates 2020*
- 5.6 *Review of the City of Vincent Audit Log*

A summary of each item is below:

5.1 Appointment of Audit Committee Chairperson and Deputy Chairperson

The current members of the Audit Committee are as follows:

Cr Joshua Topelberg
Cr Dan Loden
Cr Susan Gontaszewski
Cr Ashley Wallace

External Members:
Mr Conley Manifis
Ms Elizabeth Hunt
Mr Robert Piper

Conley Manifis was elected unopposed as the Chair, and Cr Topelberg was elected unopposed as Deputy Chair, for a term of one year. This means that for the first time the Audit Committee has an independent Chair.

5.2 Review of City of Vincent risk appetite and tolerance statements and Risk Management Policy – presentation from BDO Pty Ltd

The Audit Committee considered the City's draft risk appetite and tolerance statements and risk management framework (including the policy and administrative procedure). The draft risk appetite and tolerance statements and risk management policy will be finalised for presentation to Council in February 2020.

5.3 Audited Financial Statements and Concluding Memorandum for year ended 30 June 2019 – to be presented by the office of the Auditor General and Moore Stephens

The Audit Committee considered the Audited Annual Financial Statements and the Auditor's Concluding Memorandum for the year ended 30 June 2019 and noted the decline in the Asset Sustainability Ratio. A response will be provided to the Minister for Local Government in respect to the Asset Sustainability Ratio decline, and this item will be tracked by the Audit Committee.

5.4 Update on the internal audit plan 2016 – 2020

The Audit Committee received an update on the status of the City's Internal Audit Plan 2016 – 2020, noting that only three internal audits have been undertaken over the last three years. The Audit Committee requested that Administration prepare an internal audit plan for the next four years, which prioritises internal audit items based on risk. The draft internal audit plan 2019/20 – 2022/23 will be presented to the Audit Committee at its next meeting, scheduled for 3 March 2020.

5.5 Audit Committee Meeting Dates 2020

The Audit Committee adopted its Schedule of Meeting Dates for 2020 as follows:

Date	Time
Tuesday 3 March	1.00pm
Tuesday 5 May	1.00pm
Tuesday 30 June	1.00pm
Tuesday 1 September	1.00pm
Tuesday 3 November	1.00pm

5.6 Review of the City of Vincent Audit Log

The Audit Committee received the progress made on the items listed in the City's Audit Log, and reviewed the six items recommended for closure.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Pursuant to clause 2.21 of the City's Meeting Procedures Local Law 2008:

(1) *Every committee is to cause:-*

- (a) *a report with recommendations and suitable preamble;*
- (b) *minutes of the committee's proceedings and transactions;*
to be presented to the Council by the presiding member of each committee concerned, or in his or her absence, a member of the committee in the form of a motion; "That the report be received and the recommendation be adopted".

(2) *No objection to the receipt of a report of any committee, or any part of it, shall be raised when such reports are presented to the Council, except for reasons arising out of such reports.*

- (3) *The presiding member is to:-*
- (a) *put the motion that the report be received;*
 - (b) *call for a motion to be moved by any member pursuant to clause 5.6(1), with the exception of item (a) of that clause, with respect to any recommendation contained in the report;*
 - (c) *put the motion that the recommendation be adopted in relation to the recommendations contained in the report, apart from a recommendation or recommendations which are the subject of a motion by a member pursuant to the preceding item of this sub-clause; and*
 - (d) *ensure that the motions are debated and dealt with in accordance with these Standing Orders in relation to a recommendation or those recommendations in the report which are the subject of a motion or motions by a member or members pursuant to clause 5.6.”*

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

RISK MANAGEMENT IMPLICATIONS:

Low: Reporting the outcomes of the Audit Committee meeting on 26 November 2019 to Council aligns with good corporate governance.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.



CITY OF VINCENT

MINUTES

Audit Committee

26 November 2019

AUDIT COMMITTEE MINUTES

26 NOVEMBER 2019

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AUDIT COMMITTEE MINUTES

26 NOVEMBER 2019

MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
HELD AT THE COMMITTEE ROOM, ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 26 NOVEMBER 2019 AT 1PM

PRESENT:	Mr Conley Manifis	Independent External Member (Chair elect)
	Cr Joshua Topelberg	South Ward (Deputy Chair elect)
	Cr Dan Loden	North Ward
	Cr Susan Gontaszewski	South Ward
	Cr Ashley Wallace	South Ward (via teleconference)
	Ms Elizabeth Hunt	Independent External Member
	Cr Robert Piper	Independent External Member
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	John Corbellini	A/Executive Director Community & Business Services
	Vanisha Govender	Executive Manager Financial Services
	Meluka Bancroft	Executive Manager Corporate Strategy & Governance
	Nirav Shah	Coordinator Financial Services (Item 5.3 only)
	Sharron Kent	Governance & Council Liaison Officer
PRESENTERS:	Pippa Hobson	BDO Pty Ltd (Item 5.2 only)
	Greg Godwin	Moore Stephens (WA) Pty Ltd (Item 5.3 only)
	Aram Madnack	Office of the Auditor General (Item 5.3 only)

1 INTRODUCTION AND WELCOME

As the positions of Chair and Deputy Chair were vacant, the Chief Executive Officer, David MacLennan, declared the meeting open at 1.07pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Nil

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES**MOTION AND COMMITTEE DECISION ITEM 4**

Moved: Cr Topelberg , **Seconded:** Cr Loden

That the Minutes of the Audit Committee held on 27 August 2019 be confirmed.

CARRIED UNANIMOUSLY (7-0)

For: Cr Loden, Mr Manifis, Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

AUDIT COMMITTEE MINUTES

26 NOVEMBER 2019

5 BUSINESS ARISING**5.1 APPOINTMENT OF AUDIT COMMITTEE CHAIRPERSON AND DEPUTY CHAIRPERSON**

TRIM Ref: D19/178484

Author: Sharron Kent, Governance and Council Liaison Officer

Authoriser: David MacLennan, Chief Executive Officer

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 February 2021.

That _____ be elected as Deputy Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in February 2021.

Chief Executive Officer, David MacLennan, called for nominations for the role of Chairperson of the Audit Committee. Mr Manifis nominated himself for the role. There being only one nomination, the Chief Executive Officer declared Mr Manifis elected unopposed to the role of Chairperson of the Audit Committee.

Chief Executive Officer, David MacLennan, called for nominations for the role of Deputy Chairperson of the Audit Committee. Cr Topelberg nominated himself for the role. There being only one nomination, the Chief Executive Officer declared Cr Topelberg elected unopposed to the role of Deputy Chairperson of the Audit Committee.

COMMITTEE DECISION ITEM 5.1**Moved:** Cr Loden, **Seconded:** Ms Hunt

That Mr Manifis be ELECTED as Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in February 2021.

That Cr Topelberg be ELECTED as Deputy Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in February 2021.

CARRIED UNANIMOUSLY (7-0)**For:** Cr Loden, Mr Manifis, Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg**Against:** Nil

Mr Manifis assumed the position of Chair.

AUDIT COMMITTEE MINUTES

26 NOVEMBER 2019

Pippa Hobson of BDO Pty Ltd presented on the following Item.

Cr Loden vacated the meeting at 1.29pm and returned at 1.29pm during discussion and prior to voting on the following item.

5.2 REVIEW OF CITY OF VINCENT RISK APPETITE AND TOLERANCE STATEMENTS AND RISK MANAGEMENT POLICY - PRESENTATION FROM BDO PTY LTD

TRIM Ref: D19/171208

Author: Meluka Bancroft, Executive Manager Corporate Strategy and Governance

Authoriser: David MacLennan, Chief Executive Officer

Attachments:

1. Risk Management Policy - draft - Confidential
2. Risk Appetite and Tolerance Statements - draft prepared by BDO Pty Ltd - Confidential
3. Policy 4.1.26 - 'Risk Management' (current) - Confidential
4. Risk Management Administrative Procedure - draft - Confidential

RECOMMENDATION:

That the Audit Committee:

1. RECEIVES the update on the development and implementation of the risk management framework, including the new risk management policy, at Attachment 1 and risk appetite and tolerance statements, at Attachment 2; and
2. RECOMMENDS to Council:
 - 2.1 the repeal of the City's Policy 4.1.26 – 'Risk Management', at Attachment 3;
 - 2.2 approval of the updated policy – '*Risk Management*' for the purposes of local public notice for a period of at least 21 days; and
 - 2.3 endorsement of the risk appetite and tolerance statements.

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the recommendation be adopted.

AMENDMENT 1

Moved: Cr Topelberg, Seconded: Cr Loden

That the recommendation be amended as follows in **red**:

That the Audit Committee:

1. RECEIVES the update on the development and implementation of the risk management framework, including the new risk management policy, at Attachment 1 and risk appetite and tolerance statements, at Attachment 2; and
2. RECOMMENDS to Council **for consideration the update on the risk management policy and risk appetite and tolerance statements.:**
 - 2.1 — the repeal of the City's Policy 4.1.26 – 'Risk Management', at Attachment 3;**
 - 2.2 — approval of the updated policy – '*Risk Management*' for the purposes of local public notice for a period of at least 21 days; and**
 - 2.3 — endorsement of the risk appetite and tolerance statements.**

AMENDMENT CARRIED (7-0)

For: Cr Loden, Mr Manifis, Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

AUDIT COMMITTEE MINUTES**26 NOVEMBER 2019**

COMMITTEE DECISION ITEM 5.2**Moved:** Cr Topelberg, **Seconded:** Cr Gontaszewski**That the Audit Committee:**

- 1. RECEIVES** the update on the development and implementation of the risk management framework, including the new risk management policy, at Attachment 1 and risk appetite and tolerance statements, at Attachment 2; and
- 2. RECOMMENDS** to Council for consideration the update on the risk management policy and risk appetite and tolerance statements.

CARRIED UNANIMOUSLY (7-0)**For:** Cr Loden, Cr Manifis, Ms Hunt, Cr Wallace, Cr Gontaszewski, Cr Piper and Cr Topelberg**Against:** Nil

AUDIT COMMITTEE MINUTES**26 NOVEMBER 2019**

Greg Godwin of Moore Stephens (WA) Pty Ltd and Aram Madnack of Office of the Auditor General presented on the following Item.

5.3 AUDITED FINANCIAL STATEMENTS AND CONCLUDING MEMORANDUM FOR YEAR ENDED 30 JUNE 2019 - TO BE PRESENTED BY THE OFFICE OF THE AUDITOR GENERAL AND MOORE STEPHENS

TRIM Ref: D19/165144

Author: Nirav Shah, Coordinator Financial Services

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. Audit Concluding Memorandum - Confidential
2. Audited Annual Financial Statements - Confidential

RECOMMENDATION:

That the Audit Committee:

1. RECEIVES the Auditor's Concluding Memorandum prepared by Moore Stephens and the Office of the Auditor General, for the year ending 30 June 2019 at Attachment 1;
2. RECEIVES the Audited Annual Financial Statements for the year ended 30 June 2019 at Attachment 2; and
3. RECOMMENDS to Council the adoption of the Audited Annual Financial Statements for the year ended 30 June 2019.

Moved: Cr Topelberg, **Seconded:** Cr Gontaszewski

That the recommendation be adopted.

AMENDMENT 1

Moved: Cr Gontaszewski, **Seconded:** Cr Loden

That the recommendation be amended to include a new point 4. as follows in red:

4. REQUESTS that Administration track the Asset Sustainability Ratio non-compliance through the Audit Log and provides a response to the Minister for Local Government within 30 days of receipt of the auditor's report.

AMENDMENT CARRIED (7-0)

For: Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

COMMITTEE DECISION ITEM 5.3

Moved: Cr Gontaszewski, **Seconded:** Cr Loden

That the Audit Committee:

1. RECEIVES the Auditor's Concluding Memorandum prepared by Moore Stephens and the Office of the Auditor General, for the year ending 30 June 2019 at Attachment 1;
2. RECEIVES the Audited Annual Financial Statements for the year ended 30 June 2019 at Attachment 2; and
3. RECOMMENDS to Council the adoption of the Audited Annual Financial Statements for the year ended 30 June 2019.
4. REQUESTS that Administration track the Asset Sustainability Ratio non-compliance through the Audit Log and provides a response to the Minister for Local Government within the deadline.

CARRIED UNANIMOUSLY (7-0)

For: Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

AUDIT COMMITTEE MINUTES**26 NOVEMBER 2019**

At 2:30pm, Mr Conley Manifis (Chair) left the meeting and Cr Joshua Topelberg continued the meeting as Deputy Chair.

5.4 UPDATE ON THE INTERNAL AUDIT PLAN 2016 - 2020**TRIM Ref:** D19/144919**Author:** Meluka Bancroft, Executive Manager Corporate Strategy and Governance**Authoriser:** David MacLennan, Chief Executive Officer**Attachments:** 1. Internal Audit Plan 2016 - 2020 - Confidential**RECOMMENDATION:**

That the Audit Committee:

1. NOTES the status of the Internal Audit Plan 2016 – 2020, at Attachment 1; and
2. REQUESTS that the Chief Executive Officer prepare a new internal audit plan for the period 2019/20 – 2022/23, to be presented to the Audit Committee for endorsement in early 2020.

COMMITTEE DECISION ITEM 5.4**Moved:** Cr Loden, **Seconded:** Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (6-0)

(Mr Manifis had left the meeting and did not vote.)

Note: the Committee requested that the new internal audit plan for the period 2019/20 – 2022/23 (as per Recommendation 2.) be presented to the Audit Committee for endorsement at its first meeting in March 2020.

AUDIT COMMITTEE MINUTES

26 NOVEMBER 2019

5.5 AUDIT COMMITTEE MEETING DATES 2020

TRIM Ref: D19/153017

Author: Sharron Kent, Governance and Council Liaison Officer

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. Proposed Audit Committee Dates 2020 - Confidential

RECOMMENDATION:

That the Audit Committee ADOPTS the meeting schedule for 2020 as follows:

Date	Time
Tuesday 3 March	1.00pm
Tuesday 5 May	1.00pm
Tuesday 30 June	1.00pm
Tuesday 1 September	1.00pm
Tuesday 3 November	1.00pm

COMMITTEE DECISION ITEM 5.5Moved: Cr Loden, Seconded: Mr Piper

That the recommendation be adopted.

CARRIED UNANIMOUSLY (6-0)**For:** Cr Loden, Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg**Against:** Nil

(Mr Manifis had left the meeting and did not vote.)

AUDIT COMMITTEE MINUTES

26 NOVEMBER 2019

5.6 REVIEW OF THE CITY OF VINCENT AUDIT LOG

TRIM Ref: D19/179864

Author: Sharron Kent, Governance and Council Liaison Officer

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. City of Vincent Audit Log - as at November 2019 - Confidential

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the status of the City's Audit Log at Attachment 1.

Moved: Mr Piper, Seconded: Cr Loden

That the recommendation be adopted.

AMENDMENT 1

Moved: Cr Gontaszewski, Seconded: Ms Hunt

That the recommendation be amended as follows in red:

That the Audit Committee recommends to Council that it NOTES:

1. the status of the City's Audit Log at Attachment 1; and
2. that a report is to be received by the Audit Committee at its next meeting, no later than March 2020, detailing the City's failure to meet the Australian Government "Roads to Recovery" expenditure maintenance requirements for 2018-19 and the proposed response to the Department of Infrastructure, Transport, Cities and Regional Development.

COMMITTEE DECISION ITEM 5.6

Moved: Mr Piper, Seconded: Cr Loden

That the Audit Committee recommends to Council that it NOTES:

1. the status of the City's Audit Log at Attachment 1; and
2. that a report is to be received by the Audit Committee at its next meeting, no later than March 2020, detailing the City's failure to meet the Australian Government "Roads to Recovery" expenditure maintenance requirements for 2018-19 and the proposed response to the Department of Infrastructure, Transport, Cities and Regional Development.

CARRIED UNANIMOUSLY (6-0)

(Mr Manifis had left the meeting and did not vote.)

AUDIT COMMITTEE MINUTES**26 NOVEMBER 2019**

At 2.46pm, Cr Loden left the meeting.

6 GENERAL BUSINESS

Nil

7 NEXT MEETING

The next Audit Committee Meeting is scheduled for 1pm, Tuesday 3 March 2020.

8 CLOSURE

There being no further business, the meeting closed at 2.53pm.

These Minutes were confirmed by the Audit Committee as a true record and accurate record of the Audit Committee meeting held on 26 November 2019.

Signed: To be confirmed at the meeting scheduled for 3 March 2020.

Dated

12.8 INFORMATION BULLETIN

TRIM Ref: D19/183248

Author: Sharron Kent, Governance and Council Liaison Officer

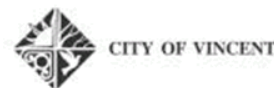
Authoriser: David MacLennan, Chief Executive Officer

- Attachments:**
1. Confirmed Minutes of the Design Review Panel Meeting held on 2 October 2019 [↓](#) 
 2. Confirmed Minutes of the Design Review Panel Meeting held on 16 October 2019 [↓](#) 
 3. Unconfirmed Minutes of the Safer Vincent Advisory Group meeting held on 25 September 2019 [↓](#) 
 4. Statistics for Development Applications as at November 2019 [↓](#) 
 5. Monthly Street Tree Removal Information [↓](#) 
 6. Report on Environmental Health Australia National Conference 2019 [↓](#) 
 7. Register of Legal Action and Prosecutions Monthly - Confidential - Confidential
 8. Register of State Administrative Tribunal (SAT) Appeals – Progress Report as at 21 November 2019 [↓](#) 
 9. Register of Applications Referred to the MetroWest Development Assessment Panel – Current [↓](#) 
 10. Register of Applications Referred to the Design Review Panel – Current [↓](#) 
 11. Register of Petitions - Progress Report - December 2019 [↓](#) 
 12. Register of Notices of Motion - Progress Report - December 2019 [↓](#) 
 13. Register of Reports to be Actioned - Progress Report - December 2019 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated December 2019.

MINUTES



DESIGN REVIEW PANEL

Wednesday 2 October 2019 at 3.30pm

Venue: Function Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

Design Review Panel Members

James Christou (Chairperson)
Stephen Carrick
Sid Thoo
Anthony Duckworth-Smith

City of Vincent Officers

Jay Naidoo (Manager Development & Design)
Kate Miller (Senior Urban Planner)
Karsen Reynolds (Senior Urban Planner)
Dan McCluggage (Urban Planner)

Applicant – Item 3.1

Mark Swann	Serneke
Andrew Abercomby	Serneke
Ben Caine	Leanhaus

Applicant – Item 3.2

Lou Di Florio

Applicant – Item 3.3

Ken Wibberley	Ecologic Homes
R J Lindsay	Ecologic Homes

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### 1. Welcome/Declaration of Opening

The Chairperson, James Christou declared the meeting open at 4.00pm

### 2. Apologies

### 3. Business

#### 4.00pm–4.30pm – Applicant's Presentation – Pre-Lodgement

3.1 **Address:** 379 (Lot 270 and 2) Beaufort Street, Perth

**Proposal:** 7 storey mixed use development and associated parking

**Applicant:** Altus Planning / Serneke

**Reason for Referral:** For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 14 August 2019

**Recommendations & Comments by DRP on 14 August 2019:**

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Principle 1 –<br/>Context and Character</b>               | <ul style="list-style-type: none"> <li>• The three storey podium responds well to the character of Beaufort Street. The podium's vertical proportioned windows and brick work also work well and the arches on the North elevation reference the locality</li> <li>• The dark timber material selection at high level in terms of colouring as well as the vertical vs horizontal element balance require further development</li> <li>• The arches are supported.</li> <li>• The podium design is good however further articulation of the upper level is needed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Principle 2 –<br/>Landscape quality</b>                   | <ul style="list-style-type: none"> <li>• Engage a landscape architect</li> <li>• More information is needed in relation to how the screening between the walkway and the balconies on the north side will work. This also need to be considered in relation to overlooking of the adjoining property. Consideration is needed for the type of species. Assess potential of having a few different applications.</li> <li>• Consider who will manage landscaping, especially that used for screening or to mitigate bulk</li> <li>• Consider how landscaping can be used in communal spaces that would be used by the residents, more thought is needed in the small balcony areas to make these landscapes enjoyable.</li> <li>• More information is needed to the landscaping on Lot 2, particularly how a safe passage will be created through this area maximising on passive surveillance.</li> <li>• Look at opportunities to on-structure deep soil zones that can be utilised to support on-structure planting, increased on-structure canopy cover and landscaped resident hang-out spaces</li> </ul> |
| <b>Principle 3 –<br/>Built form and scale</b>                | <ul style="list-style-type: none"> <li>• The height is appropriate in this area however given the project seeks height and plot ratio variations the back of the development should be tapered down to better respond to the adjoining lower height residential properties at the rear</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Principle 4 –<br/>Functionality and build<br/>quality</b> | <ul style="list-style-type: none"> <li>• The setbacks and overlooking need to be further considered. Concerns of privacy between the walkway and the courtyard areas</li> <li>• The lobby is fairly large and the commercial tenancy is fairly small. A better balance is recommended to encourage greater activation of the street during day and night time</li> <li>• There is potential for another commercial use. Also consider a kitchenette. Further refinement is needed for the intent of the commercial tenancy</li> <li>• Consider how visitor parking will be accessed / managed as it is currently behind the security gate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Principle 5 –<br/>Sustainability</b>                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Principle 6 –<br/>Amenity</b>                             | <ul style="list-style-type: none"> <li>• Look at opportunities for all apartments to access northern light</li> <li>• The way the building and balconies wrap around the apartments on the front impacts the amenity of the residents. Consider pulling these areas back</li> <li>• Consider the walk way being on the northern boundary as it is likely to limit access to natural light and winter sun. Voids / openings in the floor slabs could be used to increase solar access into the courtyard areas and apartment interiors</li> <li>• Some of the communal outdoor spaces are unusual. i.e. the space on level 1 is very small and enclosed. Can this be increased in size whilst also taking into consideration visual privacy requirements for apartments and the adjoining property</li> <li>• Consider amenity impacts for the units adjoining the communal roof deck space on the upper level</li> <li>• Look at opening the entrance to the lift on the lower level</li> </ul>                                                                                                               |
| <b>Principle 7 –<br/>Legibility</b>                          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Principle 8 –</b>                                         | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Safety</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Principle 9 – Community</b>   | <ul style="list-style-type: none"> <li>The roof deck is a good concept which needs further developing. Consider how the spaces can be used in different climatic conditions. A partial solid roof area with a partial solar louvre section and an open area at the front of the deck would allow use during different climatic conditions and reduce the bulk of the canopy on the front Beaufort Street elevation which is currently adding to the massing of the development.</li> </ul> |
| <b>Principle 10 – Aesthetics</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Comments</b>                  | <ul style="list-style-type: none"> <li>Apartment product mix is good and there is good diversity</li> <li>Contextual information provided is good</li> <li>A positive is the parking area screened by the commercial area</li> <li>Consider the road widening requirements</li> <li>Justification is needed for planning variations and the applicant needs to show how little impact it will have on the neighbouring properties and amenity for residents</li> </ul>                     |

**Recommendations & Comments by DRP (using the Built Form Policy Design Principles):**

| Design review comments from 2 October 2019 |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Design quality evaluation                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                            |  | Supported                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                            |  | Pending further attention                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                            |  | Not supported                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Design Principles                          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Principle 1 - Context and character        |  | <b><u>Principle</u></b><br><i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i>                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                            |  | <ul style="list-style-type: none"> <li>The public art is recommended to be extended into the lobby area and also reference the history of Beaufort Street. Also consider how the screens could be integrated as part of the public art component.</li> </ul>                                                                                                                                                                                                                                                                                                             |
|                                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Principle 2 - Landscape quality            |  | <b><u>Principle</u></b><br><i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i>                                                                                                                                                                                                                                                                                                                                                                                     |
|                                            |  | <ul style="list-style-type: none"> <li>A landscaping plan and maintenance of the landscaping is required for the City's consideration.</li> <li>The trees on the adjoining properties should not be not be affected by this development.</li> <li>Proposed vegetation screening will likely reduce solar access for outdoor living and adjacent habitable rooms. While deciduous vegetation has been proposed for some screening to improve solar access, it is unlikely such vegetation can simultaneously provide appropriate screening for visual privacy.</li> </ul> |
|                                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Principle 3 - Built form and scale         |  | <b><u>Principle</u></b><br><i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i>                                                                                                                                                                                                                                                                                                                              |
|                                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



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|-----------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     |  | <ul style="list-style-type: none"> <li>The building is over scale which is demonstrated by height, plot ratio and the impacts caused by the narrow width of the lot.</li> <li>The building appears repetitive which does not ameliorate the scale of the building. Further thought around articulation is recommended.</li> <li>This building will be visible from multiple view points and further consideration of how the perception of bulk will be managed.</li> <li>The building is full height all the way to the rear and presents as blank repetitive facades with very limited articulation. Ideally the rear portion of the building should be stepped in a manner that reduces that bulk.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                     |  | <ul style="list-style-type: none"> <li>The overall front street setbacks (stepping away from the street) is well thought out.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Principle 4 -<br>Functionality<br>and build quality |  | <p><b><u>Principle</u></b><br/><b><i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                     |  | <ul style="list-style-type: none"> <li>Attention to the commercial space is required so that it will contribute to the street and is engaging.</li> <li>The lobby and commercial tenancy may affect visual sightlines.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Principle 5 -<br>Sustainability                     |  | <p><b><u>Principle</u></b><br/><b><i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                     |  | <ul style="list-style-type: none"> <li>Proposed location of circulation corridor adjacent to the outdoor living spaces for most apartments is not ideal. While consideration has been given to the design of the screening between the public/private space interface with regards to visual privacy and solar passive design, there is the risk of significant loss of amenity and privacy for these outdoor living areas due to a lack of perceived and actual privacy. Additionally, the deeper overhang on the northern elevation reduces opportunities for optimum solar access to habitable rooms and outdoor living areas compared to a reduced overhang (as can be seen on Section 2 SK45)</li> <li>Full height vegetation adjacent to the walkways can also impact solar access. Suitable plant species will need to be considered. See also comments under landscape quality.</li> <li>Consider commissioning a sustainability report/preliminary energy ratings/life cycle design assessment to quantify anticipated carbon footprint reductions and energy efficiency savings of the proposed development</li> <li>Investigate opportunities for inclusion of renewable energy systems, provision of external clothes drying area/s and/or other significant energy efficiency initiatives as per O4.15.1 of SPP7.3 Volume 2</li> </ul> |
|                                                     |  | <ul style="list-style-type: none"> <li>Selection of lighter external colours to reduce solar absorbance is commendable</li> <li>Main living areas for majority of apartment have optimum northern orientation, however may be compromised by proposed design of outdoor living/circulation areas</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Principle 6 -<br>Amenity                            |  | <p><b><u>Principle</u></b><br/><b><i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                     |  | <ul style="list-style-type: none"> <li>Proposed louvre windows, particularly on south elevation - while maximising opportunities for cross ventilation - may be difficult to achieve airtightness or high performance values for glazing. Consider reducing number and/or size of</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|----------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                    |  | louvre windows or replacing with windows with lower air infiltration, particularly if the proposed development is seeking Passivhaus certification or similar <ul style="list-style-type: none"> <li>The relationship between the outdoor living areas and the walkways need to be further considered.</li> </ul>                                                                                                                                                                                                                                            |
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| Principle 7 - Legibility                           |  | <b><u>Principle</u></b><br><i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i>                                                                                                                                                                                                                                                                                                                                                                |
|                                                    |  | <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Principle 8 - Safety                               |  | <b><u>Principle</u></b><br><i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i>                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                    |  | <ul style="list-style-type: none"> <li>Consider surveillance, lighting and safety of the long narrow alley access off Beaufort Street, potential to attract unsociable behavior.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Principle 9 - Community                            |  | <b><u>Principle</u></b><br><i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i>                                                                                                                                                                                                                                                                                                                                        |
|                                                    |  | <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Principle 10 - Aesthetics                          |  | <b><u>Principle</u></b><br><i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i>                                                                                                                                                                                                                                                                                                                                                                     |
|                                                    |  | <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Other comments provided by the DRP</b>          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                    |  | <ul style="list-style-type: none"> <li>Some comments from the previous meeting remain outstanding</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Other general comments provided by the City</b> |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                    |  | <ul style="list-style-type: none"> <li>The City is concerned adequate landscaping cannot be accommodated on site. The Acceptable Outcomes of Clause 3.3 of the R-Codes Volume state that where the required deep soil areas cannot be provided due to site restrictions, planning on structure with an area equivalent to two times the shortfall in deep soil area provision is provided.</li> <li>The rear interface of the building does not appropriately respond to the adjoining residential properties and requires further consideration.</li> </ul> |

**Conclusion** To be returned to the DRP

The Site Plan – the configuration of the Ground Level facing Beaufort Street with separation of the commercial space from the lobby, entry by the vehicle driveway is not ideal.

Ideally the applicant should consider how the commercial space can enhance publicly accessible exterior spaces.

The building mass does not respond appropriately to the surrounding context (west).

#### 4.30pm–5.00pm – Applicant Presentation – DA Lodged 5.2019.191.1

3.2 **Address:** No. 12 Newcastle Street, Perth

**Proposal:** Billboard Signage (Third Party Advertising)

**Applicant:** Adbrands Media

**Reason for Referral:** For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 14 August 2019

#### Recommendations & Comments by DRP on 14 August 2019:

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Principle 1 –<br/>Context and Character</b>               | <ul style="list-style-type: none"> <li>Box design contributes to bulk and makes the building appear significantly larger than it is. Consider ways to make the supporting structure less visible and invasive.</li> <li>The digital signage is a 21<sup>st</sup> century concept with the current proposal being more dated. Consider a more futuristic minimal element that integrates with the building. The elements referencing the existing building add to the scale which is adding to its bulk.</li> <li>White frame adds bulk to the design. If the white frame around the screen is not required from a functional / technological perspective consider removing it with a more minimal design to reduce the bulk of the proposal.</li> <li>Signage appears out of context and outside of the City's Planning requirements</li> <li>Signage without a setback appears quite domineering on the Lord Street elevation for pedestrians</li> <li>Considering providing a daytime and night time image and different perspectives including the rear of the sign</li> </ul> |
| <b>Principle 2 –<br/>Landscape quality</b>                   | <ul style="list-style-type: none"> <li>Consider options for planting to mitigate the impact on the surrounding sites. Proposal needs to consider how signage interrupts skyline and redesign to mitigate this impact.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Principle 3 –<br/>Built form and scale</b>                | <ul style="list-style-type: none"> <li>Height needs to consider setback and how it affects the surrounding apartments</li> <li>Note City's concerns in relation to size and scale of sign</li> <li>Bulk is inappropriate considering the context of the site and scale of the signage and will negatively impact on the skyline</li> <li>Look at engaging a designer for a proposal that mitigates the bulk and scale</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Principle 4 –<br/>Functionality and build<br/>quality</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Principle 5 –<br/>Sustainability</b>                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Principle 6 –<br/>Amenity</b>                             | <ul style="list-style-type: none"> <li>Rear of billboard needs to be designed to be visually appealing and take into account the visual impact on nearby apartments</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Principle 7 –<br/>Legibility</b>                          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Principle 8 –<br/>Safety</b>                              | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Principle 9 –</b>                                         | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                           |     |
|---------------------------|-----|
| Community                 |     |
| Principle 10 – Aesthetics | N/A |
| Comments                  | N/A |

## Recommendations &amp; Comments by DRP (using the Built Form Policy Design Principles):

| Design review comments from 2 October 2019 |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Design quality evaluation                  |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                            | Supported                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                            | Pending further attention |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                            | Not supported             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Design Principles                          |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Principle 1 - Context and character        | <b>Principle</b>          | <b><i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                            |                           | <ul style="list-style-type: none"> <li>The sign should be read as part of the building and not as a billboard sitting on top of the building. The DRP's concern with the previous proposal was not in relation to the depth of the sign but rather, with the detailing which created disproportionate scale and bulk. A sculptural, sophisticated design is required</li> <li>These comments should not be interpreted as meaning that the use of the same façade treatment as the existing building is appropriate, as mentioned in the minutes from the previous DRP meeting, the use of these elements was too heavy and inappropriate</li> <li>Approach the building differently in terms of its detail, hide the structure and create a seamless façade</li> <li>The minutes from the previous DRP meeting appear to have been misinterpreted by the applicant based on the amended plans that have been produced. Whilst the white border of the sign and elements referencing the existing building have been removed, the amended proposal does not integrate the sign with the existing building at all</li> </ul> |
|                                            |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                            |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Principle 2 - Landscape quality            | <b>Principle</b>          | <b><i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                            |                           | <ul style="list-style-type: none"> <li>Consider providing some landscaping on structure</li> <li>The intent of the previous DRP comments was to consider options for physical landscaping to be provided on structure to mitigate the impacts of the sign rather than for digital images of landscaping to be programmed on the sign itself</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                            |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                            |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Principle 3 - Built form and scale         | <b>Principle</b>          | <b><i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                            |                           | <ul style="list-style-type: none"> <li>Consider engaging an architect who is able to interpret the comments from the previous DRP meeting and produce an amended design accordingly</li> <li>Create the building in the first instance, the signage should be secondary to the design of the actual structure</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                                                     |  | <ul style="list-style-type: none"> <li>Consider increasing the depth of the structure as a method of increasing integration with the building</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Principle 4 -<br>Functionality and<br>build quality |  | <p><b><u>Principle</u></b><br/> <i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></p> <ul style="list-style-type: none"> <li>It is unclear how the revised design addresses the panel's previous concerns about the rear and side views of the proposed sign - imagery of vegetation is unlikely to compensate for the impact the proposed signage will have on nearby residents. If actual landscaping is proposed, please provide detailed design drawings, species selection and maintenance regime for the proposed landscaping</li> </ul> |
|                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Principle 5 -<br>Sustainability                     |  | <p><b><u>Principle</u></b><br/> <i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p> <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Principle 6 -<br>Amenity                            |  | <p><b><u>Principle</u></b><br/> <i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></p> <ul style="list-style-type: none"> <li>Proposed signage and illumination is likely to have an adverse impact on amenity for nearby apartment residents, both existing and currently under construction</li> </ul>                                                                                                                                                                                                                                                 |
|                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Principle 7 -<br>Legibility                         |  | <p><b><u>Principle</u></b><br/> <i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></p> <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Principle 8 - Safety                                |  | <p><b><u>Principle</u></b><br/> <i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p> <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Principle 9 -<br>Community                          |  | <p><b><u>Principle</u></b><br/> <i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                    |  | <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                                                                                                                                                                                                                                     |
|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                           |
| Principle 10 -<br>Aesthetics                       |  | <p><b><u>Principle</u></b></p> <p><b><i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></b></p> <ul style="list-style-type: none"> <li>Consider engaging an architect who is able to interpret the comments from the previous DRP meeting and produce an amended design accordingly</li> </ul> |
|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Other comments provided by the DRP</b>          |  |                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                    |  | <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                                                                                                                                                                                                                                     |
| <b>Other general comments provided by the City</b> |  |                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                    |  | <ul style="list-style-type: none"> <li>The proposed signage still appears to be contrary to the City's Built Form Policy Objectives and Design Principles for Signs and Advertising</li> <li>Noted that even in the instance that design excellence was achieved and the support of the DRP was obtained, this would not mitigate the City's concerns from a planning perspective</li> </ul>              |

**Conclusion:**

The applicant has misinterpreted the previous DRP Minutes of Meeting.

The applicant has delivered a billboard design that in its current form is not supported by the DRP.

Note: the applicant should consider appointing an Architect/Urban Designer to assist with interpreting the Minutes of Meeting and to deliver design outcomes in line with DRP Minutes of Meeting.

To be returned to DRP

**5.00pm–5.30pm – Applicant Presentation – DA Lodged 5.2019.139.1**

**3.3 Address:** 17 Florence Street, West Perth

**Proposal:** Two Grouped Dwellings (Additional to Existing Multiple Dwelling Development)

**Applicant:** Ecologic Homes / Piller Family Trust

**Reason for Referral:** For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 5 June 2019

**Recommendations & Comments by DRP on 5 June 2019:**

|                                                |                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Principle 1 –<br/>Context and Character</b> | <ul style="list-style-type: none"> <li>Industrial and dark aesthetic does not appear to be consistent with the streetscape. Streetscape context and analysis should be undertaken to consider the suitability of this appearance given the existing character of Florence Street</li> <li>Junctions between new and old units need to be further refined</li> </ul> |
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| <b>Principle 2 –<br/>Landscape quality</b>               | <ul style="list-style-type: none"> <li>• Canopy coverage calculation does not include areas which extend over the lot boundary. Refer to City's Built Form Policy for definition of deep soil area and canopy coverage</li> <li>• Opportunity to create further building to street activation. Current tree species in this location has a dense dark canopy, consider alternative species and planting locations to create niche recreation space. Consider making the visitor bay dual use open space to increase potential in this front area. Consider opening the courtyard to create street activation and aid in passive surveillance.</li> <li>• Grass cell may struggle to survive given its southern orientation and probable location for car park. Ongoing maintenance of this is difficult particularly with respect to the strata. Alternative options for hard surfaces with porous attributes should be explored.</li> <li>• Consider opportunities for canopy trees to be provided on balconies to increase green space and canopy coverage</li> <li>• Opportunities for edible planting would provide amenity for residents.</li> <li>• Concern over the term 'recreation areas' where there is not landscape amenity other than grass and tree cover – look into the placement of feature rocks for seating or using shrub planting to define nook areas to sit on grass. (See principle 9 below).</li> <li>• Further tree planting could be considered to the south of the site</li> <li>• Plant selection is waterwise and is supported.</li> <li>• Concern over the wide use of grass as understory. Look at increasing the planting of shrubs and increase the diversity of species to increase amenity and fauna habitat (as stated in project outcomes)</li> </ul> |
| <b>Principle 3 –<br/>Built form and scale</b>            | <ul style="list-style-type: none"> <li>• Desire to increase density should be accompanied and supported by the design</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Principle 4 –<br/>Functionality and build quality</b> | <ul style="list-style-type: none"> <li>• More information required as to whether car bays will be allocated to units, otherwise access to some storerooms is obstructed.</li> <li>• Large windows with fixed glazing on the front elevation disallow ease of cleaning/maintenance. Large scale of windows do not suit the fine grain details of the streetscape. Openable windows should be considered also for natural ventilation.</li> <li>• Reconsider the location of the stairs to achieve a more efficient floor plan and with living areas having a northern aspect while maintaining City views. This could also improve transparency for walkway and assist with manoeuvring space for vehicles</li> <li>• Carbays 4 to 7 do not appear to have sufficient depth to allow for a successful parallel park manoeuvre. Consider re-designing parking layout to ensure all vehicles have sufficient turning and manoeuvring space - this may involve a reduction in the number of car bays provided on-site</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Principle 5 –<br/>Sustainability</b>                  | <ul style="list-style-type: none"> <li>• Only Unit 11 of the proposed new multiple dwellings has optimum living area with a north-facing orientation. There are also substantial proportions of the northern elevations of the proposed dwellings that are taken up by stairs and ensuites, spaces that do not typically benefit from a northerly aspect. Consider re-designing the floor plans and layouts of the proposed dwellings so as to maximise the solar passive design for the main living areas.</li> <li>• Balconies are predominantly south-facing, and unlikely to be pleasant spaces in winter due to lack of optimum solar orientation. Consider re-designing so that outdoor living areas are oriented north, with covered solar pergolas to allow solar access to adjacent living areas. If city views are a priority, consider the inclusion of smaller/juliet-style south-facing balconies to provide views.</li> <li>• External elevations of proposed dwellings appear to be dark coloured metal cladding, with minimal shading from eaves overhangs (shading devices to external openings only). Dark coloured walls have a high</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



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|                                  | <p>solar absorbance and will increase summer cooling loads. Consider re-designing to use external wall colours with lower solar absorbance and/or provision of shading to full extent of external walls.</p> <ul style="list-style-type: none"> <li>Consider opportunities for integration of on-site renewable energy generation and/or storage, and possibly rainwater catchment and use. Other amenities may also include provision of EV charging facilities. See Design WA A4.15.1 for further information.</li> <li>Obtain preliminary energy ratings for existing and proposed dwellings to ascertain likely star ratings and construction/glazing specifications required. A life cycle design assessment may also help to quantify the merit of increased development of the site (Sid Thoo declares a potential/perceived conflict of interest as a non-executive director of eTool)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Principle 6 – Amenity</b>     | <ul style="list-style-type: none"> <li>Look at creating greater access to winter sun to living areas and balconies; the northern aspect is currently dominated by stores and entry ways</li> <li>Enclosed balconies include 1.8m high screening around the edge. The material choice is unclear and would appear to limit access to City views. The pergola over the balcony gives a perception of an enclosed prison and would not provide adequate amenity</li> <li>Unit 9's kitchen size and layout does not appear to have sufficient amenity for a 3-bedroom dwelling. Consider re-designing to provide sufficient space for double sink, cooktop, pantry and clear workspace.</li> <li>Proposed balconies to existing units 6 and 7 are unlikely to provide intended amenity, as residents in Units 5 and 8 must pass through adjacent balconies to access the end units. Outdoor living areas should ideally be private spaces. No outdoor living areas provided for existing ground floor units. Re-designing the outdoor living areas may also provide opportunities to increase deep soil zones and mature canopy coverage</li> <li>There appears to be no external storerooms for the existing multiple dwellings. This is a significant lack of amenity, especially given the increased density and number of dwellings proposed for the site. Consider re-designing to also provide storerooms for existing dwellings. Useful external storage can also be provided for all dwellings through the inclusion of shared, lockable bike stores.</li> </ul> |
| <b>Principle 7 – Legibility</b>  | <ul style="list-style-type: none"> <li>Entry ways are illegible from the streetscape. Particularly from unit 10 and 11 and Unit 9. Look at relocating so these are more legible. Entry for unit 9 should be more central to remove the long corridor and unusable short-length of galley kitchen</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Principle 8 – Safety</b>      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Principle 9 – Community</b>   | <ul style="list-style-type: none"> <li>Communal open space is lacking and is not necessarily useable for residents for recreation. Consider areas which are informal and less linear. Space can include the use of shrubs and rocks as well as informal seating opportunities. Space should be dedicated for communal use and not shared with vehicles or other access arrangements</li> <li>Look at possibly creating informal interaction to occur in the internal walkway on the ground floor. Possibly increasing the width would allow for activation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Principle 10 – Aesthetics</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Comments</b>                  | <ul style="list-style-type: none"> <li>Introduction of a frontage to Florence Street is a positive feature</li> <li>The applicant is required to provide further information to confirm the intended use of the dwellings. The proposal as submitted appears to function as Multiple Dwellings. In accordance with Clause 32(1) of the City's Local Planning Scheme No. 2, However, Multiple Dwellings are not permitted within the area of the subject site. The discussion around the intended use was unclear as to how the proposal would function as a Grouped Dwelling, with respect to site area and parking allocation,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|  | <p>as well as tenant arrangements. The further information should clearly outline the intended use and function of the dwellings and how this is consistent with the definition of Grouped Dwellings in accordance with the Residential Design Codes for consideration by the City as part of its assessment of the proposal</p> <ul style="list-style-type: none"> <li>There is a high level of merit in retaining and adapting the use of the existing apartment building, and maximising the development potential of the site. However, this must not be to the detriment of the amenity and functionality across the entire site. The proposed development of the site could benefit from a greater focus on improving both the function and amenity of the existing dwellings, and exploring what is possible in terms of additional grouped dwellings.</li> </ul> |
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#### Recommendations & Comments by DRP (using the Built Form Policy Design Principles):

| Design quality evaluation                        |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  |    | Supported                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                  |    | Pending further attention                                                                                                                                                                                                                                                                                                                                                                               |
|                                                  |    | Not supported                                                                                                                                                                                                                                                                                                                                                                                           |
| Design Principles                                |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                         |
| Principle 1 -<br>Context and character           |    | <i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i>                                                                                                                                                                                                                                                                          |
|                                                  |    | Architectural style of proposed new dwellings is more sympathetic, but could be more in keeping with existing building eg. hip roof, selection of brickwork and/or finish of external walls, window proportions, opening styles and fenestration of glazing                                                                                                                                             |
|                                                  |   | Look at integrating the materials and colours between the old building and the new building. The new development does not quite tie in with the existing building. Look at ensuring it does not look like two new buildings have been tacked onto the rear                                                                                                                                              |
| Principle 2 -<br>Landscape quality               |  | <i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i>                                                                                                                                                                                                                                               |
|                                                  |  | Look to increase tree canopy to the open air car park                                                                                                                                                                                                                                                                                                                                                   |
|                                                  |  | Recommend confirming calculations and areas for mature tree canopy and deep soil zones with the City, to ensure landscaping requirements under the Built Form Policy have been satisfied                                                                                                                                                                                                                |
| Principle 3 - Built form and scale               |  | <i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i>                                                                                                                                                                                        |
|                                                  |  | Front visitor bays are not supported within the front setback. Look at the materiality and landscape of these bays to reduce their impact to the street. Need to demonstrate that the bays are integrated with the development                                                                                                                                                                          |
| Principle 4 -<br>Functionality and build quality |  | <i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i>                                                                                                                                                                                                                        |
|                                                  |  | Grouped dwelling car bays require a potentially difficult reverse turn manoeuvre for access and egress; car bays 3, 5 and 6 do not appear to have sufficient manoeuvring space to facilitate parallel parking. Liaise with City of Vincent Technical Services to ensure that parking requirements have been satisfied                                                                                   |
|                                                  |  | The Ground Floor walkway requires further refinement. Suggest that it uses a similar language to the portico through to the verandah and pergola systems                                                                                                                                                                                                                                                |
|                                                  |  | Look at the location and treatment of the bin store. The bin store next to the Unit 4 door way is not ideal. Consider a new location for the bin store to improve the entry experience for Unit 4                                                                                                                                                                                                       |
|                                                  |  | Floor plans of proposed grouped dwellings have a number of awkward angles, room spaces and sizes that are likely to result in reduced amenity and functional internal space. While it is understood the design is in response to the minister sewer running through the rear of the site, consider redesign of floor plans to create more orthogonal rooms and spaces and reduce number of angled walls |

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| Principle 5 -<br><b>Sustainability</b> |  | <i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                        |  | Commendable to see that the development has been redesigned in response to feedback received from previous Design Review Panel; proposed grouped dwellings now appear to have improved solar passive design and access to main living areas and outdoor spaces                                                                                                                                                                                                                                                                                                                                        |
|                                        |  | While south facing balconies are now screened from pedestrian access/egress, this is likely to result in outdoor living spaces with reduced amenity and usability; consider alternative location or configuration of upper floor outdoor living areas with suitable screening for visual privacy<br>Screening to Unit 5 balcony, while visually permeable, is visually imposing on the street elevation. Consider re-designing to increase visual permeability while still providing shade and privacy (noting that images shown during the presentation indicate screening has already been amended) |
| Principle 6 -<br><b>Amenity</b>        |  | <i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i>                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                        |  | Look at the pergolas and try to soften these with a little bit more articulation to make the spaces more intimate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                        |  | While changes have been made to the proposed development in response to the panel's previous feedback, the revised design still has a number of issues that require further refinement, particularly with regards to provision of amenity of existing multiple dwellings, building footprint and spatial planning of proposed group dwellings and parking                                                                                                                                                                                                                                             |
|                                        |  | Stores for the existing multiple dwellings have not been provided. Look at addressing the amenity of the existing units, and then see how much space you have to provide the grouped dwellings rather than vice versa. Trying to get a lot out of the site however do not have the space to provide essential amenities                                                                                                                                                                                                                                                                               |
| Principle 7 -<br><b>Legibility</b>     |  | <i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                        |  | Look at incorporating a clear, legible and lit pathway from the street to the rear grouped dwellings for pedestrian. This has been provided for the front units, however has not been provided to the rear. Pedestrian access to the rear units is currently convoluted. Look at reviewing the plan of the stairs and the entry door, so that this is more visible from when you arrive. The portico leads you down a path that then takes you to a dead end. Consider a better treatment of the driveway with one surface                                                                            |
| Principle 8 - <b>Safety</b>            |  | <i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                        |  | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Principle 9 -<br><b>Community</b>      |  | <i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i>                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                        |  | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Principle 10 -<br><b>Aesthetics</b>    |  | <i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                        |  | The aesthetic between the proposed and existing requires further consideration.<br>The applicant needs to demonstrate how the entrances of the existing building can co-exist with the new.<br>Materials: <ul style="list-style-type: none"> <li>• Facades</li> <li>• Shade structures</li> <li>• Walkways</li> <li>• Paving</li> </ul>                                                                                                                                                                                                                                                               |

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|                    |  | <ul style="list-style-type: none"> <li>• Landscaping</li> </ul> Detail: <ul style="list-style-type: none"> <li>• Walls</li> <li>• Walkways</li> <li>• Shade structure</li> </ul> |
| Other DRP Comments |  | Other comments provided by the DRP                                                                                                                                               |
|                    |  |                                                                                                                                                                                  |
| Other Comments     |  | Other general comments provided by the City                                                                                                                                      |
|                    |  |                                                                                                                                                                                  |

**Conclusion:**

To be returned to DRP

The revised design requires further refinement to overcome the concerns of the DRP. Currently the design lacks a narrative that converges the existing with the new to deliver a positive amenity.

- Way finding – circulation.
- Materials and details.
- Planning location of entries.

**4. Close/Next Meeting**

The Chairperson closed the meeting at 5.30pm

The next meeting is scheduled to be held on Wednesday 16 October 2019

# MINUTES



## DESIGN REVIEW PANEL

Wednesday 16 October 2019 at 3.30pm

Venue: Function Room  
City of Vincent  
Administration and Civic Centre  
244 Vincent Street Leederville

### Attendees:

#### Design Review Panel Members

James Christou (Chairperson)  
Sid Thoo  
Simon Venturi  
Munira Mackay

#### City of Vincent Officers

Jay Naidoo (Manager Development & Design)  
Joslin Colli (Coordinator Planning Services)  
Mitch Hoad (Senior Urban Planner)  
Dan McCluggage (Urban Planner)  
Karsen Reynolds (A/ Senior Urban Planner)

#### Applicant – Item 3.1

|                 |                               |
|-----------------|-------------------------------|
| Andrea Scavalli | Mathews & Scavalli Architects |
| L Aitken        | Department of Communities     |
| Philip Kemp     | Alliance Builders             |
| J Kirchlechner  | Department of Communities     |
| N Maas          | Planning Solutions            |
| M Kepplinger    | Econ                          |

#### Applicant – Item 3.2

|                 |                         |
|-----------------|-------------------------|
| Bianca Sandri   | Urbanista Town Planning |
| Zac Evangalesti | Zarq                    |
| Clement Lias    | Owner representative    |

#### Applicant – Item 3.3

|                    |                                   |
|--------------------|-----------------------------------|
| David Workman      | EG Funds                          |
| Dominic Snellgrove | Cameron Chisholm Nicol Architects |
| Keat Tan           | Cameron Chisholm Nicol Architects |
| Ryan Darby         | RobertsDay                        |
| Damien Pericles    | Realm Studios                     |

### 1. Welcome/Declaration of Opening

The Chairperson, James Christou declared the meeting open at 4.00pm

### 2. Apologies

### 3. Business

#### 4.00pm–4.30pm – Applicant's Presentation – Pre-Lodgement

3.1 Address: 12 (Lot 801) Smith Street, Perth

**Proposal:** 21 Multiple Dwellings

**Applicant:** Planning Solutions / Department of Housing

**Reason for Referral:** The proposal will likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy 7.1.1 (LPP 7.1.1)

| Design review comments from 16 October 2019 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>Design quality evaluation</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                             | Supported                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                             | Pending further attention                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                             | Not supported                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Design Principles</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Principle 1 - Context and character         | <p><b><u>Principle</u></b><br/> <i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i></p> <ul style="list-style-type: none"> <li>The site appears to be generally suited to this type of development due to the surrounding larger properties such as the aged care development and water treatment plant</li> <li>Providing apartments on the ground level is a positive element for the streetscape</li> <li>The surrounding area has strong character which should be drawn upon in the design of this development</li> <li>Consider relocating building services area away from Smith Street elevation, to improve interface with street and pedestrian visibility and surveillance</li> <li>The photos of surrounding context provided in the presentation do not include the police station and water treatment plant stack which are important elements of the areas surrounding character and could be referenced in the developments architectural language</li> <li>The design language appears monolithic and could make reference to and/or reflect the architectural style of these buildings further. A lighter architectural language especially on the top level could assist in reducing the bulk impact on the streetscape</li> <li>The primary street frontage should be further activated, reducing the amount which is taken up by utilities and parking bays</li> <li>The undercroft does disrupt the street continuity. Consider a basement car park to assist with activating the streetscape and reduce bulk to the street by stepping back the upper level from the street.</li> </ul> |
| Principle 2 - Landscape quality             | <p><b><u>Principle</u></b><br/> <i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></p> <ul style="list-style-type: none"> <li>Tree canopy and streetscape is very important and it missing from the front of the proposed building. Additional street trees would be beneficial</li> <li>Due to the applicants early engagement with the DRP presenting conceptual level drawings the landscaping requires further development</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Principle 3 - Built form and scale          | <p><b><u>Principle</u></b><br/> <i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></p> <ul style="list-style-type: none"> <li>Ensure overshadowing of adjacent lots complies with applicable planning provisions - additional building height is unlikely to be supported if overshadowing is non-compliant</li> <li>The additional building height in conjunction with the reduced primary street setback needs further consideration to reduce the developments bulk and scale impact on the streetscape and adjoining properties</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



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|                                                     | <ul style="list-style-type: none"> <li>The architectural language overall is good but the solid bulky façade should be broken down with articulation and a softer, lighter architectural language to reduce bulk and scale impact</li> <li>The concern is the negative impact on the streetscape.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Principle 4 -<br>Functionality<br>and build quality | <p><b><u>Principle</u></b><br/><b><i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></b></p> <ul style="list-style-type: none"> <li>The southern apartments should be opened up further to the courtyard, this could involve rotating the stair well</li> <li>The type F apartment design is inefficient requiring further development. There are opportunities to allow additional natural light into the kitchen</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Principle 5 -<br>Sustainability                     | <p><b><u>Principle</u></b><br/><b><i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></b></p> <ul style="list-style-type: none"> <li>Main living areas for most apartment appear to have good opportunities for cross ventilation</li> <li>Proposed light external wall colours to reduce solar absorbance in summer is commendable</li> <li>The voids are good options for increasing general circulation and solar access</li> <li>Perhaps quantify lifecycle and embodied carbon/energy benefits of proposed timber-framed and prefabricated construction methodology</li> <li>The proposed H-shaped building footprint for the upper levels is commendable; letter-shaped floor plans can help to reduce perceived bulk and scale, and also have the potential to improve access to natural daylight and cross ventilation to individual apartments</li> <li>Consider ceiling fans to bedrooms to improve occupant comfort and provide low-energy cooling in summer</li> <li>Type C and F apartment floor plans have optimal solar passive design orientation which is commendable; perhaps consider appropriately sized north-facing window to Bed 2 of Type C apartment. Also consider appropriate shading on the north-facing elevation of these apartments to protect from high summer sun around the middle of the day. Typically, an eaves overhang of 600mm or equivalent for walls/windows between 2.1-2.4m high will provide sufficient summer shading without compromising solar passive gain in winter</li> <li>Consider making bicycle parking secure and integration of renewable energy systems to reduce energy costs for occupants</li> <li>Type A (mirrored), B, D and E apartments appear to have non-optimal solar orientation - suggest obtaining preliminary energy ratings to determine likely impact on thermal comfort/performance for these dwellings. For example, east and west-facing glazing may require vertical screens/shading or high performance glazing to reduce cooling loads in summer. Perhaps footprint of Type D apartment could be revised to incorporate some north-facing solar access to main living area, near entry</li> </ul> |
| Principle 6 -<br>Amenity                            | <p><b><u>Principle</u></b><br/><b><i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></b></p> <ul style="list-style-type: none"> <li>The type A and D apartments should be provided with increased view of the garden area</li> <li>The lobby could incorporate the bike parking facilities as a point of visual interest when you enter the building</li> <li>As the design develops the use of voids to separate bedroom windows from the communal corridors are recommended. These will also allow additional natural light access to lower level windows as well as the courtyard.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Principle 7 -<br>Legibility                         | <p><b><u>Principle</u></b><br/><b><i>Good design results in buildings and places that are legible, with clear</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



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|                                                                                                                                                                                                     | <p><b>connections and easily identifiable elements to help people find their way around.</b></p> <ul style="list-style-type: none"> <li>The lift is illegible from the front door lobby area and should be considered further</li> <li>Entries to ground floor apartments are behind the stores and should be considered further</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Principle 8 - Safety                                                                                                                                                                                | <p><b><u>Principle</u></b><br/> <b>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Principle 9 - Community                                                                                                                                                                             | <p><b><u>Principle</u></b><br/> <b>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</b></p> <ul style="list-style-type: none"> <li>The internal courtyard/micro-community concept for the site is positive and should be used as a key design generator to inform the design direction of the project moving forward</li> <li>Whilst the general concept of internal courtyard is good, improvements could be made in terms of the interface of the courtyard and building services. The interface could be improved by providing apartments which orient the courtyard at ground level and increased surveillance of the garden from the upper levels</li> </ul> |
| Principle 10 - Aesthetics                                                                                                                                                                           | <p><b><u>Principle</u></b><br/> <b>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</b></p> <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Other comments provided by the DRP</b>                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>Commends applicant for coming in early to the DRP process</li> </ul>                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Other general comments provided by the City</b>                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>In line with the comments provided by the DRP panel, the additional building height and the reduced street setback require further consideration.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

#### Conclusion To be returned to the DRP

The undercroft currently dominates the streetscape. The street frontage setback and the 4 level building does not respond to the surrounding context and impacts on the character of the street. The H floor plan for the apartment building assists with breaking up of the mass of the building to the north and south, however, the H floor plan has a negative impact to the street in terms of mass. The scheme could benefit greatly by locating the parking underground or partially underground to reduce mass and improve the streetscape, or further increase the front setback to reduce the mass and bulk to the streetscape.

#### 4.30pm–5.00pm – DA Lodged 5.2019.201.1

3.2 **Address:** 514 and 516 (Lots 14, 15 and 16) William Street Highgate

**Proposal:** Four Grouped Dwellings

**Applicant:** Urbanista Town Planning / Huirun Pty Ltd

**Reason for Referral:** For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 18 September 2019

**Recommendations & Comments by DRP on 18 September 2019:**

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Principle 1 –<br/>Context and Character</b>           | <ul style="list-style-type: none"> <li>• There appears to be a 'disconnect' between the language of this proposal and the general character of the adjoining properties and the street.</li> <li>• The terrace houses nearby are a good reference, however referencing to this immediate neighbourhood requires further analysis, consideration and development. There is a heaviness and a strong classical motif that is not consistent with the street. Consider steering the design to a more Federation Style. Simplify the façade and refine the intensity of its current character so that it is more reconcilable with the surrounding context and reduces impacts of building bulk. There is a considerable amount of detail to the front facade (recesses, quoining, arches etc) – look at stripping this back a little bit to get some consistency across the elevation. Simplify the central elevations – pull the detailing back and put some time into the tones and colours.</li> <li>• The development is imposing to the street. The peripheral units are a little closer to the mark as they are a little simpler in design.</li> <li>• Design between the front and rear appears disconnected. Look to better connect the design intent and character between the front to the rear, to achieve a good design outcome on both sides – there are some fundamentals that need to be drawn upon.</li> <li>• Consider how the elevation to the rear can engage more with the ROW – such as providing larger windows even 'French' balconies to ROW facing living areas.</li> <li>• Internal courtyard elevations – try to connect them to the front façade and achieve a design consistency throughout the development</li> <li>• Consider the use of single thin columns instead of heavy masonry piers – to the last two façade end balconies. To lighten the character of the façade, as a response to existing neighbourhood character and to make the form of the development appear more permeable</li> <li>• Fencing character is inconsistent with the façade. Look at incorporating detail that will better relate to the façade</li> </ul> |
| <b>Principle 2 –<br/>Landscape quality</b>               | <ul style="list-style-type: none"> <li>• The idea and development of central courtyards' landscaping, and the provision of deep soil, are commended.</li> <li>• Investigate opportunities to add more trees to the landscape to meet the city's canopy coverage expectations.</li> <li>• Look at incorporating landscaping as a buffer between the lots</li> <li>• Look at incorporating more species diversity across the site. Mass plantings are attractive but can be more vulnerable to complete loss if plant conditions change.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Principle 3 –<br/>Built form and scale</b>            | <ul style="list-style-type: none"> <li>• The top floor breaches height requirements. Look at setting in the top floor, min. 500mm, in from the side boundaries.</li> <li>• Provide articulation &amp; depth to facades, to side boundary elevations corresponding to front elevation – to achieve a cohesive built form whole.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Principle 4 –<br/>Functionality and build quality</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Principle 5 –<br/>Sustainability</b>                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Principle 6 –<br/>Amenity</b>                         | <ul style="list-style-type: none"> <li>• Consider the use of single thin columns instead of heavy masonry piers to the last two façade end balconies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Principle 7 –<br/>Legibility</b>                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Principle 8 –<br/>Safety</b>                          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|---------------------------|-----|
| Principle 9 – Community   | N/A |
| Principle 10 – Aesthetics | N/A |
| Comments                  | N/A |

| Design review comments from 16 October 2019   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Design quality evaluation                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                               | Supported                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                               | Pending further attention                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                               | Not supported                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Design Principles                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Principle 1 - Context and character           | <p><b><u>Principle</u></b><br/> <b><i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i></b></p> <ul style="list-style-type: none"> <li>There is currently a disconnect between the lower floors and the upper floors whereby the lower levels are not speaking to the upper levels. This is an issue as additional height is being sought. Look to lighten up the level 1 banding and create a better connection between levels</li> <li>There is a lot of stylistic influence in the area. Look at introducing cornice features on the ends of balconies and other similar features to really tie back to the Art Deco style</li> <li>Refine the fence, balustrading and signage. Ensure these details are consistent throughout the elevations and provide a delicacy to these</li> <li>Three levels to the side on the boundary is still an issue for bulk – look at pulling in the upper floors further from the side boundaries</li> <li>Provide a surrounding built form character analysis to illustrate how the proposal references its surrounding context</li> <li>The elevations are a huge step forward from what they were. The built form context surrounding this site is very strong and the design is starting to relate to this</li> <li>High quality material detailing needs to be carried all the way through to construction, as this is an important element that contributes to the development</li> </ul> |
| Principle 2 - Landscape quality               | <p><b><u>Principle</u></b><br/> <b><i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></b></p> <p>Nil</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Principle 3 - Built form and scale            | <p><b><u>Principle</u></b><br/> <b><i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></b></p> <ul style="list-style-type: none"> <li>The proposed development exceeds the deemed to comply overshadowing percentage for the southern neighbouring lot. Increased building height is unlikely to be supported where non-compliant overshadowing on adjacent lots is apparent</li> <li>The massing of the development is not relating to the surrounding context in any way given the surrounding properties are single storey residential dwellings</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Principle 4 - Functionality and build quality | <p><b><u>Principle</u></b><br/> <b><i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></b></p> <ul style="list-style-type: none"> <li>Refer comments in Amenity Principle</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Principle 5 -                                 | <b><u>Principle</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sustainability                                                                                                                                                                                                                                               | <p><b>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</b></p> <ul style="list-style-type: none"> <li>The proposed development does not appear to have given due consideration to solar passive design and orientation of the proposed dwellings. All dwellings have an east-west orientation with large areas of non-optimal glazing, with minimal north-facing habitable rooms or windows.</li> <li>The use of light-coloured brick for the external walls will help to reduce solar absorptance during summer, however the proposed dark coloured cladding to the upper most level will very likely overheat and have an adverse impact on thermal comfort for occupants during hotter months</li> <li>Other sustainability opportunities such as integration of renewable energy systems and/or water efficiency measures - amongst others - do not appear to be apparent in the proposed development</li> </ul> |
| Principle 6 - Amenity                                                                                                                                                                                                                                        | <p><b>Principle</b><br/><b>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</b></p> <ul style="list-style-type: none"> <li>Need to re-look at the floor plans as they are currently inefficient. Some of the rooms would be difficult to use and are not functional. All of the comments relating to the floor plans from the previous DRP minutes are outstanding and need to be addressed. Show furniture on the floorplans.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Principle 7 - Legibility                                                                                                                                                                                                                                     | <p><b>Principle</b><br/><b>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</b></p> <p>Nil</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Principle 8 - Safety                                                                                                                                                                                                                                         | <p><b>Principle</b><br/><b>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</b></p> <p>Nil</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Principle 9 - Community                                                                                                                                                                                                                                      | <p><b>Principle</b><br/><b>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</b></p> <p>Nil</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Principle 10 - Aesthetics                                                                                                                                                                                                                                    | <p><b>Principle</b><br/><b>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</b></p> <ul style="list-style-type: none"> <li>The elevations have improved significantly referencing the Art Deco buildings along William street but require further development and refinement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Other comments provided by the DRP</b></p> <ul style="list-style-type: none"> <li>Include a north point on your site plan and/or floor plans</li> <li>The floorplans need to be considered and developed in conjunction with the elevations</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Other general comments provided by the City</b></p> <ul style="list-style-type: none"> <li>Nil</li> </ul>                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

#### Conclusion:

To be returned to DRP

The current design needs to integrate the plans with the elevations.

The design needs refining to achieve a consistent narrative.

#### 5.00pm–5.30pm – Applicant Presentation – Pre-Lodgement

3.3 **Address:** 40 Frame Court, Leederville

**Proposal:** Local Development Plan

**Applicant:** Roberts Day / Realm Studios

**Reason for Referral:** For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 3 July 2019

#### Recommendations & Comments by DRP on 3 July 2019:

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Principle 1 –<br/>Context and Character</b>           | <ul style="list-style-type: none"> <li>Podium element would need to be of a high architectural standard</li> <li>Consider how the developments fits within the Leederville context and how the plazas provide for public interaction. Activation of north-south link between the plazas to provide a strong public connection</li> <li>Reflection on waterways and fabric of Leederville should be interpreted within the public realm and how this might be delivered in ways other than materials that might give opportunities to not only this site but neighbouring sites. This should be carried through the planning stages and be shown in the outcome</li> <li>Development will need to ensure the fabric of Leederville is maintained</li> <li>Façade should be raw and eclectic and not overdone</li> <li>Additional 3D studies should be undertaken to show how the development sits in its local context.</li> <li>Given the piecemeal nature of the surrounding area a detailed study of the development's relationship to the existing public realm should be undertaken.</li> <li>Majority of pedestrian traffic will be toward Oxford Street and the building presents away from this, the quality and legibility of the pedestrian connection toward Oxford Street from the ground plane will be important in integrating into the local context.</li> </ul> |
| <b>Principle 2 –<br/>Landscape quality</b>               | <ul style="list-style-type: none"> <li>Landscaping incorporated to high standard to external areas of building.</li> <li>Consider how the landscape spaces at ground and podium level can be programmed to support the needs of the building tenants.</li> <li>Examine how the public spaces at ground floor can be better connected and provide improved circulation and amenity.</li> <li>In the development of the residential component consider how landscape and amenity spaces can be threaded through the upper levels of the building.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Principle 3 –<br/>Built form and scale</b>            | <ul style="list-style-type: none"> <li>Varied heights could deliver necessary number of dwellings without the need for substantial tower element.</li> <li>Additional 3D studies should be undertaken to validate the proposed tower solution.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Principle 4 –<br/>Functionality and build quality</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Principle 5 –<br/>Sustainability</b>                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Principle 6 –<br/>Amenity</b>                         | <ul style="list-style-type: none"> <li>Consideration of formal and informal pedestrian/footpath network and how development could relate to this.</li> <li>Ground floor plane addresses the public movement along the Water Corporation easement around the building. Pedestrian activity will</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                           | generally follow around the entry which is directed to Frame Court. Explore opportunities for pedestrian connection to move people around the building and to connect with Oxford Street. Secondary entries can help to direct pedestrian movement |
| Principle 7 – Legibility  | <ul style="list-style-type: none"> <li>Give careful consideration to legibility of building entrances given that most pedestrian traffic will approach the building from the rear.</li> </ul>                                                      |
| Principle 8 – Safety      | N/A                                                                                                                                                                                                                                                |
| Principle 9 – Community   | <ul style="list-style-type: none"> <li>Consider opportunities for community interaction and uses around the building edge.</li> </ul>                                                                                                              |
| Principle 10 – Aesthetics | N/A                                                                                                                                                                                                                                                |
| Comments                  | N/A                                                                                                                                                                                                                                                |

| Design review comments from 16 October 2019 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Design quality evaluation                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                             | Supported                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                             | Pending further attention                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                             | Not supported                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Design Principles                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Principle 1 - Context and character         | <p><b>Principle</b><br/> <i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i></p> <ul style="list-style-type: none"> <li>Good contextual analysis undertaken.</li> <li>Options including blunt curved edges, rather than radial curved edges, are more reflective of the Leederville character and context. The curved organic tower forms in general are visually much softer than the previous architectural language which is supported.</li> <li>Opportunities for water integration into the ground plane, such as a water feature or public art component, should be explored to further acknowledge the historical context of the wetlands as per the historical research presented.</li> <li>Eclectic nature of materials and finishes proposed in the previous scheme's podium elevations has been removed. Need to find a balance in achieving this rich eclectic feel in the new scheme to better reflect the Leederville character.</li> </ul> |
| Principle 2 - Landscape quality             | <p><b>Principle</b><br/> <i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></p> <ul style="list-style-type: none"> <li>Supportive of landscaping in breakout areas which continues up the development. Soft landscaping is a strong priority for the local community and CoV. Look at additional opportunities to incorporate soft landscaping on the building towers as a strong part of the developments architectural language reflecting the character of the area.</li> <li>Opportunity for rationalising of the parking layout to remove the need for a boundary wall to the Water Corporation easement should be explored, creating the opportunity for landscaping and additional community spaces.</li> </ul>                                                                                                                                                                                                        |
| Principle 3 - Built form and scale          | <p><b>Principle</b><br/> <i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></p> <ul style="list-style-type: none"> <li>The site can accommodate height and density given its proximity to the train station, the centre of Leederville and its surroundings amongst commercial buildings.</li> <li>There is significant improvement from previous scheme, as the impact of building height is starting to be mitigated through exploring the two tower options.</li> <li>Refined architectural treatment to soften both the podium and towers would contribute in reducing the perceived mass and scale of the towers.</li> </ul>                                                                                                                                                                                                                                      |

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Principle 4 -<br>Functionality and<br>build quality | <p><b><u>Principle</u></b><br/><b><i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></b></p> <ul style="list-style-type: none"> <li>• Preference for blunter curved edges on building rather than radial curves which provides better opportunity for functionality. Important for this to be considered in refining the apartment locations and layouts.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Principle 5 -<br>Sustainability                     | <p><b><u>Principle</u></b><br/><b><i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></b></p> <ul style="list-style-type: none"> <li>• Inclusion of information regarding propose 5 star Greenstar rating is commendable, and if achieved and certified as such will represent a high level of sustainability excellence for the proposed development. In turn it is noted that these sustainability features and strategies will likely exceed many of the sustainability considerations under SPP 7.3 Volume 2 if implemented as proposed. The applicant is also encouraged to pursue Greenstar Performance certification and/or other methodology for reporting on the post-occupancy performance of the development once completed</li> <li>• It is understood the revised two tower design concept is in response to previous DRP comments regarding the form, bulk and scale of the previous single tower design concept. While the two tower concept can help to improve solar access and ventilation to each apartment, it would appear that there is now a greater proportion of apartments that have an easterly or westerly orientation, which is non-optimal for solar passive performance. These apartment orientations should also be considered with respect to A4.1.1(a) solar and daylight access under SPP 7.3 Volume 2</li> <li>• Sustainability measures including waste management and reuse is a good idea.</li> <li>• As the proposed development is targeting an average 8.0 star NatHERS rating for the dwellings, this may now be more challenging to achieve. There are also other amenity and aesthetic implications - for example, more heavily tinted glazing may be required to reduce solar gain (impacting availability of natural daylight) and/or external vertical screens may be necessary to mitigate the summer morning/afternoon solar radiation. Recommend obtaining preliminary NatHERS ratings for typical apartments to determine if the revised two tower design can still achieve the targeted NatHERS rating without having an adverse impact on the construction specification, amenity and aesthetics of the revised design</li> </ul> |
| Principle 6 -<br>Amenity                            | <p><b><u>Principle</u></b><br/><b><i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></b></p> <ul style="list-style-type: none"> <li>• Light access to central corridor improved in two tower option.</li> <li>• Research suggests interspersing of communal facilities throughout the design to rent tower provides greater amenity for occupants. Opportunities to further spread these out within the tower rather than locating the majority at podium level this would be encouraged.</li> <li>• Southern pocket plaza may be overshadowed by tower structure, reducing the amenity of this space. Consider spaces that can enjoy sun and shade.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Principle 7 -<br>Legibility                         | <p><b><u>Principle</u></b><br/><b><i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></b></p> <ul style="list-style-type: none"> <li>• Access into building improved through multiple entries, including the shifting of the western entry in greater proximity to the activity from Leederville.</li> <li>• The location of the South East food and beverage outlet could be difficult to access and less visible and viable.</li> <li>• North Eastern carpark edge difficult to manage. Currently a four storey blank wall. Important for this to be a well-defined edge and acknowledge the pedestrian movement. This will increase permeability around the site. Consider construction and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



|                                                                                                                             |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                             |                  | floor to floor heights that would allow commercial tenancy uses of these spaces / edge of the building in the future.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Principle 8 - Safety                                                                                                        | <b>Principle</b> | <p><i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p> <ul style="list-style-type: none"> <li>• Visual connection of communal areas also improved as a result to two tower option.</li> <li>• Safety for western entry could be improved by having commercial uses with greater opening hours to provide additional activation and actual/perceived surveillance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Principle 9 - Community                                                                                                     | <b>Principle</b> | <p><i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i></p> <ul style="list-style-type: none"> <li>• Supportive of social infrastructure within northern and southern plaza which is free for community use.</li> <li>• Consider opportunities for community interaction and uses around the building edge further.</li> <li>• Suggest completely separating the build-to-rent and build-to-sell apartments, rather than mixing the two in the towers with an elevated bridge.</li> <li>• The diagram showing the new injection of housing in the centre of an area dominated by commercial uses is important</li> <li>• The proposal will potentially provide significant affordable housing options through the build to rent tower which is supported.</li> </ul> |
| Principle 10 - Aesthetics                                                                                                   | <b>Principle</b> | <p><i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p> <ul style="list-style-type: none"> <li>• Public interface has been improved and is a strong focus of the project.</li> <li>• Consider orientation of towers so that front tower shields second tower when viewed from centre of Leederville.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Other comments provided by the DRP</b>                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Tower Option A1 is the Panel's preferred options from those put forward</li> </ul> |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Other general comments provided by the City</b>                                                                          |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Nil</li> </ul>                                                                     |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**Conclusion:**

The design requires further refinement.

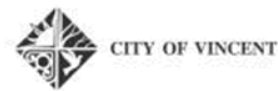
The current massing of the towers when viewed from 360° may have negative impacts from the adjacent properties and the wider precinct. The applicant should consider a series of vignettes to avoid the appearance of a wall of towers and ensure all visible elevations are designed to a high standard.

**4. Close/Next Meeting**

The Chairperson closed the meeting at 5.30pm

The next meeting is scheduled to be held on Wednesday 30 October 2019

# MINUTES



## SAFER VINCENT ADVISORY GROUP

Wednesday, 25 September 2019 at 6:00pm

Venue: Committee Room  
City of Vincent  
Administration and Civic Centre  
244 Vincent Street Leederville

### Attendees:

#### City of Vincent Councillors

Cr Joanne Fotakis (Chairperson) (JF)  
Cr Susan Gontaszewski (SG)

#### Representatives

Maria McAtackney – CEO Nyoongar Outreach Services (MM)  
Snr Sgt Peter Gilmour – OIC Wembley Police (PG)

#### Community Representatives

Chris Parry (CP)

#### City of Vincent Officers

John Corbellini – A/Executive Director Community and Business Services (JC)  
Paul Morrice – A/Manager Community Safety (PM)  
Jean Lowther – Coordinator Ranger and Parking Services (JL)  
Chris Dixon – A/Projects and Strategy Officer, Community Safety (CD)  
Cara Finch – Community Partner, Community Safety (CF)

### 1. Welcome/Declaration of Opening

Councillor Fotakis opened the meeting at 6:12pm and delivered the Acknowledgement of Country.

### 2. Apologies

Andrew Murphy – Executive Director Infrastructure and Environment (AM)  
A/Inspector Shane Crook – OIC Perth Police (SC)  
Snr Sgt John Waghorn – OIC Bayswater Police (JW)  
Natashya Cox – Community Representative (NC)  
Irina Lobeto – Community Representative (IL)  
Sharan Kraemer – Community Representative (SK)

### 3. Confirmation of the Minutes

The minutes of the meeting held on Wednesday, 24 July 2019 were received and confirmed as a true and correct record.

#### 4. Business

##### 4.1 Action Item Review

CF advised that the pocket cards with homeless service information were still being reviewed by the City of Perth, and that she would continue to follow up and obtain copies when available.

CF advised that a copy of the City's recently expired CCTV Strategy and Policy was provided to Safer Vincent Advisory Group members with the Agenda for this meeting.

JC advised that the CCTV objectives were currently being reviewed by Administration and an update will be provided to Council and the Safer Vincent Advisory Group when completed.

CF and JL advised that the offer of a two-way radio to Uniting Care West for the new outreach officer at Weld Square had been progressed and that the City was currently awaiting a response in this regard.

##### 4.2 Stakeholder Updates

4.2.1 Perth Police  
*Nil report.*

4.2.2 Wembley Police (Snr Sgt Peter Gilmour)

PG provided an update on the current issues, trends and crime strategies for the Wembley policing district.

4.2.3 Bayswater Police  
*Nil report.*

4.2.4 Nyoongar Outreach Services (Maria McAtackney)

MM provided an update on the most recent incidents as well as the trends and statistics for August and September.

**ACTION:** JL to report damaged fencing and Perth Soccer Club (Dorrien Gardens) to Property Services.

**ACTION:** CF to report graffiti incidents to the City's graffiti removal officer.

##### 4.3 Other Business

4.3.1 Weld Square

JL, MM and JF advised the group on the most recent complaints and trends at Weld Square.

4.3.2 Safer Vincent Plan Update

CF advised that the Draft Safer Vincent Plan 2019-2022 was adopted by Council at the Ordinary Council Meeting on 20 August 2019, subject to formatting and graphic design prior to publication.

An internal implementation plan has been developed to track the progress of relevant actions and deliverables.

4.3.3 State CCTV Register Update

CF confirmed that the State CCTV Register was active, but had not been given a broad exposure by WA Police Force to date as it was still subject to some glitches which were being resolved before promoting further.

Promotion of the Register to local residents and businesses was an action of the new Safer Vincent Plan and would be progressed when appropriate.

## 4.3.4 Advisory/Working Group Review

JC advised that the term of the City's Advisory/Working Group members ends on 20 October 2019.

JC advised that future Advisory/Working Group terms would be discussed with Elected Members after the Council election, and encouraged those community representatives who were interested in staying involved to let Administration know.

JF thanked Safer Vincent Advisory Group members for their contribution to the group and acknowledged the good working relationships that had developed between stakeholders.

## 4.3.5 Management of vacant properties

SG raised concerns about increased instances of people squatting/camping on private property.

JC and CF advised that such activity was considered trespass and was a criminal offence, and should be reported to WA Police in the first instance. The City's Regulatory Services were able to require property owners to secure and clean up their properties, within the confines of the Local Government Act.

JL advised that the City had previously encouraged property owners to provide a written letter to WA Police requesting that trespassers be prosecuted if found on their property. CF confirmed that this process was troublesome as WA Police still relied upon real-time reports to respond to incidents, and were not able to provide a private patrol service.

JC also confirmed that outreach services were unable to go onto private property to engage with squatters unless the property owner provided permission.

SG suggested that clarification was required to assist property owners and residents how these issues can be managed and the responsibilities of each agency.

**ACTION:** CF to liaise with Regulatory Services to develop an education resource on current services and responsibilities on managing vacant properties.

## 5. Close/Next Meeting

The Chairperson closed the meeting at 7:22pm. The next meeting has not yet been scheduled, pending upcoming Council election.

Signed

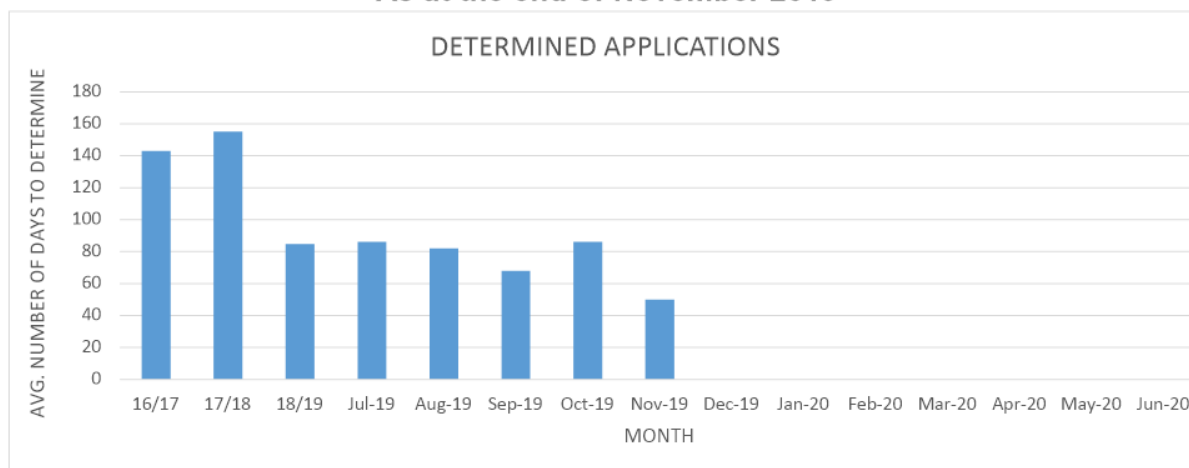
\_\_\_\_\_  
Councillor (Chairperson)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

| Summary of Actions                                                                                                                 | Date                     | Status    |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|
| CF to liaise with WA Police Force and City of Perth to source pocket cards with homelessness information for Ranger Services staff | 15 May 2019<br>(pending) | Ongoing   |
| CD to provide a copy of the City's (recently expired) CCTV Strategy and Policy to SVAG for information.                            | 24 July 2019             | Completed |
| CD to provide a further update on the proposed form to replace the City's expired CCTV Strategy.                                   | 24 July 2019             | Pending   |
| JL to progress offer of a two-way radio to Uniting Care West for their new Weld Square outreach officer.                           | 24 July 2019             | Pending   |
| JL to report damaged fencing at Dorrien Gardens to Property Services                                                               | 25 September 2019        |           |

|                                                                                                                                                |                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|
| CF to report graffiti in Claisebrook Road area to City's graffiti removal officer.                                                             | 25 September 2019 |  |
| CF to liaise with Regulatory Services to develop an education resource on current services and responsibilities on managing vacant properties. | 25 September 2019 |  |

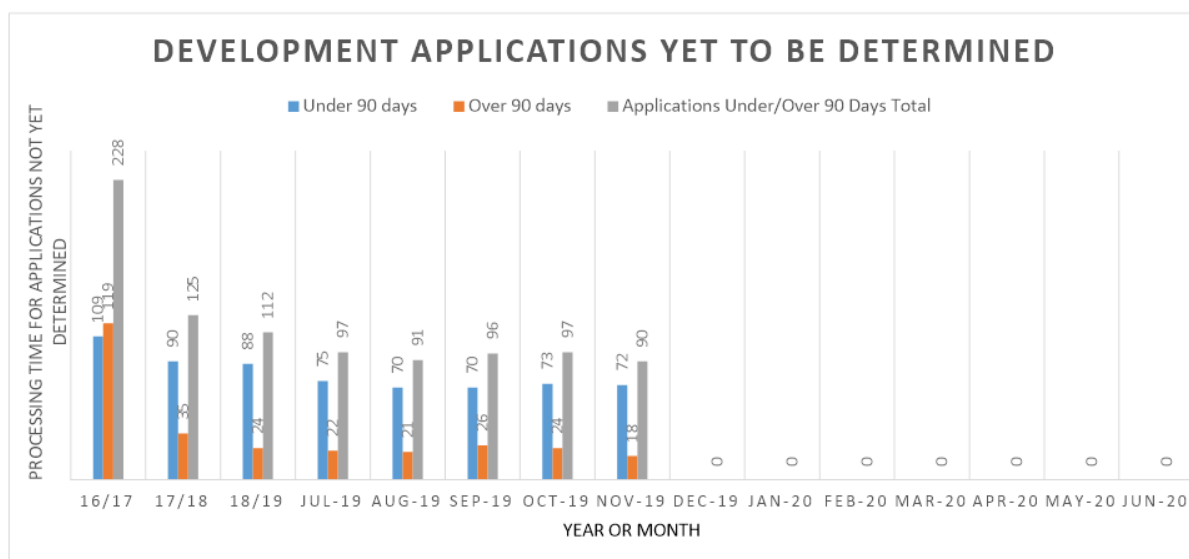
### Statistics for Development Applications As at the end of November 2019



**Table 1:** Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2019.

| Processing Days | 16/17 | 17/18 | 18/19 | Jul-19 | Aug-19 | Sept-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 |
|-----------------|-------|-------|-------|--------|--------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Minimum         | 7     | 1     | 0     | 14     | 0      | 1       | 0      | 2      |        |        |        |        |        |        |        |
| Average         | 143   | 155   | 84.72 | 86     | 82     | 69      | 79     | 70     |        |        |        |        |        |        |        |
| Maximum         | 924   | 1008  | 787   | 321    | 230    | 236     | 251    | 449    |        |        |        |        |        |        |        |

|                                        | Jul-19 | Aug-19 | Sept-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 |
|----------------------------------------|--------|--------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| DA's Determined                        | 46     | 36     | 28      | 40     | 50     |        |        |        |        |        |        |        |
| Value of Determined DA's (in millions) | 12.13  | 44.51  | 13.6    | 20.8   | 11.5   |        |        |        |        |        |        |        |



**Table 2:** No. of DA's to be determined.

|                                              | Jul-19 | Aug-19 | Sept-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 |
|----------------------------------------------|--------|--------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| DA's lodged                                  | 36     | 32     | 38      | 42     | 47     |        |        |        |        |        |        |        |
| DA's to be Determined                        | 97     | 91     | 96      | 97     | 90     |        |        |        |        |        |        |        |
| Value of DA's to be Determined (in millions) | 89.93  | 52.8   | 53.6    | 59.5   | 57     |        |        |        |        |        |        |        |



CITY OF VINCENT

## INFORMATION BULLETIN

|                    |                                                                                      |
|--------------------|--------------------------------------------------------------------------------------|
| <b>SUBJECT:</b>    | <b>Street Tree Removal Requests</b>                                                  |
| <b>DATE:</b>       | <b>19 November 2019</b>                                                              |
| <b>AUTHOR:</b>     | <b>Tracy Hutson, Executive Assistant<br/>John Gourdis, Supervisor Parks Services</b> |
| <b>AUTHORISER:</b> | <b>Andrew Murphy, Executive Director Infrastructure &amp; Environment</b>            |

**PURPOSE:**

To present Council with the monthly update on street tree removal requests within the City of Vincent.

**BACKGROUND:**

At the Ordinary Meeting of Council on the 5 December 2017, a Notice of Motion was presented requesting Administration provide a monthly Information Bulletin to Council summarising all requests for street tree removal within the City and the outcome of each.

A report outlining when and how a tree removal request will be considered, as well as the requests for the last quarter of 2017 until the 10 January 2018 was presented to the Ordinary Meeting of Council held on 6 February 2018.

**COMMENTS:**

Please find below listing for the period 23 October to 20 November 2019.





CITY OF VINCENT

# INFORMATION BULLETIN

| Date       | Requeste<br>d By         | Location / Address                                                  | Reason for Removal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Tree Species                                   | Inspection Comments                                                                                                                                            | Approved<br>for Removal<br>(Y/N) | Replacement<br>Tree<br>(Y/N - species) |
|------------|--------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------|
| 24/10/2019 | Resident                 | 109 Alma Rd, North<br>Perth                                         | Please remove Jacaranda as it is diseased<br>and replace with London Plane Tree.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <i>Lophostemon<br/>confertus</i>               | Tree has been monitored for the<br>last couple of years and has<br>declined further and shown no<br>signs of recovery.                                         | Yes                              | <i>Jacaranda<br/>mimosaeifolia</i>     |
| 25/10/2019 | Resident                 | 152 Joel Tce, East<br>Perth                                         | As the bushfire season approaches, I would<br>like the trees in very close proximity to my<br>boundary to be removed. The remaining<br>trees need thinning and dead leaf litter needs<br>to be picked up. At the moment the area in<br>front of my house is a serious eyesore and<br>very real danger to my home in the case of a<br>fire. The State government is conducting a<br>strong campaign about not being complacent<br>about bushfires just because you live in<br>suburbia and this also applies to local<br>Councils. | <i>Callistemon<br/>Kings Park</i>              | 2 dead Callistemons are behind a<br>Builders fence, once the fence is<br>removed we will then remove the<br>trees.                                             | Yes                              | 2/ <i>Melaleuca<br/>viridiflora</i>    |
| 30/10/2019 | Real<br>Estate<br>Agency | Unit 1/62 Brady St, Mt<br>Hawthorn                                  | Please remove tree. Report and Photos<br>registered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <i>Agonis<br/>flexuosa</i>                     | The dead tree is on Body<br>Corporate Land and it will be up to<br>them for its removal.                                                                       | N/A                              |                                        |
| 30/10/2019 | Resident                 | 121 Shakespeare St,<br>Mt Hawthorn<br>(Ellesmere St frontage)       | Request to please remove the verge tree<br>closest to Shakespeare St as it is on a<br>significant lean.                                                                                                                                                                                                                                                                                                                                                                                                                           | <i>Melaleuca<br/>quinquenervia</i>             | The tree is unstable and moves in<br>the ground.                                                                                                               | Yes                              | <i>Melaleuca<br/>quinquenervia</i>     |
| 30/10/2019 | Resident                 | 156 Carr St (Loftus St<br>frontage), 80-84 Loftus<br>St, West Perth | Please remove and replace dead verge<br>trees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <i>Angonis<br/>flexuosa</i>                    | Small trees have been removed.                                                                                                                                 | Yes                              | <i>Agonis flexuosa</i>                 |
| 08/04/2019 | Resident                 | 7/2 Bonnievale Pl, Mt<br>Hawthorn (Brady St<br>frontage)            | Brazilian Pepper tree on the Brady St<br>frontage. Tree is located adjacent to fence<br>just near bus stop and is continuously<br>obstructing access and causing damage to<br>fence.                                                                                                                                                                                                                                                                                                                                              | <i>Schinus (Black<br/>Pepper).</i>             | The Pepper tree is alive and trunk<br>is growing on the wall, this is not a<br>council tree, its self-seeded and is<br>the responsibility of the Body<br>Corp. | N/A                              |                                        |
| 05/11/2019 | Resident                 | 81 Shakespeare St, Mt<br>Hawthorn                                   | Bottlebrush verge tree is dead and causing a<br>mess.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <i>Callistemon<br/>Kings Park<br/>Special'</i> | Tree is confirmed dead.                                                                                                                                        | Yes                              | <i>Melaleuca<br/>viridiflora</i>       |
| 08/11/2019 | Resident                 | 56 Egina St (Ashby St<br>frontage), Mt Hawthorn                     | Two bottle brush trees are dying. Please<br>contact resident to discuss replacement<br>species.                                                                                                                                                                                                                                                                                                                                                                                                                                   | <i>Callistemon<br/>Kings Park<br/>Special'</i> | Tree is confirmed dead.                                                                                                                                        | Yes                              | <i>Melaleuca<br/>viridiflora</i>       |
| 08/11/2019 | Resident                 | 53 The Boulevarde, Mt<br>Hawthorn                                   | Verge tree is dead.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                | Tree is confirmed dead.                                                                                                                                        | Yes                              | <i>Melaleuca<br/>viridiflora</i>       |
| 20/11/2019 | Strata<br>Managers       | 28-40 Cowle St, West<br>Perth                                       | Verge tree is dead, please remove ASAP as<br>resident believes it is a hazard.                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <i>Angonis<br/>flexuosa</i>                    | Tree is confirmed Dead                                                                                                                                         | Yes                              | <i>Agonis flexuosa</i>                 |

D19/108251

Page 2 of 2



DATE: Tuesday, 19 November 2019

|              |                                                                   |
|--------------|-------------------------------------------------------------------|
| TITLE:       | REPORT ON ENVIRONMENTAL HEALTH AUSTRALIA NATIONAL CONFERENCE 2019 |
| DIRECTORATE: | STRATEGY AND DEVELOPMENT                                          |

#### PURPOSE OF REPORT:

To report key learnings from the Environmental Health Australia National Conference 2019 (the conference) held in Adelaide, South Australia from 6-8 November 2019.

#### DETAILS:

The City's Coordinator Environmental Health attended the conference from 6-8 November 2019. This provided the City with valuable insight and ongoing learnings into existing and emerging public health trends, threats and management measures.

The conference program included presentations from a wide range of speakers, covering topics including:

- Perceptions of Environmental Health – 'overlooked and underrated';
- Food enforcement and investigation;
- Hoarding, squalor and clandestine laboratories;
- Roles of Local Government in fighting food waste;
- Environmental Health and climate change; and
- Emergency preparedness and public health response.

There were some common themes at the conference which were evident in the broad range of topics presented. Primarily, it was advocated that the Environmental Health profession could do more to educate and communicate about its roles and responsibilities, including within Local Government organisations. This includes relationship building through collaboration internally and stakeholder engagement externally. The City's Health Services team are committed to building these relationships, as demonstrated by the objectives and outcomes listed in the Built Environment and Wellbeing Strategy House and Business Plan. The team recognises the valuable contribution it makes to provide technical expertise and leadership in public health, and the future potential to be 'present at the table' and continue and enhance this contribution. The City's Public Health Plan will embed stakeholder engagement and an educative approach to public health messaging and traditional service delivery.

The increasing impacts (both health and environmental) of climate change were also discussed. This will involve increased planning and preparedness at all levels with the Environmental Health and Local Government profession. A key statistic from a presentation at the conference stated it is estimated that "25 of the 30 extra years of life we've gained over the last 100 years are the result of environmental health measures like better nutrition, sanitation and housing (Novick, L. F. 2005)". With this in mind, it was also presented that "Between 2030 and 2050, climate change is expected to cause approximately 250 000 additional deaths per year, from malnutrition, malaria, diarrhoea and heat stress (WHO 2014)".

These emerging environmental health threats, including those linked to climate change, requires the profession to adapt and consider how risks are managed and mitigated in the future. In a local context, Western Australian public health law is in a transitioning phase from the prescriptive based legalisation of the *Health (Miscellaneous Provisions) Act 1911* to the newly enacted outcome-based *Public Health Act 2016*. The framework of regulatory compliance for the *Public Health Act 2016* will see a more flexible, risk based approach. The City Health Services are conscious of the impacts new legislation may have, and are regular contributors to discussion papers and working groups to feed into the conversation.

Other topical presentations were also delivered, and a short summary is provided below:

**Hoarding and Squalor Initiatives** – A presentation by the City of Onkaparinga demonstrated that through a coordinated approach and a dedicated 'in house' community liaison resource, addressing complex community health, safety and sanitary concerns within private dwellings can be far more successful.



**Food Waste** - If food loss and waste were its own country, it would be the third largest greenhouse gas emitter behind China and United States. The information presented at the conference by the Fight Food Waste Cooperative Research Centre provided simple means for Local Governments to contribute to reducing food waste in both industry and households such as FOGO and waste tracking tools.

**Emergency Management** – In keeping with one of the themes of the conference, several presentations talked on the critical role Environmental Health Officers play in ensuring an organisation is sufficiently prepared and able to respond to various types of public health emergencies.

The learnings from the conference will help to inform the development of the City's Public Health Plan, in addition to implementing best practice ethos and new initiatives into the delivery of existing environmental health programs and services.

#### CONSULTATION/ADVERTISING:

Not applicable.

#### LEGAL/POLICY:

Under Policy No. 4.1.15 – Conferences, Council approval is required for staff attendance at interstate conferences or training. At the Ordinary Council meeting on 16 September 2019, Council approved the City's Environmental Health Officer or her delegate to attend the conference.

The same Policy stipulates that "Following attendance at State conferences, congresses, study tours and any seminars, forums, workshops of two (2) days or more duration, the attendees shall submit an individual or composite report to the Council (to be included in the Information Bulletin)".

#### RISK MANAGEMENT IMPLICATIONS:

**Low:** It was considered low risk for a City employee to attend an interstate conference. The employee continued to be covered under the City's existing insurances whilst in Adelaide on work time.

#### STRATEGIC IMPLICATIONS:

Keeping in line with the City's *Strategic Community Plan 2018 – 2028*:

##### Innovative and Accountable

*We are open and accountable to an engaged community.*

#### SUSTAINABILITY IMPLICATIONS:

Nil.

#### FINANCIAL/BUDGET IMPLICATIONS:

At the Ordinary Meeting of Council on 10 September 2019, Administration presented the following approximate costs for attending this conference:

|                                       |                |
|---------------------------------------|----------------|
| Three Day Conference Registration Fee | \$ 990         |
| Economy Airfare (approx.)             | \$ 500         |
| Accommodation 3 nights @ \$150/night  | \$ 450         |
| Total:                                | <u>\$1,940</u> |

The final costs incurred are as follows:

|                                       |                   |
|---------------------------------------|-------------------|
| Three Day Conference Registration Fee | \$ 990.00         |
| Economy Airfare                       | \$ 574.13         |
| Accommodation                         | Nil               |
| Costs of travel (taxi's)              | \$ 49.90          |
| Total:                                | <u>\$1,614.03</u> |

**COMMENTS:**

Attendance at the conference provided the City's Coordinator Environmental Health a great opportunity to learn and develop from the technical content presented throughout the program. It also provided an invaluable opportunity to establish a wider network of contacts and connections within the profession in Australia and abroad. The Coordinator Environmental Health has provided an internal presentation to relevant staff to share learning from the conference and discuss how it could influence the City's projects, namely the Public Health Plan.

The Coordinator Environmental Health is available to discuss conference learnings, the direction of the Environmental Health profession and how this direction is being applied at the City in more detail with Council members. This could include future Council Workshops, particularly when updates are provided on the Public Health Plan and how the City's Health Services team are contributing to the delivery of the City's Strategic Community Plan.

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 5 DECEMBER 2019**

| NO. | ADDRESS & SAT REVIEW NO.                                  | DATE RECEIVED   | APPLICANT                        | REVIEW MATTER & COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-----------------------------------------------------------|-----------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Nos. 120-122 Richmond Street, Leederville (CC 49 of 2018) | 15 January 2017 | Dorn                             | <p>Review in relation to a Building Order to remove unauthorised buildings and structures associated with single house and subsequent review of delegated decision to refuse development application.</p> <p>*****</p> <p>The subject of this review is a Building Order issued by the City for the removal of unauthorised buildings and structures primarily comprised of outbuildings covering an aggregate area of approximately 540m<sup>2</sup> across both Nos. 120 and 122 Richmond St. The application for review of the Building Order and refusal of Development Application will be presented to a full hearing on 17 September 2019. Hearing vacated to go to a further mediation to allow applicant to provide more detailed and accurate plans, and to discuss building/planning issues. Applicant to provide plans by 1 November 2019 for review and mediation scheduled for 19 November 2019 on-site and then at the City of Vincent offices to determine how the matter will progress. Mediation rescheduled to 9 December 2019 to allow applicant additional time to prepare plans.</p> <p><i>Representation by: Kott Gunning Lawyers (Building Order)/Allerding and Associates (Development Application)</i></p> |
| 2.  | No. 125 Richmond Street, Leederville (DR 302/2018)        | 4 December 2018 | Network PPD                      | <p>Application for review of JDAP decision to refuse the application for an amendment to the existing approval for Multiple Dwellings on 13 October 2018.</p> <p>*****</p> <p>City attended 26 February 2019 mediation where SAT scheduled the applicant to provide amended plans on 29 March 2019. Mediation on-site followed by at City held on 12 April 2019. Orders received requesting the JDAP to reconsider the application under Section 31 of SAT Act on or before 31 May 2019. The application was reconsidered and approved by the JDAP on 30 May 2019, subject to further consultation with the City's DRP to improve the treatment of the eastern elevation. Directions Hearing scheduled for 26 July 2019 vacated to allow for applicant to further consult with DRP. Applicant is currently liaising with landowners regarding recommendations provided by the DRP.</p> <p><i>Representation by: JDAP</i></p>                                                                                                                                                                                                                                                                                                         |
| 3.  | No. 131 Harold Street, Highgate (DR 95/2019)              | 8 May 2019      | Kinston Commercial Group Pty Ltd | <p>Application for review of Council decision to refuse the application for proposed Change of Use from Educational Establishment to Medical Centre on 2 April 2019.</p> <p>*****</p> <p>Matter listed for mediation on 4 July 2019. Mayor and Councillors invited to attend. An amended proposal was provided on 16 September 2019 in line with Administrations previous recommendation. Community consultation to commence on 24 September 2019 and application to be reconsidered in accordance with Section 31 of the SAT Act at the Ordinary Meeting of Council on 10 December 2019. On 6 November 2019 the applicant advised they would be withdrawing their application for review. Awaiting notification from SAT.</p> <p><i>Representation by: McLeods Solicitors</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

Page 1 of 2

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 5 DECEMBER 2019**

| NO. | ADDRESS & SAT REVIEW NO.                              | DATE RECEIVED    | APPLICANT              | REVIEW MATTER & COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|-------------------------------------------------------|------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.  | No. 13 Blake Street, North Perth<br>(DR 128/2019)     | 17 June 2019     | Planning Solutions     | <p>Application for review of Deemed Refusal. Metro West JDAP resolved to defer determination of the application for 10 Multiple Dwellings at its meeting 30 May 2019.</p> <p>*****</p> <p>Mediation held 30 July 2019. Amended plans to be submitted by 16 August 2019 to be assessed and readvertised. JDAP invited to reconsider application on or before the 8 October 2019. Amended plans have been received and currently being assessed. DAP meeting scheduled for 7 October 2019 to reconsider its decision. At the DAP meeting held on 7 October 2019, the DAP resolved to approve the application. Applicant has withdrawn their application from SAT. <b>Completed.</b></p> <p><i>Representation by: JDAP</i></p> |
| 5.  | No. 48 Egina Street, Mount Hawthorn<br>(DR 168/2019)  | 21 August 2019   | Urbanista Town Panning | <p>Application for review of Council decision to refuse the application for a Single House on 20 August 2019.</p> <p>*****</p> <p>Directions hearing held 13 September 2019 to list the matter for a final hearing. Hearing listed for 6 November 2019. Awaiting decision within 90 days of hearing.</p> <p><i>Representation by: Allerding and Associates</i></p>                                                                                                                                                                                                                                                                                                                                                          |
| 6.  | No. 48A Egina Street, Mount Hawthorn<br>(DR 169/2019) | 21 August 2019   | Urbanista Town Panning | <p>Application for review of Council decision to refuse the application for a Single House on 20 August 2019.</p> <p>*****</p> <p>Directions hearing held 13 September 2019 to list the matter for a final hearing. Hearing listed for 6 November 2019. Awaiting decision within 90 days of hearing.</p> <p><i>Representation by: Allerding and Associates</i></p>                                                                                                                                                                                                                                                                                                                                                          |
| 7.  | No. 3 Bulwer Avenue, Perth<br>(DR 202/2019)           | 2 September 2019 | Justin Mortley         | <p>Application for review of decision to give a direction under Section 214 of the <i>Planning and Development Act 2005</i> (Reinstatement of Façade).</p> <p>*****</p> <p>Directions hearing held on 25 October 2019, matter listed for single mediation only on 22 November 2019. SAT advised that a new development application would need to be lodged and determined for the appeal to be valid. The City is currently seeking legal advice to confirm if this is correct. The applicant is simultaneously liaising with the City to confirm how the written direction can be satisfied. The matter is scheduled for another Directions Hearing on 6 March 2020.</p> <p><i>Representation: Administration</i></p>      |

**METROWEST DEVELOPMENT ASSESSMENT PANEL (MWDAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 21 NOVEMBER 2019**

| No. | ADDRESS                                                          | APPLICANT                         | PROPOSAL                                     | DATE APPLICATION RECEIVED | DAP MEETING DATE  | DAP DECISION                                                                                                                                     |
|-----|------------------------------------------------------------------|-----------------------------------|----------------------------------------------|---------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | No. 29 Lindsay Street, Perth                                     | Mornington Land Pty Ltd           | Form 1 – Commercial Development              | 24 June 2019              | 6 December 2019   | Application deferred at 7 October 2019 meeting. Meeting minutes available <a href="#">here</a> .<br><br>Updated RAR due to DAP 25 November 2019. |
| 2.  | Nos. 77-81 Scarborough Beach Road, Mount Hawthorn                | Dynamic Planning and Developments | Form 1 – Child Care Premises                 | 2 October 2019            | Not yet scheduled | RAR due 18 December 2019.                                                                                                                        |
| 3.  | No. 194-200 Carr Place, Leederville                              | Hillam Architects                 | Form 1 – 52 Multiple Dwellings               | 25 October 2019           | Not yet scheduled | RAR due 17 January 2019                                                                                                                          |
| 4.  | No. 742 Newcastle Street and No. 301 Vincent Street, Leederville | Element                           | Form 2 – Amendment to Commercial Development | 4 November 2019           | Not yet scheduled | RAR due 17 January 2019                                                                                                                          |



**CITY OF VINCENT DESIGN REVIEW PANEL (DRP)  
REGISTER OF APPLICATIONS CONSIDERED BY DRP  
AS AT 21 NOVEMBER 2019**

| NO. | ADDRESS                                                             | APPLICANT                                         | PROPOSAL                                                                            | DRP<br>MEETING<br>DATE | REASON FOR REFERRAL                                                                                                                                        |
|-----|---------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Nos. 77-83 (Lots 456 and 17) Scarborough Beach Road, Mount Hawthorn | Dynamic Planning and Developments/Colaust Pty Ltd | Single storey child care premises with associated car parking and outdoor play area | 30/10/2019             | For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 10 July 2019. DA Lodged.         |
| 2.  | Nos. 514 and 516 (Lots 14, 15 and 16) William Street Highgate       | Urbanista Town Planning/Huirun Pty Ltd            | Four Grouped Dwellings                                                              | 30/10/2019             | For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 16 October 2019. DA Lodged.      |
| 3.  | Nos. 318, 324, 330, 332, 334 Charles Street, North Perth            | Urbis/Saracen Properties Pty Ltd                  | Mixed Use Development                                                               | 13/11/2019             | For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 18 September 2019. No DA lodged. |

**REGISTER OF PETITIONS - PROGRESS REPORT – NOVEMBER 2019**

**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  
 DC&BS: Director Community & Business Services  
 DI&E: Director Infrastructure & Environment  
 DP&P: Director Planning & Place

| Date Rcd                                  | Subject                                                                                                                                                                                      | Action Officer | Action Taken                                                                                                                                   |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council Meeting – 12 November 2019</b> |                                                                                                                                                                                              |                |                                                                                                                                                |
| 30/10/19                                  | Petition requesting the relocation of street parking on Turner Street, Highgate from the North to the South side of the Street (adjacent to Jack Marks Park) on a trial basis for 12 months. | DI&E           | The petition was received at the Ordinary Meeting of Council held 12 November 2019 and is the subject of a report to Council 10 December 2019. |



# INFORMATION BULLETIN

|                     |                                                                        |
|---------------------|------------------------------------------------------------------------|
| <b>TITLE:</b>       | <b>Register of Notices of Motion – Progress Report – November 2019</b> |
| <b>DIRECTORATE:</b> | <b>Chief Executive Officer</b>                                         |

## DETAILS:

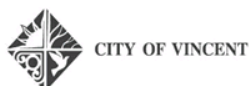
A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

### Key Index:

|        |                                                    |
|--------|----------------------------------------------------|
| CEO:   | Chief Executive Officer                            |
| DC&BS: | A/Executive Director Community & Business Services |
| DI&E:  | Executive Director Infrastructure & Environment    |
| DP&P:  | A/Executive Director Planning & Place              |

| Details                                                                 | Action Officer | Comment                                                                                                                                |
|-------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>12 November 2019 – Submitted by Cr Fotakis</b>                       |                |                                                                                                                                        |
| Review of Local Government Property Local Law                           | EMCSG          | The review currently being undertaken by Administration will incorporate the requests of Cr Fotakis.                                   |
| <b>23 July 2019 – Submitted by Mayor Cole</b>                           |                |                                                                                                                                        |
| Waive the Fee for Skip Bins on Residential Verges for less than 14 Days | EDI&E          | Changes to the Fees and Charges being undertaken.                                                                                      |
| Expressions of Interest (EOI) for Events in North Perth Common          | EDC&BS         | Expressions of Interest (EOI) and marketing campaign to commence. To develop Schedule of Events and activities for North Perth Common. |



# INFORMATION BULLETIN

|                     |                                                                             |
|---------------------|-----------------------------------------------------------------------------|
| <b>TITLE:</b>       | <b>Register of Reports to be Actioned – Progress Report – November 2019</b> |
| <b>DIRECTORATE:</b> | <b>Chief Executive Officer</b>                                              |

## DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following reports still require action or are in the process of being actioned.

### Key Index:

CEO: Office of the CEO  
 EDC&BS: A/Executive Director Community & Business Services  
 EDP&P: A/Executive Director Strategy & Development  
 EDI&E: Executive Director Infrastructure & Environment

| Item                                       | Report Details                                                                                                                                                                                                                                                         | Action Officer | Comments                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council Meeting – 12 November 2019</b>  |                                                                                                                                                                                                                                                                        |                |                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9.3                                        | Amendment No. 4 to Local Planning Scheme No. 2 (No. 20 (Lot: 100) Brentham Street, Leederville) Outcomes of Advertising                                                                                                                                                | AEDSD          | Administration will forward Amendment No. 4 and the required documentation to the WAPC.                                                                                                                                                                                                                                                                                                           |
| 10.1                                       | Use of Weld Square to Deliver Free Meal Service to People Who Are Experiencing Homelessness                                                                                                                                                                            | ADIE           | Administration will provide a further update report within the next six months.                                                                                                                                                                                                                                                                                                                   |
| 11.4                                       | Floreat Athena Football Club Inc.                                                                                                                                                                                                                                      | A/EDCB<br>S    | Administration will provide Floreat Athena Football Club Inc with an extension to their lease until 30 September 2020 and will progress with the Working Group meetings to ensure the completion of the Development Plan along with securing the \$3 million funding.                                                                                                                             |
| 12.2                                       | Lease of 246 Vincent Street, Leederville to the Minister for Works - DLGSC                                                                                                                                                                                             | EMCSG          | Administration has further discussed the proposed terms with the Minister and will present the lease proposal to Council at its 10 December Meeting.                                                                                                                                                                                                                                              |
| 12.3                                       | Interim arrangement for the management of Robertson Park Tennis Centre                                                                                                                                                                                                 | EMCSG          | Interim arrangement is being drafted and will be sent to Tennis West for approval and signing.                                                                                                                                                                                                                                                                                                    |
| 12.4                                       | Council Workshop, Briefing and Ordinary Meeting of Council dates for 2020                                                                                                                                                                                              | EMCSG          | Public notice of the proposed dates to be provided.                                                                                                                                                                                                                                                                                                                                               |
| 17.4                                       | Management of the Loftus Community Centre                                                                                                                                                                                                                              | A/EDCB<br>S    | Administration is working closely with LCCI in terms of the date they will be ending the lease and their tenure of the Loftus Community Centre which will determine the date the City will assume management of the centre. The implementation plan has commenced to support this process and enable the least amount of disruption to the services and programs currently offered at the centre. |
| <b>Council Meeting – 15 October 2019</b>   |                                                                                                                                                                                                                                                                        |                |                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9.1                                        | No. 51 (Lot: 192; D/P: 56091) Albert Street, North Perth – Proposed Alterations and Additions to the Club Premises and Change of Use from Club Premises to Club Premises and Child Care Premises and Licence for Use of Car Park at No. 160 Albert Street, North Perth | CEO<br>EMCSG   | Car parking licence has been drafted and sent to applicant for review. Waiting on start date of child care centre to be determined.                                                                                                                                                                                                                                                               |
| 12.2                                       | Dedication of lots 889 and 890 as road – Corner Fitzgerald and Bulwer Streets, Perth and write-off of outstanding rates debt                                                                                                                                           | CEO<br>EMCSG   | Consultation process has commenced, due to close 13 December 2019                                                                                                                                                                                                                                                                                                                                 |
| 12.3                                       | Grant of section 91 licence to the City of Vincent – Summers Street Carpark and access road                                                                                                                                                                            | CEO<br>EMCSG   | Final terms of licence under negotiation.                                                                                                                                                                                                                                                                                                                                                         |
| <b>Council Meeting – 17 September 2019</b> |                                                                                                                                                                                                                                                                        |                |                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9.6                                        | Environmental Health Australia National Conference 2019                                                                                                                                                                                                                | EDP&P          | Coordinator Environmental Health will report back to Council after the conference in accordance with                                                                                                                                                                                                                                                                                              |

| Item                                    | Report Details                                                                                                                                                                                                                                                                                                                   | Action Officer | Comments                                                                                                                                                                                                                                                     |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.1                                    | Consideration of Submissions on Acquisition of Luce Lane, North Perth                                                                                                                                                                                                                                                            | CEO            | Policy No. 4.1.15 – Conferences.<br>Administration will make the request to the Department of Planning, Land and Heritage.                                                                                                                                   |
| <b>Council Meeting – 20 August 2019</b> |                                                                                                                                                                                                                                                                                                                                  |                |                                                                                                                                                                                                                                                              |
| 12.3                                    | Annual Corporate Business Plan Review and Update                                                                                                                                                                                                                                                                                 | CEO            | Text checking and CEO message being prepared, then draft is to be reformatted by City's Marketing & Communications section prior to publication.                                                                                                             |
| <b>Council Meeting – 23 July 2019</b>   |                                                                                                                                                                                                                                                                                                                                  |                |                                                                                                                                                                                                                                                              |
| 9.8                                     | Beaufort Street Change of Use Exemption and Amendment to Policy No. 7.5.1 - Minor Nature Development                                                                                                                                                                                                                             | EDP&P          | The trial will be implemented and the draft Policy will be advertised and presented back to Council for determination.                                                                                                                                       |
| 9.9                                     | Outcomes of Advertising Amendment 1 to Local Planning Policy No. 7.1.1 - Built Form; effect of Design WA; and Initiation of Amendment 2 to Local Planning Policy No. 7.1.1 - Built Form                                                                                                                                          | EDP&P          | The draft Policy will be advertised and presented back to Council for determination.                                                                                                                                                                         |
| <b>Council Meeting – 25 June 2019</b>   |                                                                                                                                                                                                                                                                                                                                  |                |                                                                                                                                                                                                                                                              |
| 10.1                                    | Waste Strategy Project 2 - Bulk Hard Waste (Junk) Service Options Appraisal                                                                                                                                                                                                                                                      | EDI&E          | Implementing Council's decision with further reports to be prepared once further investigation undertaken.                                                                                                                                                   |
| 10.3                                    | North Perth Precinct Traffic Study                                                                                                                                                                                                                                                                                               | EDI&E          | Public consultation to be undertaken on proposed traffic calming measures, with a further report to Council.                                                                                                                                                 |
| 11.5                                    | Amendments to the Parking and Parking Facilities Local Law 2007                                                                                                                                                                                                                                                                  | EDC&BS         | Statewide and local public notice to be given for proposed City of Vincent Parking and Parking Facilities Amendment Local Law 2019. Any submissions received to be reported back to Council.                                                                 |
| 11.6                                    | City Homlessness Framework Committee – Draft Action Plan                                                                                                                                                                                                                                                                         | EDC&BS         | Trial of the accreditation process for service providers has been delayed and is expected to commence on 1 October in order to coincide with the commencement of the trial in the City of Perth. Progress report to be provided to Council by December 2019. |
| 12.2                                    | Community Budget Submissions 2019/20                                                                                                                                                                                                                                                                                             | CEO            | Submitters to be notified of Council's decision as per OMC report.                                                                                                                                                                                           |
| <b>Council Meeting – 28 May 2019</b>    |                                                                                                                                                                                                                                                                                                                                  |                |                                                                                                                                                                                                                                                              |
| 9.3                                     | Review of Policy No. 3.8.12 – Mobile Food Vendor                                                                                                                                                                                                                                                                                 | EDP&P          | Administration will arrange advertising before presenting submissions and final amendment to Council for determination.                                                                                                                                      |
| 11.3                                    | Land exchange and reclassification of land (amendment no. 4 to Local Planning Scheme No. 2) - portion of lot 75 Brentham Street (Brentham Street Reserve) for portion of lot 100 (no. 20) and Lot 37 (no. 26) Brentham Street (Aranmore Catholic Primary School) - consideration of submissions and conditional contract of sale | CEO            | The subdivision process and scheme amendment is underway. The contract has been executed and is awaiting stamping by the Office of State Revenue.                                                                                                            |
| 11.5                                    | Realignment of City of Vincent district boundary at the intersection of Charles, Green and Walcott Streets, North Perth and dedication of adjoining private right of way                                                                                                                                                         | CEO            | Administration has commenced the right of way dedication process.<br>Joint submission prepared, signed and submitted to LG Advisory Board for consideration.                                                                                                 |
| 11.7                                    | Public Open Space proposal for Sydney and Haynes Street site, North Perth                                                                                                                                                                                                                                                        | CEO            | Administration is preparing the development plan.                                                                                                                                                                                                            |
| <b>Council Meeting – 30 April 2019</b>  |                                                                                                                                                                                                                                                                                                                                  |                |                                                                                                                                                                                                                                                              |
| 11.4                                    | Transfer and dedication of lots as road - Charles Street, North Perth                                                                                                                                                                                                                                                            | CEO            | Administration has commenced the transfer and dedication processes, which includes providing public notice.                                                                                                                                                  |
| <b>Council Meeting – 2 April 2019</b>   |                                                                                                                                                                                                                                                                                                                                  |                |                                                                                                                                                                                                                                                              |
| 11.4                                    | Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008                                                                                                                                                                                                                           | CEO            | Administration is reviewing the Department of Local Government's comments on the amendment local laws.                                                                                                                                                       |
| <b>Council Meeting – 5 March 2019</b>   |                                                                                                                                                                                                                                                                                                                                  |                |                                                                                                                                                                                                                                                              |

| Item                                      | Report Details                                                                                                                                           | Action Officer | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.1                                      | Business Case for the Adoption of a Three Bin Food Organic/Garden Organics System                                                                        | EDI&E          | Reports being prepared in relation to further information in regards to implementation of FOGO system for September 2019 and financial modelling for April 2020.                                                                                                                                                                                                                                                                                               |
| <b>Council Meeting – 16 October 2018</b>  |                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 12.1                                      | Management of Services at Weld Square for People Experiencing Homelessness                                                                               | EDC&BS         | Report presented to Council in June 2019 which included the action plan developed by the City Homelessness Framework Committee (CHFC) to address issues in the inner city. A further report will be presented to Council in late 2019 outlining progress on the action plan by the CHFC and the broader state-wide 10-year strategy by the state government. In addition to this, an update on Manna Inc's usage requirements moving forward will be included. |
| <b>Council Meeting – 29 May 2018</b>      |                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 18.1                                      | CONFIDENTIAL ITEM: Licence to govern encroachment of drainage infrastructure from 152 Joel Terrace, Mount Lawley into Swan River Foreshore Reserve 43459 | CEO            | Owners have submitted application for approval of infrastructure to the Department of Biodiversity, Conservation and Attractions. City waiting on approval in order to sign licence.                                                                                                                                                                                                                                                                           |
| <b>Council Meeting – 4 April 2018</b>     |                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 11.1                                      | Lease of Leederville Oval by East Perth Football Club Inc & Subiaco Football Club Inc - Request for waiver and write-off of fees and variation of leases | CEO            | Clubs working with City's Community & Business Services Directorate to resolve some leasing issues.                                                                                                                                                                                                                                                                                                                                                            |
| <b>Council Meeting – 27 June 2017</b>     |                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9.5                                       | Submission to WALGA – Third Party Appeal Rights in Planning                                                                                              | EDP&P          | Administration has forwarded its submission to WALGA and is drafting letters to be sent to the Minister for Planning and Attorney General advising the City's position.                                                                                                                                                                                                                                                                                        |
| 12.1                                      | No. 34 (Lot 1) Cheriton Street, Perth – Progress Report No. 8                                                                                            | CEO            | Department of Planning, Lands and Heritage (DPLH) has provided tenure options to City and Norwood Neighbourhood Association.                                                                                                                                                                                                                                                                                                                                   |
| <b>Council Meeting – 30 May 2017</b>      |                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 12.5                                      | Perth Parking Levy                                                                                                                                       | EDI&E          | Awaiting outcomes of the Perth CBD Transport Plan and specific recommendations regarding the Perth Parking Levy.                                                                                                                                                                                                                                                                                                                                               |
| <b>Council Meeting – 7 March 2017</b>     |                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9.3.5                                     | Review of City of Vincent Local Laws under Section 3.16 of the Local Government Act 1995 (SC2688)                                                        | EDP&P          | The Health Local Law is being reviewed. Presentation to Council made at Council Workshop held on 20 November 2018.                                                                                                                                                                                                                                                                                                                                             |
| <b>Council Meeting – 18 October 2016</b>  |                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9.2.1                                     | Proposed Safety Improvement at the Intersection of Walcott and Beaufort Streets, Mount Lawley (SC686, SC986)                                             | EDI&E          | The trial has been extended indefinitely at the recommendation of Main Roads, in consultation with the Cities of Vincent and Stirling. It is anticipated that a review will be conducted in 2020.                                                                                                                                                                                                                                                              |
| <b>Council Meeting – 27 October 2015</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)                            | CEO            | Men's Shed working with City's Community & Business Services Directorate to resolve some leasing issues / waiting on City's Property Management Framework.                                                                                                                                                                                                                                                                                                     |
| <b>Council Meeting – 18 November 2014</b> |                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9.1.4                                     | Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)                                                                             | EDP&P / EDI&E  | The option of having parking benefit districts will be reviewed as part of the review of the Car Parking Strategy and preparation of an Integrated Transport Plan.<br>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.<br>The City takes an approach to parking restrictions                                               |

| Item                                       | Report Details                                                                                                                                                    | Action Officer | Comments                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                            |                                                                                                                                                                   |                | where we receive complaints, conduct parking occupancy surveys and report to Council on the results of these surveys.<br>The replacement of the CALE ticket machines throughout the City is complete.<br>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. |
| <b>Council Meeting – 7 October 2014</b>    |                                                                                                                                                                   |                |                                                                                                                                                                                                                                                                                                                                                                     |
| 9.3.2                                      | Lease for North Perth Tennis Club – Lease of Premises at Woodville Reserve, 10 Farmer Street, North Perth (SC351/SC621)                                           | CEO            | No further action pending the outcomes and recommendations included within the Tennis West Strategic Facilities Plan and the City's Property Management Framework.                                                                                                                                                                                                  |
| <b>Council Meeting – 23 September 2014</b> |                                                                                                                                                                   |                |                                                                                                                                                                                                                                                                                                                                                                     |
| 9.3.6                                      | Lease for Leederville Tennis Club – Lease of premises at 150 Richmond Street, Leederville (SC351 & PR25077)                                                       | CEO            | No further action pending the outcomes and recommendations included within the Tennis West Strategic Facilities Plan and the City's Property Management Framework.                                                                                                                                                                                                  |
| <b>Council Meeting – 27 May 2014</b>       |                                                                                                                                                                   |                |                                                                                                                                                                                                                                                                                                                                                                     |
| 9.3.4                                      | LATE ITEM: East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium                                                          | CEO            | Further discussions ongoing as part of broader discussions with Football Clubs.                                                                                                                                                                                                                                                                                     |
| <b>Council Meeting – 12 February 2013</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 | CEO            | Public advertising period has closed, and acquisition request presented to Department Planning, Lands and Heritage.                                                                                                                                                                                                                                                 |



**13      MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**14      QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN  
(WITHOUT DISCUSSION)**

Nil

**15      REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**

NIL

**16      URGENT BUSINESS**

Nil

**17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED****17.1 APPOINTMENT OF EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES**

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning:

**Local Government Act 1995 - Section 5.23(2):**

- (a) a matter affecting an employee or employees
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting

**LEGAL:****2.14 Confidential business**

- (1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the Local Government (Rules of Conduct) Regulations 2007.

Confidential reports are provided separately to Council Members, the Chief Executive Officer and Directors.

In accordance with the legislation, confidential reports are to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.

**18 CLOSURE**